



"Excellent relationships between adults and children help teaching to be effective with good and improving standards in writing and maths and exceptional standards in reading..... Children enjoy lessons and they become confident and enthusiastic learners..... Children are caring and supportive of each other..... The staff and governors have a shared vision that each child achieves well This is a good school."

OFSTED Report September 2014

**Vallis First School
Milk Street
Frome
Somerset
BA11 3DB**

**Tel: 01373 462657
www.vallisfirstschool.org**

Headteacher: Mrs Naomi Pauley

Chair of Governors: Mr Iestyn Lewis

VALLIS FIRST SCHOOL

Vallis First School caters for children aged between 4 and 9 years.

Our school motto is 'A safe and happy school where we can be the best we can be'.

AT VALLIS FIRST SCHOOL WE AIM:

	<ul style="list-style-type: none">➤ To inspire children in their learning through making it fun and relevant
	<ul style="list-style-type: none">➤ To meet the needs of families and involve them in their children's learning
	<ul style="list-style-type: none">➤ To value children as individuals but to encourage them to recognise the needs of others
	<ul style="list-style-type: none">➤ To help children to feel safe and to be happy and healthy
	<ul style="list-style-type: none">➤ To give children access to the skills they need to enjoy life and achieve personal fulfillment
	<ul style="list-style-type: none">➤ To involve children with the wider community



AT OUR SCHOOL

We are very fortunate to be based in a very attractive and extensive old building which provides a fascinating learning environment for all our children. We have very good facilities including a field, three play areas, a large hall, a nurture room, a library and research room, a nature area, trolleys of laptop computers and tablets and large bright airy classrooms. The school is well resourced with good quality equipment and a very experienced, hard working and committed staff. We also have a Community Room which is used by a number of services, including Frome Getset Early Intervention Hub, to provide facilities for our children, parents and the wider community. We also use this space for cookery and our Before School club which meets every morning. This room is available for private hire, along with our hall.

We seek to foster a love of learning in an exciting and friendly environment. We aim to help all our children feel safe and happy and part of our school family. Children are recognised as individuals and we seek to cater for their needs whatever their ability. We want them to develop at their pace and achieve the very best they can!

Children are provided with a rich, creative and fun curriculum, which promotes a love of learning and has opportunities to develop team working and independent learning skills. Our Vallis Powerful Learner characters of: 'Tough Tortoise', 'Team Ant', 'Sensible Squirrel' and 'Wise Owl' help the children to learn about resilience, being a team player, using resources and reflecting on and celebrating learning.



In each Key Stage and sometimes across the whole school we have a number of special Family Learning Events when parents are invited into school to work with their children and teachers. For example we have had maths games mornings, a family problem solving evening and several family fitness and healthy lifestyles afternoons. Our grandparents have recently joined in the fun with a 'Read with your grandchild'

morning.

Art and music are key interests in our local community and our children are able to take advantage of the many opportunities on offer through local community projects and facilities as well as those offered through our creative arts curriculum. Whole school singing is a particular pleasure in Vallis. We usually take part in at least one community music project a year. Our Year 3 and Year 4 children currently access ukulele lessons through the Wider Opportunities whole class music scheme.

Every Autumn term our Year 4 children have a wonderful opportunity to go on a three day residential visit to Kilve Court, which is an activity centre run by Somerset County Council. They have a geography focus for their visit but they also take part in lots of team building and fitness activities.



To build children's sense of responsibility, our older children are eco-monitors, play leaders, reading buddies and ambassadors and lunch monitors. We give our children a voice through regular consultations with them about subject areas and activities in the school.

The school environment provides many opportunities for learning both inside and outside the classroom and your child will be encouraged to make full use of these facilities. We work with other schools, organisations and groups in our local community including; our local art galleries and theatres, churches, middle schools/academies and Frome College, in order to increase the experiences available to all the children and to build their sense of citizenship. In the past we have made films, performed in schools' concerts at the Cheese and Grain and taken part in the Formula 1 challenge as well as displaying art work locally.



We hold a Silver Eco School award and have an ongoing commitment to reducing the impact our school has on the environment. We also hold the Active Mark for providing a commitment to more than two hours of physical activity per week and a National Healthy Schools Plus Award, which reflects our commitment to encouraging healthy eating and lifestyles. To support this further, we have signed up for the School Fruit and Vegetable Scheme which gives each Reception and Key Stage 1 child a free piece



of fruit or vegetable each day. We also encourage our older children to bring fruit for their snack time. Children are encouraged to bring in and use water bottles and daily milk is free to our Under 5's and free school meals children and is also available for parents to order.

As part of our commitment to health and well-being we run an on-site Forest School in our Nature area, which all our children have an opportunity to access and small groups from across the school may also access. We are in the process of becoming an 'Attachment Aware' school and have a commitment to providing nurture activities both in our Nurture room, at our allotment or in our Nature area.

Our Key Stage 1 and Key Stage 2 children make use of the local swimming pool at Frome Leisure Centre for structured teaching sessions. The children receive certificates and badges in our Key Stage assemblies as they acquire new swimming skills.

We are a communication friendly school who use Somerset Total Communication signing and symbols to support spoken and written communication.

We work closely with the local Frome schools and academies to provide additional opportunities for all our children and their parents including Forest School, gifted & talented events, music, art and Family Learning. As part of our membership of the Frome Schools Sports College Partnership the children have access to opportunities to take part in additional sporting activities with children from other schools including learning how to play competitive team games, orienteering and activities for children who show particular talent.

As part of our commitment to encouraging healthy eating we have a finishing kitchen on site to provide children with a healthy hot meal at lunchtime. These are free to all children in Reception, Year 1 and Year 2. Parents can pay for meals for Key Stage 2 children.



There is a meat/fish course or vegetarian option available each day along with a pudding. Children are able to bring a packed lunch from home if preferred.

Our school staff has considerable expertise which allows us to provide extension activities for children identified as gifted or talented in various areas of the curriculum. We also work with our local cluster of schools to organise special days for gifted and talented children to work in a larger group on specific projects. This year we have sent children to media arts, writing, maths and music workshops.



Members of staff and external providers currently offer after school opportunities for children such as nature, cookery, sports, arts & crafts and gym clubs.

We actively encourage parents to form a partnership with us to support their child's progress in school. We offer many opportunities for parents to take part in school life. There are invitations to attend class assemblies and family learning events or to help out in class or on school trips, as well as parents' evenings to discuss your child's progress. We try to ensure parents can speak to a member of staff as quickly as possible if there is a problem or if they wish to make suggestions. We hold Parents' Forum meetings for all parents to attend to discuss any changes to our organisation or policies. We also have a very active Vallis School Association which parents run to organise social and fundraising events.



In the past we were part of a Play & Participation project to explore better opportunities for children to be involved in active, imaginative and creative play. As a result we have written a Play Policy which encourages this kind of play.

We were very pleased that our last OFSTED inspection (September 2014) judged our school as a 'Good' school with many outstanding features.

We feel our school is a happy and successful place and look forward to working with you and your child!



TIMES OF OPENING

The School is open for pupils for 190 days a year. Details of holidays and closures due to In-Service Training are given well in advance.

Before School Club starts at 7.45am and currently costs £3.00 per session

Children are allowed into their classrooms from 8.45 a.m. onwards

8.55 a.m registration for morning session

Lunchtimes vary according to the age of child

1.00 p.m. registration for afternoon session

School ends at 3.00pm



PROVISION FOR WITHDRAWAL FROM COLLECTIVE WORSHIP

Our school assemblies and Religious Education lessons cover a range of themes including religions and life issues. Under the provisions of the Education Reform Act 1988 all parents have the right to withdraw their children from the School's daily act of Collective Worship which has a mainly Christian content. Any parent wishing to withdraw his/her child from the religious elements of the curriculum should make a written request through the Headteacher.

ADMISSION TO SCHOOL



In accordance with the County Admissions Policy, children who are 5 within the qualifying year (which starts on the 1st September and finishes on the 31st August) are entitled to start school from the first day of the academic term that starts in September. Somerset County Council is responsible for arranging all admissions to our school and parents may obtain the current admissions criteria and forms directly from them. If you need any help please contact a member of our School Office, who will be pleased to help.

SEPTEMBER ENTRY ARRANGEMENTS FOR RECEPTION

Details of dates, times and arrangements are given at the meeting of new parents which is held in June. Our Reception teachers use the first week of the academic year for parent and child meetings to collect information from parents about their child; so our Reception children usually start school the second week of the academic year. We offer parents the opportunity to send their children to school for full days right from the first day. If you wish your child to attend part time then please arrange this with your child's class teacher. Please let us have any information which may help us settle your child into school life with ease. If you have any anxieties, do not hesitate to see the class teacher. We are a friendly and very approachable team!

ORGANISATION OF CLASSES

Our classes are organised as such:

- 2 Reception (Foundation Stage) classes (ages 4-5)
- 2 Year 1 classes (ages 5-6)
- 2 Year 2 classes (ages 6-7)
- 2 Year 3 classes (ages 7-8)
- 2 Year 4 classes (ages 8-9)



All classes have a teacher and at least one additional teaching assistant, sometimes two, according to the age and needs of the children. This high ratio of adults to children ensures a high level of support for all aspects of learning. Parent helpers are always welcome and we ensure all volunteers undergo vetting via the Disclosure and Barring Service procedure. If you wish to volunteer please have a chat with the Headteacher.

Our staff use a variety of methods to deliver the curriculum in a way that recognises the needs of the individual. The aims of the lessons and the age group involved are taken into consideration and appropriate teaching strategies are applied. These methods include individual, group and whole class teaching.

STAFF LIST

Headteacher: Mrs Naomi Pauley

Assistant Headteacher: Miss Tracy Massey

School Business Manager: Miss Jacky Ankerman

Attendance Officer: Mrs Lynette Latcham

Administration Assistant: Mrs Sue Cobb

Teaching Staff

Foundation Stage: Ms Lyn Furner Mrs Joanna Higgins

Key Stage One: Miss Alison Plumridge Miss Rikki Stock
Miss Stephanie Rainford Mrs Kirsten Molloy
Mr Adam Smith

Key Stage Two: Miss Tracy Massey Mrs Marianne Baker
Mr Adam Summers Mrs Sara Edwards

SENCo: Miss Tracy Massey

Support Staff

Mrs Sarah Banbury	Mrs Sandra Blagdon	Mrs Hilary Boorer
Miss Elaine Breach	Mrs Katie Bristow	Mrs Lesley Brownbill
Mrs Verity Clayson	Miss Tamsin Davis	Miss Katie Dredge
Miss Jenny Ford	Mrs Lin Graves	Mrs Sarah Howard
Ms Steph Ivin	Mrs Deb Killah	Mrs Jane Mahany
Miss Karen McDermott	Mrs Holly McGruther	Mrs Rachel McPherson
Mrs Gwyn Merritt	Mrs Sara Nolan	Mrs Rachel Ruming
Mrs Wendy Smith	Mrs Di Sparey	Miss Alison Sturgess
Mrs Christine Walford	Mrs Michele Williams	Miss Sadie Williams
Miss Katrina Witcombe		

Caretaker: Mr Marcus Williams

Crossing patrol: Miss Elaine Breach



VALLIS FIRST SCHOOL

GOVERNORS' STATEMENT OF CURRICULAR AIMS

The Curriculum we offer to children at Vallis First School is intended to develop the whole child; socially, emotionally, physically, spiritually and intellectually and to provide the basic skills needed for life and work. We aim to develop enquiring minds and a spirit of curiosity and the skills to work independently and as a team.

In particular the curriculum seeks:

- to help pupils gain respect for moral and religious values as well as developing an acceptance and understanding of other races, religions and ways of life.
- to encourage the children to widen their use of language, both written and spoken.
- to help pupils to develop their mathematical skills and to apply those effectively.
- to develop an interest in science, technology and the natural world.
- to encourage children to express themselves through music, drama, a variety of arts and crafts and develop the necessary skills in these areas.
- to impart to children an understanding of history and geography and of the environment in which they live.
- to help children develop physical co-ordination and confidence.
- to teach children a sense of responsibility for themselves and their community our nation and the environment and value and respect for each other.
- to encourage children's awareness of how to value and care for themselves and live a healthy lifestyle.

THE CURRICULUM

We aim to provide an exciting, stimulating curriculum, making links across subjects and adding in creative opportunities wherever we can. We want learning to be fun! We will use the revised National Curriculum from September 2014 which ensures that children in Key Stage 1 and 2 experience a broad, balanced and relevant curriculum. Policies and National Curriculum documentation for every subject are available on request.

It is important to note that the requirements of the National Curriculum do not apply to those children who are not of statutory school age. Reception Classes are referred to as the 'Foundation Stage' and have a special curriculum which works towards 'Early Learning Goals'. The emphasis in the Foundation Stage is to provide stimulating learning activities appropriate for young children which will prepare them for their later years in school.

The school curriculum for children in Key Stage 1 and 2 includes English, Mathematics, Science, Design and Technology, Computing, History, Geography, Music, Art and Design, Physical Education and a number of cross-curricular areas. These include subjects such as Personal, Social, Citizenship and Health Education, Environmental Studies and any other areas which may be relevant to the children's learning. Religious Education follows the agreed County syllabus. Our Key Stage 2 children learn French as a Modern Foreign Language.

We have identified five curriculum drivers which are aspects we value as a school community and we use them in the planning of our curriculum. These are Creativity, Communication, Challenge, Caring and Community.

We are also helping our children to become 'Powerful Learners' through teaching them important aspects of being a learner such as resilience, reflectiveness, resourcefulness and being able to work as a team. These help learners to improve their learning and performance in education, work and life.



MATHEMATICS

We aim to develop a sound understanding of the number system and of mental calculation skills. Many activities are of a practical nature involving using equipment and resources to help the children develop their understanding. The curriculum content includes number, shape, space and measures, problem solving and handling data. Wherever possible these are covered in fun activities which relate to everyday contexts. We encourage parents to practise maths skills at home with their children and we give parents activity sheets and booklets to give you ideas.



ENGLISH

We use a number of approaches to support English in our School. We have a strongly embedded phonics scheme which helps children with their early reading and spelling skills. As the child progresses, early reading material is supported by a wide variety of reading books including 'reading scheme' books at the appropriate levels. Writing is developed by encouraging children to write in different situations and for a variety of reasons. Writing is modelled by adults and children are supported until they can write independently. Work may sometimes be printed out on the computer or published for other children to read. Handwriting is taught from Reception and leads towards joined up writing for those children who are ready to master it successfully.

Money from the school budget, fund raising and our successful Book Weeks, is spent each year to replace and build up our resources which support our group reading, and to ensure an up-to-date selection of reading materials are available to all the children within class and in our Library. We make use of the school and town library to encourage a love of reading and to learn library skills.

We have a spelling and phonics programme in school, which teaches letter sounds, letter names and word building. We make full use of information technology to support our literacy programme including phonic games and interactive texts.



COMPUTING

Computing is a central area in the school's curriculum. We have a computer, interactive whiteboard and visualiser in each classroom and have Wi Fi so that the children can learn using laptop computers and tablets. We also have digital cameras in each class. ICT skills are taught directly and are used throughout the curriculum. A particular emphasis is placed on delivering English and Numeracy through technology and we are constantly expanding our online resources. We aim to provide children with the confidence and skills to use computer resources effectively and safely. The School is connected to Somerset's intranet and has filtered access to the internet. E-safety is taught as part of the curriculum and each year we take part in Internet Safety day.

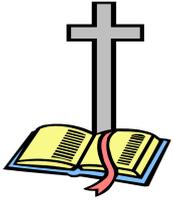


SCIENCE

Science plays an important part in school life, and much emphasis is put on developing the children's natural curiosity, as they learn to investigate and discover for themselves. As these skills develop the children are encouraged to produce theories and ideas from their observations and eventually to devise 'fair tests' to see if what they believe is true.

Crucial to science are investigation skills, with children discovering for themselves. They learn about the natural world and living things, about forces and physical processes and materials and their properties.

We ensure that the children have a wide range of practical and first hand experiences and we make good use of our outdoor environment including our field, the local river walks and allotment for bug hunting and looking at habitats or signs of changing seasons and the variety of plant life.



RELIGIOUS EDUCATION AND SOCIAL EMOTIONAL ASPECTS OF LEARNING (SEAL)

We follow the Somerset agreed syllabus for R.E., with Christianity as the main focus faith and Judaism, Hinduism and Islam as other focus faiths.

While actual knowledge of religion and its significance is taught, Religious Education in a first school is primarily concerned with children developing an awareness of themselves and others and the fostering of positive moral attitudes within a caring and tolerant setting.

Our SEALs curriculum looks at a number of aspects of life such as change, friendships, anti-bullying, setting goals and challenges and respect and explores these themes sensitively and at an age appropriate level.

MULTI - CULTURAL AND EQUALITIES EDUCATION

We teach our children about the variety of cultures and about equality and diversity represented in Britain and across the world. We take every opportunity to raise the children's awareness of the many traditions, cultures and the diversity represented in our school and society, celebrating and valuing our similarities and differences. Our Anti-Racist policy forms part of our Equalities policy and all racist, homophobic and other bullying incidents are taken very seriously and investigated.



PHYSICAL EDUCATION (PE)

We aim to provide two hours per week of high quality PE for each child in our school. Careful planning and close adherence to our scheme of work allows every child to make full use of the space and equipment available, and for teachers to monitor development.

As part of our school's membership of the local Schools' Sports Partnership we have access to coaching experts and additional equipment and opportunities to take part in inter school competitions. We use our Sports Premium Funding to support these activities.

The PE we provide includes gymnastics, dance, games skills, swimming and multi-skills.

SEX AND RELATIONSHIPS EDUCATION

For this subject the Governors have agreed that the Somerset County Guidelines should be followed. Details of our policy are held in School. **Parents are entitled to withdraw children from these lessons.**

GEOGRAPHY

Geography in the school includes the following areas - geographical skills, knowledge and understanding of places, physical geography, human geography and environmental geography. All work takes into careful consideration the children's developmental stage. We make use of our local vicinity to give children experience of mapping skills and we often plan a trip to help the children's understanding.



HISTORY

History is sensitively taught at our school and care is taken to ensure that studies are carried out at the appropriate level for the children. History teaching includes the following areas - knowledge and understanding of history, interpreting the past and using historical sources. We aim to give the children a sense of time, awareness of the difference between fact and fiction and of changes in everyday life. Whenever possible we try to ensure the children handle real resources and invite visitors in to talk about their personal history or we visit a suitable location.

CREATIVE ARTS

(including Music, Art and Design, Dance and Drama)



The school is committed to providing a rich variety of experiences in all areas of the Creative Arts. Local art galleries, theatres and creative organisations and trusts offer workshops and opportunities to our children.

Ample opportunity is given for children to participate in musical experimentation and listening activities. Music in the school covers musical composition and performance, and listening and appraising skills. The children learn a wide repertoire of songs and use both pitched and un-pitched instruments.

Each Christmas, and at other events including Harvest, the children learn songs and practise their performance skills in front of parents. The school takes every opportunity to perform for the local community at venues such as the Cheese and Grain.

We also invite musicians to the school to teach and inspire the children and take part in whole school singing projects.

Children are given opportunities to experiment with a wide range of media - paint, clay, sand, water, paper and paste - with attention being paid to the development of skills and techniques. Our Arts curriculum also includes the following areas - investigation and making, knowledge and understanding of art and design (including styles used by artists), artistic traditions and techniques.



MONITORING, ASSESSMENT AND REPORTING

The work undertaken in school is carefully matched to the individual child. Children's individual progress is monitored throughout our school. Formal assessments are carried out on Years 1, 2, 3 and 4 children by their class teacher. The teacher will make use of their extensive knowledge of children's ability, as well as using a number of tasks and test papers. Every child will be given a level for English, Maths and sometimes Science which indicates their attainment at the end of these years. Foundation Stage children are assessed using the Foundation Stage Profile which records their progress in six key areas of learning. We use a Baseline in Reception as children enter school to celebrate all they have achieved so far in their lives and to help the teachers to plan their next steps.

Individual targets are set for each child throughout the year in various areas of the curriculum. We encourage parents to be involved in their child's progress throughout their time with us and to share in their child's success in reaching a target or achieving a personal goal. We do this in many ways:-

- meeting with the class teacher on a formal basis at Parents' Evenings
- informal meetings with the child's teacher
- a yearly written report for all children giving details of work undertaken and highlights strengths and weaknesses.

HOMEWORK

Our homework policy is designed to encourage some self-study skills which are an essential feature of future school and college learning. As a minimum all our children are encouraged to take home a book each night to practise reading at home. They are also given spellings to take home and practise.

Occasionally they are asked to carry out other project work at home including maths problems. Parents are encouraged to contact the teacher if there are any difficulties on completing this work. Key stage 2 children are expected to complete their homework and we support its completion in school at playtime if the children are unable to complete it at home.



VALLIS FIRST SCHOOL KEY STAGE 1 2015 AND NATIONAL LEVEL DATA 2014 COMPARISON

This table shows the percentage of eligible children at Vallis First School achieving each level, compared to National end of Key Stage 1 teacher assessment levels.

The shaded sections of the table represent 2014 national teacher assessment data for core subjects. Figures may not total 100 per cent because of rounding.

	W	1	2C	2B	2A	3	Disapplied children	Absent children
Speaking and listening	0	15	0	71	0	16	0	0
Speaking and listening	2	9	0	66	0	24	0	0
Reading	2	17	10	17	22	29	0	0
Reading	2	8	9	23	27	30	0	0
Writing	0	16	17	26	22	19	0	0
Writing	2	11	16	30	23	16	0	0
Mathematics	0	12	10	24	24	29	0	0
Mathematics	1	6	12	27	29	24	0	0

'W' represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.



SPECIAL EDUCATIONAL NEEDS (SEN)

All pupils in our school are entitled to:

- be fully included
- be equally valued
- have their educational needs recognised and met
- be treated as individuals
- be given every opportunity to reach their full potential
- be empowered

Special Needs encompasses physical disability, learning problems and social, emotional and mental health difficulties but does not include difficulties arising from the fact that English is not the home language or purely behavioural difficulties.

A child has special needs if they have significantly greater difficulty in learning than the majority of children of the same age or has a disability that prevents or hinders access to educational facilities, generally provided by the Local Authority for children of the same age.

At Vallis First School we ensure that all teachers and teaching assistants are well trained in providing for the diverse needs of all our children, especially those with additional needs.

Our SEN Co-ordinator (SENCo) works closely with our teaching assistants, teachers and external specialists to identify and support children with additional needs. A School Entry Plan meeting would be arranged to ensure the correct provision is made for children entering school. Parents and specialist support services would be invited to the meeting to agree the plan.

Children with particularly severe learning needs and/or difficulties may, with their parent's permission, be referred to the Educational Psychologist or Support Services. They are able to provide specialist information and help to enable the school to support the child appropriately.

We aim to give all children, regardless of need, equal access to an appropriate curriculum within the framework of the National Curriculum. We work closely with Pupil Support Services who provide any advice or specialist equipment children may need to enable them to access the curriculum.

We aim to keep parents up to date with methods and progress being made at all times.

Our Governors are constantly reviewing how we might make our school and curriculum more accessible. We have ramp access into our main school building, a Soundfield system in our hall and a disabled toilet. We also have specialist trained staff and resources such as computer software to enable access to the curriculum.



SIGNING

The school seeks to create a positive and supportive environment for all our children. Our staff is trained to use Somerset Total Communication signing and the children learn signs to communicate with friends who need communication support.



AVAILABILITY OF INFORMATION

As a school we ensure you have regular reports about your child's progress including an annual written report. Under the Freedom of Information act parents have a right to access information defined by conditions described in the act. As the rules can be complicated, if you wish to obtain information we hold in school please contact the School Office in the first instance. A charge may be made for providing copies of some information.

The school holds copies of the following information:

- The LA's Agreed Syllabus for Religious Education, which is followed by the school
- Freedom of Information act policy
- Copies of the school prospectus
- National Curriculum documents
- Curriculum Policies
- Behaviour policy including anti-bullying and Equalities policies
- The agreed School's complaints procedure

The School also has other documentation available which includes a policy for Child Protection.

These may be obtained in large print if requested.

CHILD PROTECTION AND SUPPORT FOR FAMILIES



All schools have a legal duty to ensure the safety and well-being of all the children in the school. They are required to appoint a Governor and a member of staff with responsibility for Child Protection and to have Child Protection policies and procedures in place.

As a school we work hard to support parents and children whose families are experiencing difficulties and we work closely with support agencies to access help where parents request support. We currently have available a Parent and Family Support Advisor to whom families can refer themselves or be referred, who will offer help. We also work with the local GETSET Early Intervention Hub to offer support to local families.

We will always discuss any concerns we have about a child's well-being and safety with their parents unless doing so would endanger the child. In the latter case we would always follow the advice of Children's Social Care, which is our legal duty.

VALLIS FIRST SCHOOL RULES

The school prides itself on children's good behaviour!

Any rules imposed are for the smooth running of the school and for the benefit of everyone in the school. They are kept to a minimum and are mainly common sense involving care, safety and consideration for people and property.

- No toys should be brought to school UNLESS they are required for a class activity e.g. 'Show and Tell'.
- Sweets or crisps are not allowed at morning break. We are trying to teach children about healthy lifestyles so children are encouraged to bring fruit as a healthy alternative. An additional piece of free fruit is also available for Reception and Key Stage 1 children as we are part of the School Fruit and Vegetable Scheme.
- One pair of stud earrings is the only jewellery allowed in school in the interests of health and safety. Children will need to remove these themselves for PE or wear tape over their earrings. Older children are allowed to wear a watch.
- If it is necessary for money to be brought to school, it must be in an envelope with the child's name and the amount enclosed written on it, and it must be handed to the appropriate adult. We cannot be held responsible for money lost on the way to or from school.

The children and staff and Governors have agreed the following Golden Rules together:

1. Do be gentle. Don't hurt anybody.
2. Do be kind and helpful. Don't hurt people's feelings.
3. Do work hard. Don't waste time.
4. Do listen. Don't interrupt.
5. Do look after property. Don't waste or damage things.
6. Do be honest. Don't cover up the truth.



The School's Behaviour Policy, which is endorsed by the Governors and adopted by all Frome Schools, is available in the school and on our website. As a school we seek to create a supportive environment for all children and we do not tolerate racist, homophobic, cyber, physical or verbal bullying behaviour.



GENERAL INFORMATION

SCHOOL UNIFORM

All schools in Frome expect children to wear uniform. Our children wear a dark green sweatshirt or cardigan with black or grey skirt, pinafore or trousers or shorts.

Trousers, pinafores, skirts and checked or striped green and white dresses are all easily found locally. School sweatshirts, cardigans, fleeces, book bags, PE bags and hats with the school logo are on sale in the School Office.

Please ensure your child wears sensible school shoes (not trainers), with laces, buckles or velcro straps. For health and safety reasons please do not send your child in open toe sandals or flip flops.

We require children to change for PE for safety and hygiene reasons. Please provide:
A pair of daps (trainers are not suitable for apparatus work).
A pair of shorts and a T-shirt (or, if you prefer, a leotard for girl).

Please name all items of clothing - it helps reduce the pile of unclaimed lost property!

Our Parents' Association sell good quality second hand uniform (please enquire at the School Office).



DIARY DATES

A calendar for the school year will be printed in your child's link book showing school term and holiday dates. School event diary dates are also listed on our weekly Thursday note. These should be kept for reference. We try not to change these dates unless the circumstances are exceptional and you will be informed well in advance.



ARRIVAL AND COLLECTION FROM SCHOOL

Please do not leave children unsupervised outside school. Children are allowed into their classrooms from 8.45am, so there is no need to stand around waiting if it is cold or wet. We have Before School club available from 7.45am at a cost of £3.00 per session.

We encourage children to be as independent as possible as soon as they are ready but do feel free to bring them into the class until they are 'grown up' enough to enter by themselves. School finishes at 3pm and each year group has its own arrangements for collection.

PUNCTUALITY

We ask for your support in bringing your children in on time as children need to be with their classes for the start of the day. Children can feel embarrassed when they are consistently late. Registration is at 8.55 am and the registers close at 9.00am. If you arrive after this time you must sign in your child on a yellow late slip which are kept outside the School Office, otherwise they will not be on our registers in the event of an emergency.

We do understand that there are times when lateness is unavoidable. However, if punctuality is an issue, the Headteacher will meet with parents to discuss support to improve the situation.

ABSENCE



Poor attendance is often associated with poor achievement at school as children miss key lessons and struggle to understand further work. As a school we place a very high priority on maximizing attendance and we work closely with parents and the School Attendance Team to ensure that any difficulties are addressed.

We have a legal requirement to record and report all absence so it is imperative that parents telephone the school on the dedicated absence line on the first day of absence to tell us why their child is away. We need to keep a record of the reason, so it is helpful if a signed note can be sent to either to the class teacher or directly to the Headteacher or via the School Office. If no explanation is given for absence then it is recorded as unauthorised.

All registers are monitored by the Educational Attendance Officer who will get involved if a child's attendance record is poor. We write to parents when a child's absence is causing concern. Parents are encouraged to come and discuss with the Headteacher any problems they are having getting their child to school.



HOLIDAYS

The Government and Somerset County Council has tightened the rules on families taking their children out of school as so many children were missing out on vital schooling. Family holidays should be taken during the 13 weeks school holiday period. Absence from school for any reason during term time can only be authorised by the Headteacher in **very exceptional circumstances - not for annual family holidays**. A form should be completed stating the exceptional reasons why a parent is taking their child out of school during term time. If the exceptional reasons are not accepted then the child will be marked as absent without authorisation and the parents may be issued with a Penalty Notice or fine.

NOTES/ INFORMATION

In order to keep you informed we send a note home every Thursday. Other information may be sent out during the week so do check your child's bag to make sure that you receive all information. Children tend to forget boring details when they see you waiting for them! Copies of the Thursday note are put on our noticeboards and are available outside the school office and on our website.



CONTACT DETAILS

We need to be able to contact you if your child is sick or injured. Please ensure we always have an up-to-date list of contacts with phone numbers which we can reach you or nominated people on, who can collect your child if necessary (or accompany them to casualty if necessary). It is also essential for us to know if end of day collection arrangements are changed because of an emergency - this is for your child's safety.



MEDICAL

Please inform the school if your child has asthma or any allergies. This will be important for us when caring for your child. Please notify us of any prescribed medicine your child regularly takes for our records. On the rare occasions when it is necessary for prescribed medicines to be administered during school hours we ask that parents sign an indemnity form, available from the School Office. If your child vomits or has diarrhoea, they must stay away from school for a full 24 hours after the last episode. If the school is experiencing a high amount of sickness, ie. an epidemic, this absence time is increased to 48 hours. If your child is asthmatic we need you to provide a named inhaler to be kept in school. Please fill out an inhaler form with details of the dosage and frequency that the inhaler is administered. The inhaler and these details will be kept in your child's class so that it is available if they need it. It will also be taken on school trips and swimming.



ROUTINE MEDICAL ARRANGEMENTS

Children's height, weight, vision and hearing are checked during their time at school. We will ask you to give your consent for the above checks.

From time to time the School Dental Service visits and you will be informed if that affects your child.



SCHOOL MEALS

Sodexo Education Services Ltd currently has the contract to provide the hot meals service at our School. These meals are required to meet the national nutritional standards set by the government. The locally sourced ingredients are prepared by Sodexo in the Frome Community College kitchens and then the food is transported to our finishing kitchen to be cooked and served. A rolling menu changes twice a year with main choice and vegetarian option available daily. All children in Foundation Stage and Key Stage 1 classes are entitled to this meal for free. Key Stage 2 children can order and pay for a meal. The current price is £2.40 per meal. Meals must be ordered and paid for by the Monday morning of each preceding week at the School Office.

Children may prefer to bring a packed lunch or to go home for lunch. If your family is entitled to free school meals please inform the School Office. Even if you do not want your child to receive a free school meal please register if you are entitled, as this positively affects the amount of government funding the school receives.



WALKING TO SCHOOL

We encourage children to walk to school as often as possible to reduce traffic and keep fit. Unfortunately the School car park and entrance has restricted space and must only be used by staff and school transport. The school barriers are locked from 8.30am to 9.15am and 2.30pm to 3.15pm. Car parking is available in the local streets but please remember not to trouble our long-suffering neighbours!

CROSSING PATROL

Somerset County Council and Frome Town Council kindly sponsor our Crossing Patrol person. We are not always able to provide cover if illness occurs but we will always try and inform you if the situation arises. For our children to cross safely, our Crossing Patrol person needs to have an unrestricted view of the road. Please do not park in the area immediately around the school. Please make use of the safe crossing place we provide to model good road safety to all our children.

DOGS

In accordance with County regulations and for the health and safety of our children please do not bring dogs on or near the School grounds.

NO SMOKING OR SWEARING ZONE

Please note that for the benefit of your child's health and safety, the whole of the school and its grounds are a **No Smoking Area**. Please be aware that the children are not allowed to use bad language in school so we would appreciate your co-operation outside the school!



CHARGING POLICY

The Education Reform Act 1988 introduced new provisions on charging for school activities. The issue is exceedingly complex and unfortunately some school activities will only be possible if parents make a voluntary contribution (if you have any difficulties with this please see the Headteacher.) It is our aim to ensure that parents are always fully informed of the conditions relating to requests for any financial outlay. We hope that this will not stop trips which support and back up the all important curriculum work being done in school.

Parents are asked to complete relevant consent forms allowing their child to participate in local outside school activities and visits.

Unfortunately once you have paid for a trip, if your child is unable to attend it is not possible for us to refund your money.



ADVERSE WEATHER CONDITIONS

Adverse weather conditions such as heavy snowfalls or floods occasionally cause problems. Although we try to keep the school open whenever possible, it may be necessary to close without prior notice. Parents wishing to ascertain the position should contact check our website, phone their Year Group parent contact or listen to the local radio. Should conditions deteriorate while the children are in school, they may be collected early. However, children will NOT be released unaccompanied from school earlier than the normal closing time.

COMPLAINTS

We hope that any complaints that parents may have can be resolved by the school. Therefore any complaints, in the first instance, should normally be made to the class teacher or Headteacher, and it is hoped that in most cases they will be dealt with at this level either informally or through our formal school procedure. If the complaint cannot be resolved at this level (i.e. with the Headteacher) then the parent should submit his/her complaint, in writing to the Clerk of the Governors, who will acknowledge receipt of it and inform the Governing Body so that they can try to resolve the matter. If the matter cannot be resolved by the Governing Body, the complaint can be referred in writing to the Department of Education.



VALLIS SCHOOL ASSOCIATION (VSA)

All parents, staff, governors and friends of the School are automatically members of Vallis School Association. The purpose of the Association is to help the children of the School. This can include such things as helping in the classroom, hearing readers, arranging fun days, face painting and baking cakes plus lots of fundraising and social events!

We currently have a very enthusiastic group of VSA Committee members who are busy fundraising. They welcome all parents to come to any of their meetings and help with any of the activities. Any communications from any meetings are sent out on the Thursday note.

YOUR CHILD'S NEXT SCHOOL

Your child will transfer to a Middle School in September after his or her ninth birthday. Children generally transfer to Oakfield Academy or Selwood Academy. We aim to maintain a close liaison with these schools so that your child progresses on to the next stage of his or her education with ease. Details of all the schools available will be sent to you by the Local Authority at the beginning of your child's last year at our School.

GOVERNORS

The Governing Body's role is to maintain an overview of the school standards and plan for improvements. It meets several times a term to receive reports from the Headteacher and to discuss various school matters. The Governors are also responsible for alterations to the curriculum and are required to make statements regarding such matters as the school's Charging Policy, Sex Education, the complaints procedure and discipline in the school. Details are available from the School Office. The Governors are responsible for the financial management of the school and it is their aim to provide the highest standard of education possible with the money available. Minutes of Governors' Meetings are displayed outside the School Office.

LIST OF GOVERNORS

Name and Appointing Authority

Mr Iestyn Lewis (Chair)

Mrs Naomi Pauley (Headteacher)

Mr Ray Warren (Vice Chair and Co-opted)

Mrs Lindsay Downes (Parent)

Mrs Alex Kershaw-Moore (Parent)

Mrs Kirsten Molloy (Staff)

Mr Martin Wade (Co-opted)