

# St Andrew's C.E. Aided Primary School

## School Prospectus



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# A Letter of Welcome

Dear Parent(s),

Thank you very much for your interest in St. Andrew's Primary School, and welcome.

The contents of this booklet serve as a guiding hand through the life and organisation of the school, giving you its broad aims.

There are many aspects of the school that cannot be unfolded in this booklet as much depends upon the co-operation and personal relationships that exist between home and school. To this end a warm welcome is given to all parents to visit the school, to help in any way possible or to offer their support for its activities.

Our purpose is to create a caring school that has positive expectations of high standards for all children. We have a concern for the all round development of children, recognising that each child is uniquely important. The Christian values of the school are central to its life and ethos.

Should you wish to discuss or clarify anything, please do not hesitate to contact the school, especially if you would like to look round. You will be most welcome to do so.

Yours sincerely

Sarah Pendle  
Headteacher

Rev. Graham Cotter  
Chairman of Governors

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# Our Shared Vision

**Our aim is to provide a living, Christian school environment where the full potential of each child is realised through personal, social, academic and spiritual development.**

## **Our vision is that our school will provide its children and staff:-**

- ☺ Christian values and beliefs expressed through a loving, welcoming and safe environment.
- ☺ A love of learning and a sense of achievement.
- ☺ Broad experiences in order to prepare for life.
- ☺ An inclusive school where each is encouraged to reach their full potential.
- ☺ A pride in the school and to celebrate achievement.
- ☺ An encouragement of independence, co-operation and self discipline.
- ☺ The atmosphere for the whole school to work as a team.
- ☺ The promotion of respect for oneself, others and the environment.
- ☺ The nurture and growth of self-confidence and self-esteem.
- ☺ A striving for excellence, by challenging individual thinking and behaviour.

St. Andrew's is a Church of England Voluntary Aided School, rooted in its historic foundation and strengthened by its Christian character. The school relates to the Diocese of Exeter, which has a well-established Board of Education and whose good-will has proved especially beneficial in recent years. The Christian values of the school are central to its life and ethos, and are vital to the realisation of our vision. We aim to provide all children with an attractively true presentation of Jesus' life and teaching. This is designed to encourage understanding of a relevant faith, to foster the development of character, and to promote good and caring relationships with others.

St. Andrew's respects and values the unique worth of a child, and seeks to ensure that each one fulfils his or her true potential across the full spectrum of life. There is recognition of belonging to a community, with the need to learn to both give and receive. The school respects ethnic, cultural and religious diversity, and actively promotes good personal relations. Jesus' teaching to love our neighbour as ourselves, regardless of background, is foundational.

We firmly believe that to achieve our aim it is essential that we maintain a partnership between parents, governors, school and community.

## **Visions, Values & Aims.**

### **Vision.**

Our vision is for children and staff to participate in life in all its fullness.

#### **Our vision is to provide:**

A secure, affirmative environment that builds confidence;  
Gifted and dedicated teaching that awakens a love of learning;  
Extra-curricular opportunities;  
Christian beliefs and values that inform and inspire;  
The development of independence alongside co-operation, and respect.

### **Values.**

The school considers each child to have unique worth and potential;  
Jesus' teaching to love our neighbour as ourselves, - whoever our neighbour may be – is foundational;  
A partnership between parents, staff and governors is actively encouraged;  
An awareness of other countries and cultures is brought alive through personal connections and visits;  
An emphasis on good care of the environment and responsible stewardship of the earth's resources;  
Striving for the best outcomes in knowledge and character;  
Rewarding achievement, effort, and altruism.

### **Aims.**

To give each child a high quality, enjoyable and creative learning environment with access to a broad, balanced and relevant curriculum;  
All aspects of life, - the spiritual, emotional, social, physical, and knowledge inquisitive make-up of a person, - are deemed important;  
To achieve high standards of literacy and numeracy;  
To develop scientific skills and give children a practical understanding of the world in which they live;  
To provide, an attractively true presentation of Jesus' life and teaching, and demonstrate the relevance of Christian faith.

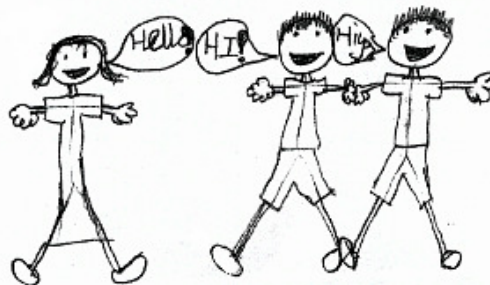
# The School Council represents views from all children.

## St. Andrew's pupils believe that:

- ✓ We all co-operate and care for each other,
- ✓ We are good at communicating,
- ✓ We have a wide range of activities,
- ✓ Our teachers try to make learning fun,
- ✓ We care for and share the school environment,
- ✓ We are able to put forward our own ideas and opinions,
- ✓ Adults in school treat everyone equally,
- ✓ We try to keep fit and healthy.

### MAKING FRIENDS

The best way to make friends is  
to talk to someone you like the look  
of



# The Staff of the School

Headteacher: Mrs. S. Pendle

Deputy Headteacher: Mrs. J. Tailyour

Teaching Staff:

Mrs. R. Knight	Mr. J. Jones
Mr. A. Goode	Mrs. A. Schofield
Mrs. S. Burke	Mrs. N. Beck
Mrs. A. Shillabeer	Mrs. R. Tozer
Mrs. L. Oliver	Miss. A. Fitzgerald

Senior Administrator: Mrs. S.M. Daymond

Administrative Assistants: Mrs. R. White, Mrs. S. Clark

Classroom Assistants:

Mrs. E. Marshall	Mrs. J. Hardy
Mrs. J. Lear	Mrs. R. Burrow
Mrs. K. Aves	Mrs. L. Scott
Mrs. N. Skelton	Mrs. K. Rogers
Mrs. L. Leach	Mrs. E. Rookes
Mr. I. Cuthbert	Mrs. P. Carver
Mrs. D. Talbott	Mrs. K. Coleman

ICT Technicians: Mr. S. Fryer Mr. J. Bowles

Meal Time Assistants:

Mrs. J. Brokensha	Mrs. E. Rookes
Mrs. A. Moses	Mrs. R. White
Mr. I. Cuthbert	Mrs. L. Leach
Mrs. K. Aves	Mrs. K. Coleman

Kitchen Staff: Mrs. S. McKewen Mrs. A. James

Caretaking Staff: Mr. D. Cox Mrs. A. Cox  
Mrs. M. Pleavin

# The Governing Body



## Chair

Rev. G. Cotter  
The Vicarage  
Crapstone Road  
Buckland Monachorum  
852227

## Vice Chair

Dr J Ambler  
Gawton Farmhouse  
Gawton  
Bere Alston  
841747

Mr. M. Broughton  
Forge Cottage  
Crapstone Road  
Yelverton  
854828

Mr. A. Adams  
c/o St. Andrew's School  
Buckland Monachorum  
853153

Mrs. S Reed  
Brook House  
Buckland Monachorum  
853857

Mrs. J. Hardy  
Higher Acre  
Crapstone  
Yelverton  
852769

Mr. R. Crossley  
c/o St. Andrews School  
Buckland Monachorum  
853153

Mrs. M Bull  
(Parent Governor)  
c/o St Andrew's  
School  
853153

Mrs. J Tailyour  
c/o St. Andrew's School  
Buckland Monachorum  
853153

Mr. T West  
c/o St. Andrew's School  
Buckland Monachorum  
853153

Mrs. N Skelton,  
c/o St. Andrew's School  
Buckland Monachorum  
853153

## Chair of Admissions & Curriculum

Mrs. S Reid

## Clerk

Mrs. E. Rookes  
c/o St. Andrew's School  
Buckland Monachorum  
853153

# Organisation of the School

The school is situated in the centre of the picturesque village of Buckland Monachorum and on the edge of Dartmoor National Park. We have an excellent site with ample field space and opportunity for Environmental Study. The original building consisted of two double classrooms with resource areas connected by a central hall, administration and library block. Through the efforts of the church and parent body we now have three more classrooms, additional cloakroom space and a Drama/Music studio. January 1999 saw the opening of a new Reception Classroom and Entrance to the Early Years Department. The Information and Communication Suite was fully updated in 2006 with interactive white boards being installed in each classroom. We have a Multi-sensory room which is an immense resource.

We have two playgrounds, an outdoor classroom, three environmental areas, orchard and a heated swimming pool. Work is underway on an Egyptian Garden.

The children work mainly in their own classrooms, but the resource areas are used freely as additions to those classrooms and for access to centrally stored resources as well as using the hall and drama/music studio as appropriate.

Activities, which you would probably find in the resource areas, will include:

- ☺ art, craft and pottery,
- ☺ scientific experiments,
- ☺ design technology and other modeling,
- ☺ the use of computers,
- ☺ language and mathematics work that may require
- ☺ more space would then be found in the classroom.

There are seven classrooms covering seven age ranges enabling children of the same age range to be in the same class.

The school operates a 'pupils council' and 'Eco' committee, which encourages their participation in the organization and running of the school. St Andrew's is a Church of England Voluntary-aided School proud of its Christian Foundation and Practice.

# **ADMISSION ARRANGEMENTS AND CRITERIA - ACADEMIC YEAR 2012/2013**

The school caters for children aged 4 to 11 years with a planned admission number in each class of 30.

## **SCHOOL TIMES**

Key Stage 1 ~ Reception Class, Years 1 and 2  
9.00 a.m. to 12 noon and 1.15 to 3.15 p.m.

Key Stage 2 ~ Years 3 to 6  
9.00 a.m. to 12.15 p.m. and 1.15 to 3.15 p.m.

## **Admission Arrangements and Oversubscription Criteria – Academic Year 2012/2013**

### **Contents**

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St Andrew's is a Church of England Voluntary Aided School, rooted in its historic foundation and strengthened by its Christian character. Our aim is to provide a living Christian school environment where the full potential of each child is realised through personal, social, academic and spiritual development. The principle of equal opportunity and inclusion is supported and the school's admissions do not discriminate against pupils with special needs or disabilities. The Governing Body is the Admissions Authority for prioritising applications when the school is oversubscribed and acts in accordance with all aspects of the government's School Admissions Code. The Governing Body works closely with the Local Authority (LA) who operate a timetabled co-ordinated admissions scheme in line with government legislation. The school caters for children aged from 4 to 11 years and the school is organized into 7 year groups of 30 children each.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Devon County Council, the Local Authority (LA), available at [www.devon.gov.uk/cypspolicyunit](http://www.devon.gov.uk/cypspolicyunit). All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at [www.dscf.gov.uk/sacode](http://www.dscf.gov.uk/sacode).

Planned Admission Number for 2012-13	30
Is the planned organisation of the Reception intake subject to Key Stage One legislation	Yes
Letter from a priest or minister used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their <b>fourth</b> birthday. Please see the note below regarding a parent's right to defer entry to the school.

### THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from the LA (a D-CAF1). Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the school;
- a child is a member of any religious community; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the LA and will publicize the need to apply but the responsibility for making an application will be with the parent.

## **CHOICE ADVICE**

Devon provides advice and support to parents unsure how to apply and express preferences for schools. In addition to the Schools Admission Team, there is independent support from Devon's team of Choice Advisors.

## **VISITING OUR SCHOOL**

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

## **HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND - RECEPTION**

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in the Reception class of a school can do so each LA co-ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our school, Devon is the LA which co-ordinates applications which have been made either direct to Devon or passed on by other LAs.

Every parent who wishes to express a preference for a place here must use a LA Common Application Form. For residents of Devon, this is available online at [www.devon.gov.uk/admissiononline](http://www.devon.gov.uk/admissiononline) or within the First Step primary admissions booklet – copies of which are available by calling *My Devon*. A reference copy will be available at the school from 7 November 2011. Residents of neighbouring LAs – Plymouth, Torbay, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the LA closing date; **15 January 2012**.

In addition, parents applying for a place on religious grounds, covered by oversubscription criteria 5 (see below) are also required to provide a letter of verification from their priest or minister. Without a letter the Governing body will still consider the application but will not be in a position to prioritise it according to religious grounds.

## **WHAT HAPPENS NEXT?**

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

The LA co-ordinates admissions for all primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April 2012 to advise which school place has been allocated. The offer date in Devon is **20 April 2012**.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

If a place is allocated to you at St Andrew's School you will need to provide sufficient evidence to prove that the home address declared on your application is the address where the child is normally resident. This also applies if you have been refused a place at the school and take a place on the waiting list. By taking this action the governing Body wishes to give all parents the confidence that school places are taken strictly according to the published oversubscription criteria. Consequently, the school may ask for a number of documents from the following list to verify the home address, for example: a council tax invoice/receipt, an original of a utility bill, driving licence, child benefit book, rental agreement, letter from a solicitor confirming an exchange of contracts where a property is being purchased, and for service personnel and other Crown servants not yet in the area, an official government letter declaring a relocation date and intended address. A place may be withdrawn where there is clear evidence that fraudulent or misleading information has been given on any application. This is especially so if there has been an attempt to gain an advantage over others and where the correct information would have resulted in a refusal of a place. **If your home address changes between the application closing date and the start of the academic year you must notify the school immediately. A decision will then be made in accordance with the oversubscription criteria as to whether your child is still eligible for a school place and, if not, then the place will be withdrawn.**

#### **WHAT IF THE APPLICATION WAS LATE?**

If an application is submitted by a parent after the closing date but before offers are made, it won't be considered late if it wasn't possible for the parent to apply on time and so long as there is sufficient time to consider it. For instance, a parent may have moved home and had to apply after the closing date or there may have been exceptionally difficult domestic circumstances which prevented the application being made on time. Devon considers applications received after the closing date according to its Primary Co-ordinated Admissions Scheme.

Late applications will not be allocated a place at a school at the expense of any applicant who applied on time. If an application is late and a place is refused, the LA will allocate a place at an alternative school.

#### **WHAT IF AN APPLICATION IS REFUSED?**

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We organize our Reception and Key Stage One children into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. Consequently with this type of appeal there are very limited exceptions under Infant Class Size Legislation which would allow a school to exceed 30 children in a Key Stage One class. Further information is available by contacting the Clerk to the Appeals Panel.

#### **WAITING LISTS**

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as

places are offered and new applications are made. The waiting list will be administered by the LA School Admissions Team with a copy being held here at the school. Queries concerning the waiting list should be made to the LA.

### **POINTS OF ADMISSION**

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. All places offered in Reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain the right to defer admission or to opt for a part-time place

### **DEFERRED ADMISSION**

September 2012 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. Parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. However, for children born between 1 April and 31 August they must start in Reception class at the beginning of the Summer Term at the latest. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child will **be held open until the beginning of the term notified by the parent and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in the appropriate term the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2012.

The Devon County Council policy on deferred admission applies to all schools in Devon including this one.

### **.DELAYED ADMISSION**

This is where a child starts an academic year later than normal but still enters at the Reception stage. Such an arrangement must be supported with any combination of medical, social and educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the LA School Admissions Team. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the governing body. Delayed admission in Devon is covered by a county policy, available at [www.devon.gov.uk/cypspolicyunit](http://www.devon.gov.uk/cypspolicyunit).

### **HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS**

Requests for admission to Reception made after the normal round of admissions – after 31 August 2012 – and requests for places in other Year Groups **must be made direct to the LA where the child is resident, using a home LA Common Application Form** (in Devon the D-CAF). All In-Year admissions to the school will be made in line with Devon LA's In-Year Co-ordinated Admissions Scheme. This is available for review at [www.devon.gov.uk/cypspolicyunit](http://www.devon.gov.uk/cypspolicyunit).

## **TRANSPORT**

Information regarding education transport is available at [www.devon.gov.uk/schooltransport](http://www.devon.gov.uk/schooltransport).

All parents are encouraged to use sustainable travel wherever possible. The school's Travel Plan sets out further local information and is available from the school website.

## **ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR St ANDREW'S C of E PRIMARY SCHOOL**

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted.

Our school has a single designated area which is shown on the LA website and can also be viewed at the school. The designated area can be viewed at the school or at [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps).

Where we receive more applications than the number of places available - the Planned Admission Number of 30 - the governing body will prioritize applications using the following criteria:

1. Children in care.
2. Children living within the school's designated area who have a sibling who will be attending the school at the time of admission.
3. Other children living within the school's designated area.
4. Other children living outside the designated area who have a sibling who will be attending the school at the time of admission.
5. Children from families with a Christian commitment living outside the designated area.
6. Other children living outside the designated area.

(a) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Devon County Council's Mapscape (sometimes called GIS) at [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(b) If the tie-breaker at (a) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code of Practice. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor or representative of the governing body by the operation of an electronic random number generator.

(c) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made in accordance with the school's oversubscription criteria to allocate places at the same school, including offering place(s) above the Planned Admission Number (PAN) wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Should this result in more than 30 children in a Key Stage One class, qualifying measures might be considered by the governing body to ensure that Key Stage One class size legislation is not breached. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative

school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(d) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(e) A sibling will be considered where he or she will be attending in Reception, Year 1 or 2 / Reception or Years 1 to 6 at the time for which admission is sought.

(f) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

g) For children of UK service personnel and other Crown Servants the School Admissions Code of Practice requires that the school treat a family posted to the school's area as meeting the residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) For further information please contact the Admissions Team of the local authority on 0845 155 1019 or the Children's Educational Advisory service.

### **ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP**

Parents can request a place in a different Year Group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child's normal age group. Admission outside a child's normal age group in Devon is covered by a county policy, available at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements).

### **FLEXI-SCHOOLING**

This school considers requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline. Flexi-schooling in Devon is covered by a county policy.

### **DESIGNATED AREA**

The designated area for this school can be viewed at [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps) or by contacting the school. Alternatively maps and information are available by contacting *My Devon*.

### **EXTENDED SCHOOLING**

This school does offer extended school arrangements. Further information is available from the school and our website.

### **HOME-SCHOOL AGREEMENT**

Admission to school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider

agreements to be a positive way of promoting greater involvement between parents in their child's education.

### **UNIFORM POLICY**

Children attending our school are encouraged and expected to wear a uniform. The items required can be viewed on our school website. New and second hand items are available from the school. While Devon County Council does not offer financial assistance with uniform and school equipment expenses, parents can contact the Education Welfare Service in cases of extreme hardship. Parents unable to purchase items of uniform or equipment will not be penalised.

### **SCHOOL FEES AND CHARGES**

There is no charge for applying for a place at this school, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. Advice on charges for activities is available on request from the school.

### **OBJECTIONS TO THIS POLICY**

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at [www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk). This should be by the 31 July 2011.

### **DEFINITIONS**

Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions by Devon LA or any other LA which has informed Devon LA of its wish to place a child.
Christian Church	A church which subscribes to the doctrine of the Holy Trinity.
Designated Area	The geographical area served by a particular school. At our school we have one Designated Area. The oversubscription criteria reflect the priority given to the residents within these areas when our school is oversubscribed.
Living	<p>The school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address.</p> <p>Where necessary to determine which address to recognize and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the Governing Body in reaching a decision on the home</p>

address for admissions purposes.

This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the school will determine the home address.

**Parent** A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.

**Planned Admission Number** This reflects the number of places available in each year group and takes into account the physical capacity of the school. Our school has an admission number of 30 into reception class which is the maximum number legally allowed to comply with the infant class size limit.

**Christian Commitment** To establish eligibility to Criteria Bands 5 it will be necessary for parents to obtain a letter from their church leader to confirm a Christian commitment. This is defined as 'a trinitarian understanding, a personal trust in Jesus as the way, the truth and the life, and an attendance by the parents and the child at worship at least twice a month at a church of any Christian denomination, preferably over a two year period.' The letter, which should be sent to the school, will be required prior to the closing date for a reception class place, and on request by the School Governors for applications to other year groups.

**Sibling** This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

## **CONTACTS AND FURTHER INFORMATION**

**School**  
**St Andrew's Church of England Primary School**  
Buckland Monachorum,  
Yelverton,  
Devon.  
PL20 7NA  
01822 853153  
[www.standrewscofe.co.uk](http://www.standrewscofe.co.uk)  
[admin@standrewscofe.co.uk](mailto:admin@standrewscofe.co.uk)

**The Diocese of Exeter**  
**Diocesan Board of Education**  
**The Old Deanery**  
**The Cloisters**  
**Exeter EX1 1HS**  
01392 294939

**Devon County Council Policies**  
Available at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

**School Admissions Team**  
[admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)  
Telephone contact through *My Devon* on 0845 155 1019

**School Appeals**  
Clerk to the Independent Appeals Panel, County Hall, Topsham Road, Exeter, EX2 4QG  
Telephone contact through *My Devon* on 0845 155 1019

**Education Welfare Service**  
Telephone contact through *My Devon* on 0845 155 1019  
Website address [http://www.devon.gov.uk/index/learningschools/supporting-children/health\\_welfare/education\\_welfare.htm](http://www.devon.gov.uk/index/learningschools/supporting-children/health_welfare/education_welfare.htm)

**The Department for Education**  
Telephone 0870 000 2288  
Website address [www.education.gov.uk](http://www.education.gov.uk)

**Choice Advisors**  
Telephone 01392 381296  
Website address  
<http://www.devon.gov.uk/index/childrenfamilies/families/choiceadvisers.htm>

**Education Transport Team**  
Telephone contact through *My Devon* on 0845 155 1019  
Website address [http://www.devon.gov.uk/index/learningschools/getting\\_to\\_school.htm](http://www.devon.gov.uk/index/learningschools/getting_to_school.htm)

**Children's Education Advisory Service,**  
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE  
Telephone 01980 618244  
[enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

**Policy version**  
This policy was agreed by St Andrew's Governing Body on 21<sup>st</sup> March 2011.  
It will be reviewed in November 2011.

## How many children were there in the school:

During the 2010/11 academic year, the school will have 210 children in its 7 classes.

## Unauthorised Absences:

During the 2010/11 year we had 0.05% absences which were not satisfactorily explained by a letter or by a message from the child's parent

or guardian and 3.8% school approved absences.

## Where did our leavers go?

The children who left us to go on to secondary school in September 2012 departed to the following schools:

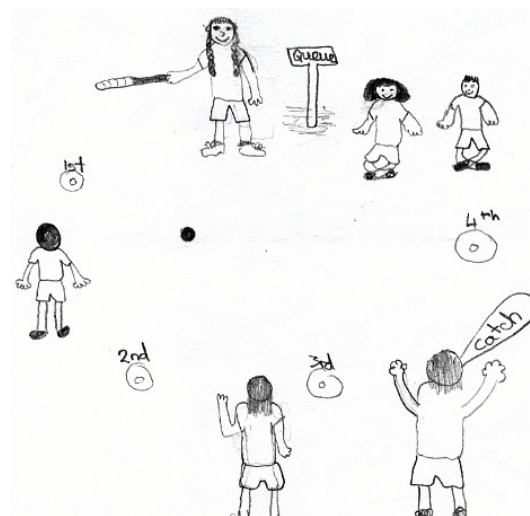
Tavistock College	11
Devonport High for Boys	4
Devonport High for Girls	3
Plymouth High for Girls	4
Notre Dame	1
St Boniface	1
Plymouth College	3
Kelly College	1

# Extra Curricular Activities

We are fortunate in having a very willing and supportive staff and parents who are prepared to offer the children some of the following activities either at lunchtime or after school: -

Conversational French  
Country Dancing  
Football  
Choir  
Art & Craft  
Environment Club  
Cross-country  
Tag Rugby  
Drama  
Netball  
Cooking

Infant Sports  
Athletics  
Recorders  
Cricket  
Swimming



From May half term through to September, the heated swimming pool is opened every day after school until 4.15 p.m. and at weekends.

# Organisation of the Curriculum

All the classes attempt to devote the following amount of time to each area of the curriculum in a week.

English	-	5 hrs 30 mins	Mathematics	-	5 hrs
Science	-	2 hrs 30 mins	Technology	-	1 hr
Music	-	1 hr	History	-	1 hr
Art	-	1 hr	Geography	-	1 hr
P.E.	-	2 hrs 30 mins	PSME	-	30 mins
Religious Education	-	1 hr 30 mins			

All classes follow the government's guidance on teaching the Literacy and Numeracy Strategies. The National Curriculum is covered in all subjects in accordance with the 1988 Education Reform Act and subsequent reforms. Teaching is usually by means of specific subject lessons, but the humanities, science and the arts are also taught through cross-curricular links.

Examples of the kind of topic studied in each year group are:

- Reception - Colour, Weather, Farms, Out and About.
- Class 1 - Food, Toys, All about Me.
- Class 2 - Celebrations, Growth, The Sea.
- Class 3 - My Body and Environment, Invaders and Settlers, Charlie and the Chocolate Factory.
- Class 4 - Earth in Space, Tudors, Egypt. (Outdoor Education Residential)
- Class 5 - Ancient Greece, Human Body, Cornwall's heritage (Field Trip).
- Class 6 - Fragile Earth, The Gambia, Light and Sound, Victorians (Field Trip).

Cross-curricular themes are dealt with throughout the curriculum: these include health education, environmental awareness, citizenship, economic and industrial awareness and equal opportunities. Some are implicit throughout schoolwork; others are addressed through particular topics. The school is also working on a joint curriculum project with schools in Romania and Germany. We also have strong links with schools in Menouf, Egypt and Seoul, South Korea.

Additional Music tuition is available currently in Clarinet, Flute, Violin, Brass, Keyboard and Piano.

# The Curriculum

Children are viewed as individuals, each with their own characteristics and learning needs. St. Andrew's attempts to honour the uniqueness of every child whilst recognising that each individual is a member of a community, needing to learn how to help others and to use help from others, as well as working individually.

Our central concern in planning the curriculum is to support the school's broad educational aims and to meet the identified needs of the children through its formal programme of lessons and extra-curricular activities.

The school is a Church of England Aided Primary School where the Christian faith permeates all aspects of school life. It is:-

1. A place where children can appreciate and acquire courtesy, good manners and consideration for others.
2. The opportunity to develop a command of all language skills, through the enjoyment of listening, speaking, reading and writing.
3. The chance to experience a wide variety of mathematical ideas incorporating the mastery of basic facts (such as number bonds and tables) and operations (addition, subtraction, etc.). To learn how to use these quickly and effectively and to investigate a range of mathematical situations, which will help them to better, understand the importance of mathematics in their everyday lives.
4. The development of the scientific skills of observation, exploration, investigation, ordering, prediction and experimentation.
5. The solving of practical problems, through the design and construction of a system and its further investigation, evaluation and refinement. In modern terms, this is described as technology. It encompasses a wide variety of skills including planning, creating and adapting, involving materials such as food, textiles, wood, plastic, paper and card, as well as construction equipment.
6. To awaken an awareness of our local and national heritage, and of other times and places, through a topic based approach
7. Participation in, and appreciation of, artistic expression, including mime, drama, dance, art and craft.
8. The acquisition of physical skills and an understanding of his/her body.
9. The opportunity to use appropriate information technology.

To encompass all the objectives, the children spend a weekly total of 25 hours involved in curriculum and social activities.

The children are divided into classes in which abilities are mixed. Teachers employ a combination of approaches and first hand experience is valued. Children may work in groups, individually or as a class at different times of the day.

## Religious Education

The school bases its religious education upon the Christian faith using approaches from the Diocesan Syllabus and Devon SACRE (Standing Advisory Council for Religious Education) National Curriculum Document. Our aim is to provide children with an understanding of the teaching of Jesus Christ and with appropriate knowledge so that they can, as they grow up, make an informed decision to sort out their own values and beliefs.

A collective act of worship and assembly is held each day, and these form a vital part of the school life.

Services are held at the Church for Christian festivals and also for assemblies led by a class. Parents are more than welcome to join these services. Parents have the right to withdraw their child from R.E. lessons and Collective Acts of Worship, details of which can be obtained from the Headteacher.

## Sex Education

The school has a sex education policy, which is available from the Headteacher on request.

# The National Curriculum

The National Curriculum entitles every child to a curriculum which is balanced and broadly based. The National Curriculum comprises: -

- **Core Subjects:** English, Mathematics and Science.
- **Foundation Subjects:** Technology, History, Geography, Music, Art, Physical Education, Information and Communication Technology, Modern Foreign Languages, Personal, Social, Moral and Health Education (PSMHE).
- **Plus:** Religious Education

Attainment Targets: these specify levels of attainment for each foundation subject, setting out the knowledge, skills and understanding that pupils of different abilities and maturities are expected to develop within each subject area.

Programmes of Study: these specify essential teaching in each subject area.

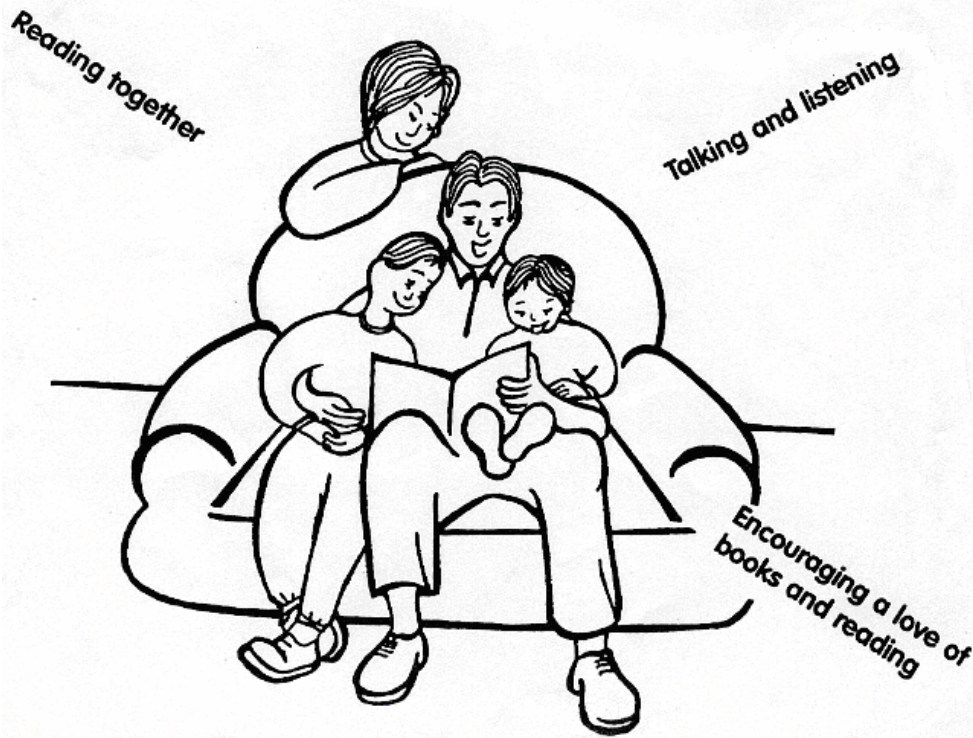
Assessment: Children are assessed continuously to ensure that they are progressing satisfactorily in all subjects. The core subjects have targeted work recorded in pupil progress books which are available at all consultation times. However, at the end of each Key Stage a child's progress will be assessed by Standard Assessment Tasks (SATs). The results of these assessments will be reported back to parents and the wider community. The Key Reporting Stages are at ages 7, 11, 14 and 16. Pupils in Years 1 and 2 will be working at Key Stage 1 and those in Years 3, 4, 5 and 6 will continue through Key Stage 2.

## **Special Needs**

Every child is special and each will be treated and developed as an individual. The school is committed to the principles and practice of Inclusion. Some children will however need particular help with some aspects of their education. At first this will be in the hands of the class teacher, who may well call upon the advice of our Learning Support Co-ordinator within the school. Help is given to individualise programmes of study for children with learning difficulties or gifted children. We also liaise with other outside agencies that offer further support in this area. Discussion with parents takes place from the onset of any concern.

## **Reports**

The children receive a report on their progress over the year usually in late June. We arrange three parents' evenings over the year: - an informal meeting with staff early into the school year and two individual meetings in January and July. We do hold other curriculum meetings for parents throughout the course of the year.



## Health and Welfare

The School Health Service exists to care for all school children and is available to advise parents and teachers on the management of health problems affecting a child's education.

Many things affect the way in which children learn and one of the most important is health. If a child is ill or has special needs, parents will want to consult their own doctor, but some conditions need to be considered from the educational point of view, e.g. those involving eyes and ears.

Each school has a school doctor and nurse who visit the school regularly and keep a record of the health of all the children. They see each child for a full medical examination usually in the first term of schooling. This may be followed by other examinations if considered necessary. It is possible for a child to be seen by the doctor or nurse at any time if parents and teachers are concerned about his progress.

Children's eyes and ears are tested regularly and further hearing tests are carried out at the request of parents and teachers, family doctors or school doctors when there is any suspicion of hearing difficulty. In the event of the discovery of problems, you will be informed and you will be helped to obtain the necessary advice.

Speech therapists work closely with teachers and doctors to help children who have speech difficulties.

## **Medicines in School**

There are two main sets of circumstances under which the school may be asked to deal with the administration of medically prescribed medicines to pupils at school. These are: -

1. Children with chronic illnesses or long-term complaints, such as asthma, diabetes or epilepsy.
2. Children recovering from shorter illnesses but who are receiving a course of antibiotics, cough medicine, etc..

A medical form has to be completed in both cases.

The school's asthma policy encourages children to take responsibility for the administration of medicines, appropriate to their age. Please ask for further details if necessary.

## **Jewellery**

Children should not wear jewellery in school because of the chance of loss or accidents particularly in the physical and practical areas of the curriculum. Children with pierced ears should only wear 'sleeper' studs for safety reasons. Similarly long hair should be tied back.

## **Illness**

Please do not send your child to school when he/she is ill. We do find it difficult to look after children who are ill, and sending them home can take time, which is unfair to them.

Please do let the school know why your child is, or has been, absent. The school does have to be informed by parents about any absence of their child. Emergency contact numbers need to be kept up to date.

## **Holidays**

Try to avoid taking children out of school for holidays. Avoidable absences can have a significant and detrimental effect on learning. All unexplained absences have to be recorded and end of year statistics reported to parents and the local authority.

The following are government guidelines:

- Avoid taking your child on holiday at times when he or she should be taking exams or tests.
- You should not expect the school to agree to a family holiday during term time. The school will carefully consider your request and take account of your child's attendance record over the previous 12 months which will include the previous academic year.
- Schools will not agree to your child missing more than a total of ten school days for family holidays in any one calendar year, unless there is a very good and unavoidable reason.

## **Lateness**

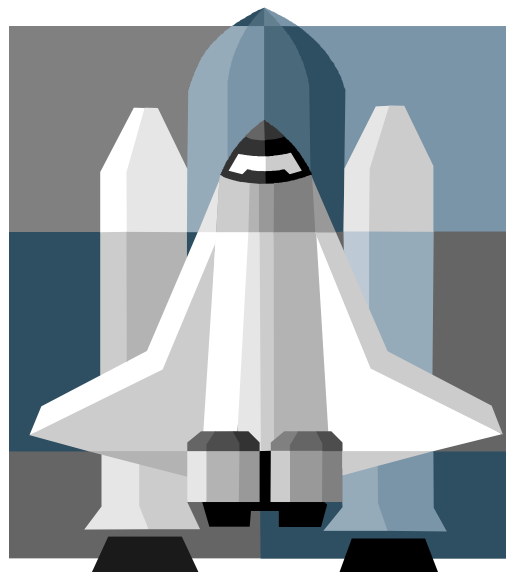
Children should be ready to start the school day at 9am, so should be brought to school in good time to enable a prompt start.

## **School Grounds**

Dogs should not be brought into the school grounds at all and the environmental and Reception class areas should not be treated as a general play area.

## **Parent Teacher Association (PTA)**

The school has a very active PTA which supports the school in a number of different ways. Quite a variety of events are organized throughout the year both for social activity and to further the links between home and school. Regular newsletters are sent home with full details of events.



# School Clothes

School dress is encouraged and expected and parents can purchase sweatshirts, polo shirts and P.E. shirts bearing the school's logo from the Secretary's office.

**Girls:** Grey/navy skirt/pinafore/trousers for summer  
White blouse/shirt/school polo shirt blue and white  
School sweatshirt check/stripe dress  
Brown/Black footwear

**Boys:** Grey/navy trousers/shorts  
White shirt/school polo shirt  
School sweatshirt  
Brown/Black footwear

## Physical Education

Girls and Boys:  
White T-shirt, shorts and trainers.

Outdoor games can take place in cold weather, therefore warmer games kit and tracksuits are appropriate for our older pupils during the winter months. Boys and girls playing in the soccer/rugby groups are required to have appropriate footwear.

Swimming takes place in the pool in the summer months. As well as a costume and towel, children with long hair should wear a swimming hat.

We find the best idea for P.E. is for the children to bring their kit to school on a Monday in a named bag, leave it at school for the week and then take it home for a wash at the weekend.

## Lost Property

All items of clothing or other articles that are found which have a name marked in them are returned to their owners. The remaining items are put in the lost property cupboard outside the Resource Room. We collect an amazing amount of lost property so please check regularly that names are still legible or that the labels have not come off.

# Help that you can give

We have a full open door policy and are happy for parents to see and speak to teachers, head teacher and/or governors if they have any concerns or queries, no matter how small or big the issue is.

We hope that when your child starts school you have not so much lost a child as gained a teacher, with whom the responsibility for your child's education is shared. Not only will your children need the support of the home that continues to be the major influence in their life, but successive teachers will need that support too.

## How parents can help their child and the school

In addition to the professional teaching staff, the school benefits considerably from a large support staff and the assistance of parents. Offers of help are always useful. Indeed, we often ask for your help on both a regular and occasional basis. Regular help covers such things as hearing readers, sewing, baking, playing classroom games, mounting pictures, covering and mending books and mixing paints. Not everyone can commit themselves to help on a regular basis but are able to help occasionally by accompanying us on school outings and assisting with jumble sales, fetes and sewing costumes for our dramatic productions. We really are most grateful for all the help we receive from parents – we do hope that you will be able to assist us.

## At Home

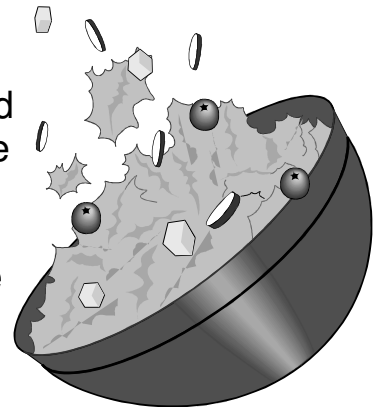
- ✓ You can really help by showing an interest in all your child does.
- ✓ Make time to talk to your children about a wide variety of things.
- ✓ Encourage them to take part in all aspects of school life such as the out of school activities.
- ✓ If there is some homework to be done, provide them with time and a quiet place in which to do it.
- ✓ Ensure that they go to bed at a reasonable time – a tired child makes little progress.
- ✓ Read to your child – even at eleven they enjoy a good story.
- ✓ Not too much television! It does not stimulate much thinking. It may keep them quiet, but it has much less value than actively doing something, such as modeling, visiting places of interest, playing games and so on.

# General Information

## School Meals

The school has its own kitchen and provides a balanced meal for your child if you wish take advantage of the service. Vegetarian options are always available.

You are asked to send in dinner money at the beginning of each week, Monday please, in an envelope labeled with your child's name, class and the amount enclosed.



## Free School Meals

Free School Meals are provided for children of parents on receipt of Income Support. Every child who has a right to a free school meal should have one and parents who think they qualify for free meals should ask for an application form (BR35) from the school or the Area Education Office. Other children in their class cannot identify children who have free school meals.

Children who bring a packed lunch eat their meals in the dining room or outside when the weather is suitable.

They are supervised by our Meal Time Assistants and provided with a drink of water if they want it. Please label lunch boxes and drinks containers.

The Healthy Eating Initiative is an important new aspect of school life. For snacks at break time, only fruit, raisins, vegetables and nuts can be brought into school. All children now have fruit/vegetables provided either from the government or on a buy-in scheme. School dinners have been enhanced to provide a healthy and nutritious diet.

## Insurance

Pupils are insured against injuries caused by building defects, etc. and accidents which occur as a result of negligence by a member of the Authority's teaching or non-teaching staff. Otherwise, pupils are not insured against personal injury or accident while on education premises or taking part in recognised activities outside the school/college.

The school expects all employees, pupils and students to accept full responsibility for their personal possessions, including money and to consider taking out insurance to cover any risks.

## **Disabled Access**

The school governors wish to have the school site as accessible as possible for disabled access. There are ramps into a number of key areas in the school and use of two purpose built toilets with an emergency alarm and one has a hoist fitted. We have a multi-sensory room which also contains a medical bed. The environmental areas also take into account open access. The school supports the Equalities and Access Scheme.

## **Security**

The school is vigilant with security measures whilst at the same time wanting to create an open and warm atmosphere. Side gates are locked during school hours and all fire doors are fitted with one-way locks. There is an internal and external CCTV system which monitors the main entrance points and visitors have to wear a badge. We also hold a mobile telephone for staff to use when away from the school.

## **Sport**

Our aim is to provide encouragement, participation, skills development and personal achievement within the context of P.E. curriculum. This can be expressed in many ways ranging from dance to rugby. The school has a clear policy covering the implementation of these aims. These are augmented by a comprehensive range of extra-curricular activities in the traditional sports including sailing. The school enters into friendly and competitive tournaments but does not over emphasis the competitive elements and rejoices in involvement and enjoyment of the event.

Over the past year children have competed very successfully in local and Plymouth area events in Cross-country, Swimming, Tag Rugby, Netball, Football, Cricket and Athletics. There is a no smoking policy in the school and its grounds.



## **Parents' access to documents**

The following documents are available in school for parents to see via the school secretary:

1. Devon L.A. Curriculum Policy Document.
2. National Curriculum Documents.
3. School Policy Documents.
4. All Schemes of Work in current use at school.
5. Charging and Remission Policy.
6. Procedure for Complaints.
7. Standard Assessment Task Results.

## **The Education Authority**

Any information that is required from the Education Authority should be obtained from the Local Education Officer at the following address:

Ann Whiteley  
Children and Young Peoples Services,  
County Hall,  
Exeter.  
EX2 4QD  
01392 382000

Any parent having an admissions appeal should contact:

Mr. R. Hooper,  
Clerk to Voluntary Aided Schools Appeal Procedure,  
Chief Executives Department,  
County Hall,  
Exeter,  
EX2 4QG

### **Amendments to Particulars of Information.**

Every effort has been made to ensure the accuracy of the enclosed information and that information is accurate at the time of printing (October 2011). The information contained in this document does not constitute a contract between parents and school.