

# Guide to school for new parents 2016/17

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**Costock C of E Primary School**

*Every child's a star!*



# Costock CE Primary School

## Vision Statement



## Every Child's a Star!

Every day at Costock Church School we are experiencing and learning; truth, peace, thankfulness and service to God, each other and ourselves. As we leave each day we take these values with us.

### Values

- ★ To provide a happy, secure and caring environment in which all individuals feel valued.
- ★ To inspire each child with Christian values and encourage an understanding of the meaning and significance of faith.
- ★ To embrace, understand and respect the differences between gender, races and cultures.
- ★ To ensure that all children have an awareness of local and global environmental issues.

Our learning community aims are:

### Personal

- ★ To create an environment where children have a desire for learning, are highly motivated and to help each child to develop a lively enquiring mind.
- ★ To recognise that each child makes a unique contribution to the life of our school.
- ★ To develop self-discipline, based on an awareness of others in order for children to take responsibility for their own actions and to take appropriate risks.
- ★ To develop thoughtful pupils who make careful and considerate decisions.
- ★ To help children fulfill their potential by acquiring relevant knowledge and skills and develop their self-confidence.

### Curriculum

- ★ To provide a rich, varied, balanced and creative curriculum to inspire, engage and challenge.
- ★ To provide a clear curriculum framework for each child and to monitor his/her achievement within that framework.
- ★ To meet the requirements of the National Curriculum and EYFS.
- ★ To deploy resources effectively in order to meet the needs of the curriculum.
- ★ To provide opportunities for extra-curricular provision.

### Community

- ★ To further develop our strong relationships between school, home, church, parish and the wider community.
- ★ To use opportunities within the local community in order to enrich learning.
- ★ To build solid foundations for citizenship and skills for life in order to prepare our children for future development and to benefit the local and wider community.

## WELCOME TO COSTOCK C OF E PRIMARY SCHOOL

This guide has been put together by the children, staff, and governors. We hope it helps you gain an understanding of how our school is organised, and to appreciate the exciting opportunities on offer to children in our care. Our school continues to develop in many exciting ways, providing an even more enriching experience for our pupils.

In May 2015 the school had an Ofsted Inspection. The overall effectiveness of the school was judged to be good. The Inspection Report said;

***“Behaviour and safety are good. Pupils behave well in lessons and around the school. They feel safe, support each other and form friendships.”***

They commented further; ***“The provision in the early years is good. The quality of teaching, combined with a stimulating environment and a good range of opportunities, prepares children well for Year 1.”***

In their response to our Ofsted Reports, the Diocese commented that:

***“It is reassuring to learn that, as a Church of England school, you have an inclusive ethos which fosters a spirit of collaboration amongst children.”***

***“In particular, I note the strength of the mixed age classes and the way in which the older students readily assist and support their younger classmates.”***

The staff work hard to provide a rich and challenging curriculum’ to prepare children for future education; and give them skills and enthusiasm to pursue learning for the rest of their lives.

We look forward to welcoming you to our school, and to a happy and successful partnership with all our new children and parents.

**Jane Mellor**



Head teacher

**Mrs Joanne Taylor**

Chair of Governors

## **OUR DISTINCTIVENESS**

Daily acts of Collective Worship affirm and celebrate the values and ethos of the school. Our worship is wholly Christian, as would be expected in a Church of England Voluntary Controlled school. Collective Worship is prominently placed at the beginning of each day, giving the whole school, staff included, the opportunity to begin the day together. The exception to this is Fridays when Collective Worship takes place later in the day, giving the whole school the opportunity to end the week together.

Religious Education has a special place in our life and work as we offer the distinctive curriculum of a Church of England school. Through it we develop the children's knowledge and understanding of Christianity alongside the major world religions, and we address some of the fundamental questions in life. We help the children learn from religion as well as about religions.

## **OUR VISION** *Every child's a star!*

Every day at Costock C of E Primary School we are experiencing and learning truth, peace, thankfulness and service to God, each other and ourselves. As we leave each day we take these values with us.

## **COSTOCK C of E PRIMARY SCHOOL WILL BE A PLACE:**

- For learning, where high standards are pursued with consistency and enthusiasm
- Where individuals are valued and helped to achieve their personal best
- Where effective partnerships secure the success of the school

## **OUR ETHOS**

Costock C of E Primary School serves its community by working in partnership to provide an education of the highest quality within the context of Christian belief and practice, and understanding of shared values. As a school we celebrate the diversity of the wider community and are committed to the principles of inclusion and equality of opportunity.

## **OUR VALUES**

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values, to become aware of, and involved in, the life and concerns of their community and society, and so develop their capacity to be active and effective future citizens.

## **COSTOCK C OF E PRIMARY SCHOOL CORE VALUES ARE:**

- To take responsibility for the way we lead our lives; how we use our talents, rights and opportunities
- To provide a happy, secure and caring environment in which all individuals feel valued
- To inspire each child with Christian values and encourage an understanding of the meaning and significance of faith
- To embrace, understand and respect the differences between gender, races and cultures
- To ensure that all children have an awareness of local and global environmental issues

## **OUR AIMS**

Aims reflect our beliefs and values, and represent our vision and what we want to achieve as a school community. Our aims are translated into priorities to move the school forward and meet the challenges of an ever changing world.

## **AT COSTOCK C of E PRIMARY SCHOOL OUR AIMS ARE:**

- To create an environment where children have a desire for learning, are highly motivated and to help each child to develop a lively enquiring mind
- To recognise that each child makes a unique contribution to the life of our school
- To develop self-discipline, based on an awareness of others in order for children to take responsibility for their own actions and to take appropriate risks
- To develop thoughtful pupils who make careful and considerate decisions
- To help children fulfill their potential by acquiring relevant knowledge and skills and develop their self-confidence
- To provide a rich, varied, balanced and creative curriculum to inspire, engage and challenge
- To provide a clear curriculum framework for each child and to monitor his/her achievement within that framework

## **PARENTS IN PARTNERSHIP**

We welcome parents and carers into Costock C of E Primary School believing we are partners in the education of your children. There are many opportunities for parents to become involved in the life of the school and to gain a greater understanding of its work. Parents' support and expertise can be used in many ways and is greatly valued. Police checks and DBS checks are carried out on all adults working in school.

## **COMMUNICATION WITH PARENTS**

We communicate with parents and carers in various ways, for example through our newsletter, text messaging, emailing, questionnaires, workshops and informal social events. Parents are invited to assemblies and Parents' Evenings each term. Every year parents and others are invited to attend our Annual Open Day and Sports Day as well as children's performances. Staff will always be happy to meet with parents and carers to share any concerns. The school has a Home School Agreement to support the partnership between home and school, and foster shared dialogue. The school website also contains a wealth of information.

## **STARTING SCHOOL FOR THE FIRST TIME**

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding. In the term prior to their entry, pupils are invited into school for visits. This will help them become familiar with the surroundings and routines of school. During this period, there will be meetings for parents, to discuss our partnership with you and talk about any concerns you might have. The Early Years Curriculum is grounded in active learning. Through practical activities, purposeful play and talk, pupils develop an understanding of the world and the basic concepts they will need for their later learning. Parents can play a major role in fostering good attitudes to learning, developing language skills and promoting good behaviour. At the start of each new school year, class teachers run workshops about the curriculum and how you can help your child at home. We do hope that you will be able to attend these.

## **THE CURRICULUM**

### **Principles**

We are committed to providing quality and excellence through an exciting, stimulating environment that stretches and develops the child as a whole and to provide an education which will develop social skills and encourage children to become more active citizens within the school community and beyond.

## **Creative teaching leads to creative learning**

*Tell me and I forget,  
Show me and I remember,  
Involve me and I understand*

**Creative learning encourages a climate for young people to explore how to apply their knowledge in original ways and with purpose.**

### **CURRICULUM AIMS**

The Curriculum has three broad aims. It should enable all young people to become:

- 1) Successful learners who enjoy learning make progress and achieve*
- 2) Confident individuals who are able to live safe, healthy and fulfilling lives*
- 3) Responsible citizens who make a positive contribution to society*

Within each whole school theme, children should be practising the '**essentials for learning**'. They include Literacy, Numeracy, ICT capability, Learning and Thinking skills and Personal, Emotional and Social skills. These essentials for learning should be the basis for the objectives in each lesson.

### **EQUALITY**

At Costock C of E Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. The school recognises it has to make special efforts to ensure that all groups prosper.

### **SPECIAL NEEDS**

We have systems to identify when children have barriers affecting their learning and tailor specific interventions to enable pupils to overcome their barriers. This practice of personalising learning applies to all pupils across the learning spectrum.

### **SAFEGUARDING**

Costock C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Our staff work hard to maintain an environment where children feel safe and secure.

### **BEHAVIOUR**

At Costock C of E Primary School we believe that children learn best in a well-organised, calm and secure environment where purposeful and self-disciplined behaviour is expected. We want every child in our school to feel confident, happy and safe. As a caring, church school we have the highest of expectations in terms of learning, behaviour and attitudes, and encourage our children to develop similar beliefs in their own potential, together with pride in their achievement.

The aims of the school, and the rules of behaviour consistently promoted in each classroom, are ones that emphasise positive behaviour and collaboration in striving for excellence.

### **SCHOOL UNIFORM**

What a child wears to school reflects his/her learning. It also portrays the school's ethos and shared positive values. We have a smart but simple uniform that we encourage all pupils to wear. This is a blue sweatshirt, a red polo shirt

and grey trousers or skirt. School uniform, including sweatshirts, fleeces, polo shirts and PE t-shirts are sold at cost and can be purchased from the Big Fish Company online. In the warmer months girls can wear a **red and white checked sundress**. **All items of uniform should be clearly named please**. Children are asked to wear sensible black shoes - not trainers please. Jewellery, other than watches, is not permitted and studs or sleepers only are to be worn in pierced ears.

### **PE & GAMES KIT**

It is important for pupils to wear correct clothing for physical activities. For PE, children require a white t-shirt and black shorts. For games activities outside, children need a white t-shirt, black shorts and trainers. Sweatshirts and jogging bottoms/leggings may be worn for games during winter months. **All clothing should be clearly named**. Jewellery must not be worn for sporting activities and long hair should be tied back.

### **HEALTHY EATING**

We are an accredited National Healthy School Gold Award and are committed to promoting and monitoring healthy food at break and lunch times. In 2014 we achieved National Healthy School status, a government initiative set to raise education standards and to reduce health and social inequalities. Different teaching styles and learning opportunities are offered to pupils to develop their awareness and understanding of healthier eating and basic food safety practices.

### **SCHOOL MEALS**

Children may bring packed lunch or have a meal provided by Nottinghamshire County Council School catering service. All children in Reception, Yr1 and Yr 2 will be able to take up the offer of a free school meal as part of the Government's Universal Infant Free School Meal (UIFSM) programme. We offer a family service and all meals are cooked in our school kitchen. Our hot school meal service continues to be extremely popular. We ask parents to provide a sensible and balanced content to their child's packed lunch.

### **FREE SCHOOL MEALS**

Evidence provided from the Authority shows that many parents could be entitled but have not applied. The provision of free meals depends on your household income but it is obviously worth checking out. We would encourage you to check and apply if you are eligible (**even if you are eligible for the UIFSM and/or don't actually take up the free meals**) as this can have a significant positive impact on our school budget. You can apply on line at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) and follow the links to download an application form or apply by telephoning 01623 433009. Information leaflets are available from the school office.

### **MILK**

Milk is provided by 'Cool Milk' at subsidised cost for all children. Children under 5 are entitled to free milk. All children must register either by completing an application form available in school or apply and pay online [www.coolmilk.com](http://www.coolmilk.com)

### **SNACK TIME**

You may like your child to have a mid-morning snack. We welcome fruit and vegetables. Children in Reception and KS1 are provided with fruit every day as part of the National Fruit Scheme.

### **WATER**

Research shows that our brains need water to stay active and alert. All children are encouraged to bring water into school daily in a spill-proof plastic bottle that they can take home at night to rinse and refill. Children, parents and staff speak highly of the benefits.

### **BEFORE/AFTER SCHOOL PROVISION**

Breakfast Club operates every morning from 7.45am – 8.50am and children will be provided with juice, toast and/or cereal at a cost of £4.00 per day (£3.00 per day without breakfast). Breakfast will be served until 8am. Places must be booked in advance and are subject to availability. Booking forms are available on the school website or from the school office.

We also have an arrangement with Pro Sports Education for the reliable provision of after school activities. Pro Sports Education, led by Chris Rossington, operates the popular after school sports clubs Monday to Thursday from

3.25pm – 4.45pm. Fees are payable direct to Pro Sports. Booking forms for this will be issued at the end of every half term.

## **TRANSPORT**

There is a school coach for children. There is a travel assistance scheme to support pupils. Applications for bus passes are dealt with by Nottingham County Council Transport & Travel Department. [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) Registers are kept of children using this transport so parents are asked for written notification for changes in the normal arrangement. In the interest of personal safety, parents are asked not to drive cars onto the school premises.

## **ABSENCES**

If your child is absent through sickness or any unavoidable cause, please could you inform the school by telephone in the first instance by 9am. Parents may leave a message on the answer phone. The Head teacher has a discretionary power to grant leave of absence for exceptional circumstances only and you should not expect such leave to be granted as a right. Absences during term time can seriously disrupt continuity of learning. An application form for leave of absence for exceptional circumstances can be obtained from the school office or the website. We also encourage wherever possible to make routine medical /dental appointments out of school hours. Where this is not possible we ask that you complete an Advice of Leave of Absence form, again available from the school office or website. This allows us to monitor and plan for such absences.

## **FIRST AID**

Basic first aid is given at school when necessary by qualified First Aiders. If an accident needs hospital attention we will make every effort to contact you first. Please ensure all contact details are kept up-to-date so that we can contact you in an emergency.

## **MEDICINES**

The school has responsibility for the safety and welfare of pupils and regularly reviews arrangements to ensure that the medical needs of the pupils are met at school. There may be times when children attending school need to take medication. Any such medicines needed by a child during the school day should be brought to school in the smallest practicable amount by the parent/carer, not the pupil, and be delivered personally to the Class Teacher, Head Teacher or School Office. You will also need to complete a 'Parental Agreement for School to Administer Medicine' form which is available from the school office. Please note that we are not able to administer any form of Ibuprofen or Aspirin.

## **EMERGENCY CONTACT**

Please ensure that your contact details are correct and that the school is told about any health matters, especially allergies, relating to your child. **Please advise us immediately should your contact details change.**

## **SMOKING**

We operate a no-smoking policy - please do not smoke within the school grounds.

## **DOGS**

We do not allow dogs onto the school grounds.

## **MONEY**

Please ensure that all monies sent to school are in a sealed envelope marked with your child's name, amount and the purpose of the money. All monies should be given to the class teacher or the school office.

## **HOMEWORK/LINKING HOME AND SCHOOL**

Homework can make an important contribution to the children's' progress at school. As well as reinforcing learning in the classroom, homework helps children to develop the skills and attitudes they will need for successful independent lifelong learning.

Parents, pupils, staff and governors agree that homework has the following main purposes:

- Developing an effective partnership between the school and parents or carers.

- Giving parents insight into their child's learning and achievements.
- Reinforcing, consolidating and extending classroom learning particularly in numeracy and literacy.
- Developing the confidence and self-discipline for independent learning.

#### **INTERNET**

At school we teach the children about appropriate use of the Internet and to recognise the need to keep some information (including passwords) private in order to protect them online.

#### **VALUABLES IN SCHOOL**

It is difficult to guarantee the safe keeping of valuables in school so we advise that children do not bring them in. All equipment that is brought into school is the child's responsibility. School cannot accept responsibility for any items misplaced.

#### **SUN PROTECTION**

During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside. Our school staff are not permitted to apply sun cream to children, but we would ask that you apply a long lasting sunscreen before school in hot weather. Children may reapply their own sun cream which must be provided in a clearly named container.

## ESSENTIAL INFORMATION 2016-2017

### CONTACTS

#### Address

Costock C of E Primary School  
Main Street  
Costock  
Loughborough  
Leicestershire  
LE12 6XD

**Telephone** 01509 852084

**e-mail:** office@costock.notts.sch.uk

### STAFFING

Everyone who works at Costock C of E Primary School has an important part to play and is a valued member of staff. The emphasis at the school is on team work.

#### HEADTEACHER

Mrs Jane Mellor

#### TEACHING STAFF

Reception	Mrs Sally Agar
Class 1 Yr1/2	Miss Sarah Goodwin
Class 2 Yr 3/4	Miss Sarah Mellor
Class 3 Yr 5/6	Mrs Emma Wright
PE Teacher	Mrs Anne Gilbert
Spanish Teacher	Mrs Paula Lallo

#### SUPPORT STAFF

School Office Manager – Mrs Kerry Rhodes

#### TEACHING ASSISTANTS

Mrs Diana Percival  
Mrs Debbie Walker  
Mrs Pam Holland

#### SEN TEACHING ASSISTANTS

Mrs Julie Tansley  
Miss Lucy Ormesher

#### CARE ASSISTANT

Mrs Pam Holland  
Mrs Rachel Dickinson

#### SCHOOL COOK

Ms Sue Morris

#### MIDDAY SUPERVISORS

Mrs Diana Percival  
Miss Ellie Holland

### Type & Age Range

Primary School  
4 - 11 Years  
Church of England

### Number on School Roll

Full time 77

### SCHOOL HOURS

Morning 8.55 - 12.15  
Afternoon 1.15 - 3.25

#### PREMISES STAFF

Cleaner in Charge Mr Len Vickery

#### GOVERNORS

Jo Taylor	Chair of Governors/LA Governor
Chrissie Carter	Vice Chair / Community Governor
Sue Waterston	Community Governor
Vacancy	LA Governor
Rev Tim Parker	Foundation Governor
Gaynor Rice	Foundation Governor
Michaela Hulett	Parent Governor
Stuart Young	Parent Governor
Sharon Wilson	Parent Governor
Sarah Smith	Parent Governor
Jane Mellor	Head Teacher
Sarah Mellor	Staff Governor