



Tilstock C.E. Primary School and Nursery

Tilstock Lane, Tilstock, Whitchurch, Shropshire, SY13 3JL

Telephone: 01948 880347 Fax: 01948 880347

e-mail: admin@tilstock.shropshire.sch.uk

Tilstock School A place where **learning** is
fun and **people** want to be!



Tilstock School and NurseryA
place where **learning** is **fun** and **people**
want to be!



What you will find in this prospectus.

- Mission statement and comments from parents.
- Welcome from the Head Teacher.
- Staff and Governor Personnel.
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- Early Years Provision.
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- Food in school.
- School uniform.
- Code of conduct.
- Attendance.
- Other support agencies in the community.
- The curriculum.
- Pupil Premium.
- PE and Sports Funding
- Special Educational Needs and Child Protection.
- Extra curricula activities.
- Changing schools.
- How to make a complaint.
- End of Key Stage results.
- Holiday dates.



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MISSION STATEMENT

Our school, based upon Christian Values provides a happy, safe environment which enables each individual to achieve their full potential and become a well balanced and responsible person.

Through our Mission Statement the children are encouraged to develop these values:

- To tell the truth;
- To respect the rights and property of others;
- To act considerately towards others and treat everyone equally;
- To help those less fortunate than themselves;
- To recognise the good in others;
- To take personal responsibility for one's own actions;
- To be self disciplined.

Comments from parents.....

“It is a truly fantastic school and has benefitted my son greatly! I look forward to him growing within this school environment, and many years of happiness to come.”

“Thank you so much for doing such a great job. I’m so pleased with the progress my daughter has made. Really impressed with all!”

“Thank you so much. We could not find one area that you could improve upon, keep up the good work!”

“A strength of the school is that children are treated and known as individuals.”

Comments made by parents



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Dear Parents and Carers,

This prospectus contains information for parents and carers of children who attend Tilstock School and also for those parents who are considering enrolling their children. It is updated each year when amendments will be sent for you to update your copy. Please keep your home copy safe for the duration of your child's time at Tilstock.

We believe in maintaining a secure, happy and well disciplined environment where children can learn effectively. The curriculum we offer is broad and balanced. We will teach the literacy and numeracy skills that are essential in order for children to access the broader curriculum.

We believe that the partnership between home and school is vitally important. Parents are always welcome to visit school and there are many ways in which you can help us to support your child's education. Please do not hesitate to contact me if there are any concerns about your child's progress or well being.

I look forward to meeting and working with you.

Yours sincerely,

Miss Nicola Brayford
Head Teacher



The Staff at Tilstock C.E Primary School and Nursery are.....

Head Teacher	Miss Nicola Brayford
Foundation Stage and Key Stage 1 Class Teacher	Mrs A. Jackson
Key Stage 2 Class Teacher	Mrs S Beard
Higher Level Teaching Assistant	Mrs T. Metcalfe
Teaching Assistants/ Special Support Assistants	Mrs A. Thorp Mrs D. Lazell
School Administrator	Miss K. Hamilton
Lunchtime Supervisors	Mrs M. Peate Mrs P. Wiltshire
Cleaner in Charge	Mrs M. Peate

* All staff who work at the school have received a Disclosure and Barring Service check (DBS).

Interim Executive Board

The Interim Executive Board (IEB) oversee the work of the school, to ensure that the children at Tilstock C.E Primary School and Nursery get the best possible education that can be provided within the budget set by the Local Authority.

The IEB are not involved in the day-to-day running of the school, but they are there to:

- Help form the school's aims and policies.
- Ensure that the children receive a high quality education.
- Support the Head Teacher and staff in carrying out the aims and policies.
- Ensure that the National Curriculum is implemented.
- Advise in the administration of the school's budget.
- Appoint, promote and discipline staff.
- Provide outside advice and act as a link between the local community and the school.

The IEB meets monthly and the minutes of these meetings once approved are found on the schools website.

The IEB members at Tilstock C.E. Primary School and Nursery are....

Chair	Mr Paul Nicholson
Vice Chair	Mr Tim Smith Mr Gerald Dakin Mr Neville Ward Mrs Peggy Mullock

Please contact the school if you would like further details about the work of the IEB.

The School Site

The School is a Church of England (Controlled) Primary School and Nursery situated in Tilstock, a small rural village three miles from Whitchurch in North Shropshire.

The school has a strong association with the local Church. The vicar leads collective worship at the church each week and in the celebration of festivals during the church year, either in Church or at school.

The school was opened on the 1st September 1914 to serve the village and the surrounding areas. We have seen many changes:

- December 1996 saw the opening of a new purpose built extension, which linked the toilet block to the main school, provided a new cloakroom area, office, disabled toilet facilities and new security arrangements.
- During the academic year 2005 to 2006 the school had a new demountable classroom built and re-organised existing buildings to create a small group learning support room, a library area and an extended school hall, which was redecorated in April 2007.
- During the academic year 2008 to 2009 improvements to the school grounds took place including a path linking the school to the village hall, fencing off the public footpath to improve health and safety, a playground extension and a quiet garden area created to grow our own vegetables.
- In September 2009 a conservatory extension was built to improve access to the outdoor learning environment for the Foundation Stage Class.
- In 2010 an existing outbuilding was converted into a working kitchen to provide access to Food Technology activities both within the curriculum and during after school clubs.
- During the Easter break in 2011 a new rear entrance hall and children's disabled toilet was built. The new extension is a fantastic addition to our school building and provides a perfect location to share information with parents. The new disabled toilet also has a changing table fitted to support those families who attend our Monday afternoon Parent and Toddler session.
- During the summer break in 2012, the front entrance was developed to provide a secure access to the main school. Two new offices were built in the existing corridor, providing the school with an additional meeting room.

- The school grounds have seen lots of new and exciting outdoor developments and we are in a very privileged position to have a skilled craftsman in the village who is able to put our shared visions into practice. These include;
 - A Fairy tale reading corner complete with a castle fortress entrance, to support class based topics throughout the school.
 - New playground equipment and storage, including, sand and chalk board tables, xylophones and a playhouse.
 - Further development of the Wildlife area.
 - Development of the area behind the kitchen which has provided additional growing beds and a compost heap.



The School Aims

Tilstock School and Nursery aims to:

- Provide each individual child with an attractive, stimulating, caring, learning environment, where all members of its community are valued.
- Promote high standards of behaviour.
- Continually raise the standards of all pupils' work
- Place the education of the whole child at the centre of our school ethos.
- Recognise each child as an individual. Activities are planned to address their specific needs.
- Enable all children to achieve their full potential through the broad, balanced and challenging curriculum.

We will offer our pupils opportunities to grow intellectually, morally, spiritually, physically and emotionally, with an aesthetic awareness within a happy and secure environment. Our aims can only be achieved by increasing the confidence, trust, tolerance and care between all members of the school community.

Through your support and co-operation, positive attitudes towards school and learning will be attained and developed by all pupils during their time at Tilstock School and Nursery.



The school provides a range of experiences to enhance the children's learning, including inviting visitors into school and school trips.

ADMISSION POLICY

Any parent who is in doubt as to their appropriate school for their home address should contact the Education Department, Shirehall, Abbey Foregate, Shrewsbury. Tel: 01743-254363. Parents who wish to visit the school with their child before making the decision are very welcome to do so after making an appointment with the Headteacher.

LA Admissions Policy

Shropshire Council, as the Local Authority, is the admissions authority for the school. All Shropshire maintained primary, infant and junior schools, for which the LA is the admissions authority follow a standardised procedure. Full details and information about the arrangements for admission are set out in the *Parents Guide to Education in Shropshire*. This can be obtained from the school or from the Admissions Team, Child and Young People's Services, The Shirehall, Shrewsbury.

Whilst it is helpful if parents can let the school know at an early date if they would like their children to attend in due course, such expressions of interest do not constitute registering a child or placing a child's name on a waiting list nor being offered a place. Offers of places can only be confirmed in the academic year before the child is due to start school. All parents will be advised that it is in their own best interests to confirm in writing, using the LA application form, what their preference for a school place is.

The admissions criteria which will be used to determine the allocation of a school place will be as follows, in order of priority:

- a) Exceptional medical grounds relevant to an admission application;
- b) Sibling connection with a pupil who will be on the relevant school's roll in the year in question, and living within the school's normal attendance area;
- c) Children within area but without a sibling connection;
- d) Children out of area with a sibling;
- e) Children out of area without a sibling connection.

Where necessary, in order to determine the allocation of places in schools which may be oversubscribed, the distance between the parents' normal home address and school will be employed to determine the allocation of places up to the admissions numbers, with those parents living nearest the school being offered places first.

No priority or guarantee of a place at a primary school will be given related to attendance at a nursery located at that school.

Admission limits will not be breached by the LA where to do so would necessitate class sizes in Key Stage One of more than 30 pupils.

Children can start at other times of the year if families are moving into the area. Visits are arranged for any child joining our Foundation Stage Class on a part-time basis or for any child joining our school at any other time. To make the introduction to the school as gentle and pleasurable as possible, you will be invited to spend some time with your child in school. The Head Teacher is available to discuss further details of this and to answer any aspects of concern you may have about your child's admission to school.

The current admission limits for each year group are as follows;

Year R	10
Year 1	10
Year 2	10
Year 3	10
Year 4	10
Year 5	10
Year 6	10

FOUNDATION STAGE PROVISION.

Nursery provision is available for children from the age of 3 within our Foundation Stage Class. Nursery sessions are available each morning from 8:45 to 11:45, and Thursday afternoon from 12:15 to 3:15. A limit of 5 free half day nursery sessions per child is available, with parents able to enrol their child in the additional paid for sessions. The cost for these extra childcare sessions are:

Morning Session 8.45 - 11.45am	£10.50
Lunch Club 11.45am - 1.00pm	£ 3.00
Afternoon session 1.00 - 3.15pm	£ 7.50
Full Day Care 8.45am - 3.15pm	£21.00

Children may bring a packed lunch or school dinners are available at a cost of £2.30

If you are interested in your child enrolling in our Foundation Stage Class please contact the school administrator and you will be invited to attend a taster session with your child at a convenient time.

In our Foundation Stage class activities are carefully planned, in line with the National Foundation Stage curriculum which covers;

Prime areas:

- Communication and Language
- Personal Social and Emotional Development
- Physical Development

Specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

The activities planned provide opportunities for the children to practice skills and develop understanding of the world around them, working towards achieving the Early Learning Goals by the end of the Foundation Stage. To achieve this we have a mix of adult led and child initiated activities. All activities are cross curricula, fully inclusive and developmental appropriate for each child. Planning is flexible based around a theme and provides the opportunities for child led activities.

Snacks.

Fresh fruit and milk is provided free and there is also a variety of healthy snacks available through our school tuck shop at a cost of 20p per item. Children have access to water throughout the day and the children are encouraged to wash and dry their own cups after use.

Clothing

The children in the Foundation Stage class wear school uniform, but they are actively involved in a range of activities, some of which are messy, so please send your child in clothes that are easily washed. The children are encouraged to use the toilet independently, so it is helpful if they wear clothing that is easy for them to undo themselves; laces and buckles can cause problems.



Supporting your child at home.

Children are able to borrow books from our wide selection; this is an important way of encouraging interest in books and developing early reading skills. School book bags are available from the office priced at £4.50. Thematic activities relating to the class topic are also regularly available for you to carry out with your child at home.

School Security

Improvements to security were incorporated into the design of the new school entrance and extension. The school office is sited between the school's secure reception area at the front main door and the entrance to the main school building and classrooms. Access to reception is controlled from the school office using a keypad and intercom and is operable by teaching staff in the absence of the office staff. Anyone coming to school during school sessions should use the front main door. The main building is secure, with visitors at reception unable to access it without staff assistance in activating the pass door. The rear playground and field are both secured by fencing and padlocked gates. Children will not under any circumstances be released during the school day unless collected by the responsible adult for a valid reason, preferably arranged in advance.

SCHOOL ORGANISATION.

This arrangement is reviewed annually and classes arranged depending on how many children are in each cohort.

THE SCHOOL DAY

8:45 a.m. Rear gate is opened by a member of staff and children proceed straight into their classrooms where a member of staff will greet the children.

8:55 a.m. Start of School Day - Registration

- Although school staff are working in school considerably earlier, children are not permitted on school premises until officially supervised at 8:45 a.m. The school cannot accept responsibility for any children who are on the premises before that time.
- Children arriving late must enter school by the front door. The child's name and reason for the late attendance will be recorded in the school office. This late book will be monitored internally by the Head Teacher and by the Education Welfare Officer.

10.35 - 10.55 a.m. Morning Break

- Children are supervised by class based staff.

12.00 - 1.00 p.m. Lunch Break (Whistle 12.55)

- Children are supervised by 2 lunch time supervisors.

- **1:00 to 3:15 p.m. Afternoon session**

During the afternoon session there will be a 10 minute break for Class 2 children only, which will be carried out flexibly according to the set timetable.

3.15 p.m.

End of School Day

End of The School Day

- Key Stage 1 children are instructed to wait on the school premises until they can see the person collecting them.
- Key Stage 1 children can be collected from the playground gate at the rear of the school. Older pupils can make their own way home in a sensible manner with parental authorisation.
- Children should be collected promptly at the end of the school day, but should anything happen to unavoidably detain you then please telephone to inform us.

- Children will not under any circumstances be released during the school day unless collected by the responsible adult for a valid reason, preferably arranged in advance. The school must also be notified if your child is being collected by an alternative adult, whereby a password system may be used.

If you bring or collect children by car the County Road Safety Officer requests that you park responsibly and thoughtfully. **Space at the front of the school is used as a car park for staff and visitors only, and therefore is unsuitable for use at the start and end of the school day.** Parents are asked to park in the village hall car park both at the beginning and end of the day and access the school via the rear entrance. Will parents visiting school during session times please use the main front entrance. **Please do not at any time obstruct resident's driveways at the front of the school.**



Remember to hold a grown-ups hand when walking to school.



Walk safely on the pavement



Say no to accidents
Please drive slow

Find a safe place to cross.



No parking outside the Gate



A poster designed by Class 1 to make the road outside school safer.

FOOD IN SCHOOL.

Mid morning Snacks

Children should not bring a snack for morning break as we supply fresh fruit as a healthy option. This is provided free of charge as a part of The National Fruit Scheme, alternatively a drink and snack may be purchased through the school tuck hut at a cost of 20p per item. The tuck hut is organised by the children who apply for this position.

Food which is in a child's lunch box will not be permitted at break time.

Lunchtime

A mid-day meal is available and served in the hall. The meal is provided through Prees School and brought directly to Tilstock. The cost at present is £2.30.

- **Payment for one week must be sent on a Monday** and can be made by cash or cheque. **Cheques for meals only should be made payable to 'Shropshire Council'**. Half termly or termly payments in advance can also be made.
- **Please ensure that money is sent on time as we are required to bank the money immediately.**
- Any absences will be credited to you the following week or term.
- If you feel that your child is entitled to a free school meal please contact us.
- Children can bring **packed lunches**. A place will be provided for your child to sit but no plate, cutlery or glass is provided. In the interests of safety please make sure there are no glass containers and that your child has a suitable container to drink from. Please ensure that all lunch boxes and containers are labelled with the child's name.

A change from a school lunch to a packed lunch or vice versa is permitted but notification one week in advance, will be necessary and appreciated.

The children, with the support of their parents, were asked to plan a healthy lunchbox which the children could bring to school for their dinner. The winning entries have been used to create this information leaflet for parents.



Remember to eat 5 pieces of fruit or vegetables each day.

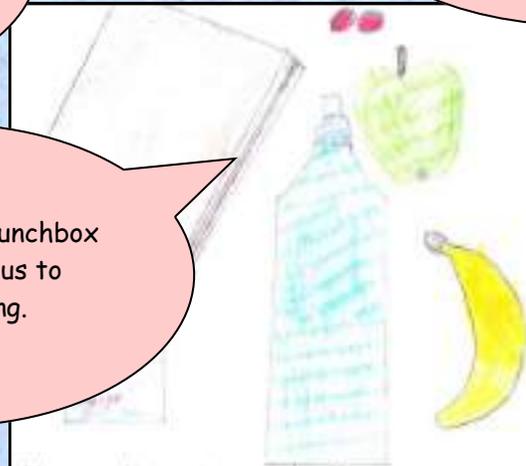
By changing white bread sandwiches for wholemeal can make a huge difference.



Chicken and salad wrap is low fat. This is tasty and makes a healthy change from bread.



Having a healthy lunchbox each day will help us to grow big and strong.



Raisins are a good source of fibre.



Water has minerals which are good for you.



**Extended Schools Provision At
Tilstock C.E. Primary School and Nursery**

Extra- curricular activities are provided on a weekly basis by qualified staff who have received a Criminal Records Bureau (CRB) check.

Additional Childcare Facilities

These are facilities which the parents pay an additional charge.

Breakfast Club
With Breakfast £3.50
Without Breakfast £3.00

8:00am to 8:45am

After school clubs
available throughout
the year
£2.00 - £2.50
per session

Additional Nursery Sessions are available at a cost of

Morning Session 8.45am - 11.45am	£10.50
Lunch Club 11.45am - 1.00pm	£ 3.00
Afternoon Session 1.00pm - 3.15pm	£ 7.50
Full Day 8.45am - 3.15pm	£21.00
Full Day including School Lunch	£23.30

SCHOOL UNIFORM

The school has a uniform which all children are expected to wear. This gives the children a corporate identity, and helps to develop appropriate attitudes and high levels of expectation whether on site or involved in events and visits. We have tried to keep this clothing smart and inexpensive and would ask for your support when purchasing school clothes for your child. The school does stock a range of items embroidered with the school logo. This includes, fleeces, rain coats, sweatshirts, cardigans, polo shirts and Summer dresses. Other items can be easily purchased in local shops.

School uniform

Uniform available for sale in school.

	£13.0	
Red raincoat	£19.50	
Skirt - grey or black		
Trousers - grey or black		
Polo shirt - grey, white or red	£8.50	
Sweatshirt - red with school logo	v neck £9.50 crew neck £9.50	
Cardigan - red with school logo	£11.00	
Blouse/shirt - white or grey		
Dress - red/white stripes or checks	ages 4,5,6,7 £9.00	ages 8,9,10,11 £10.00
Pinafore dress	ages 4,5,6,7 £9.50	ages 8,9,10,11 £10.50
Shorts - grey or black		
Shoes - sensible flat shoes		
Ties	£3.00	

Children will require a school book bag in order to protect their books. These are available from the school office at a cost of £4.50



Sports Kit

Children in full-time school are expected to change for P.E. Please ensure that your child has a P.E. kit in school at all times. It should be sent into school on Monday morning and it will be returned on Friday to be washed.

School uniform

T-shirt - plain red or white

Shorts - black, red or navy

Trainers - inexpensive

In response to parental concerns regarding adequate P.E. kit the school has sourced a reasonably priced kit which can be purchased through the school office and includes a t-shirt and shorts supplied in a draw string bag. These are available to order at a cost of £11.00.

Tracksuit or jogging bottoms and a top may be worn during winter for sports activities. It is a good idea to keep sports kit in a named drawstring bag hung on your child's peg.

When the weather turns cold we shall encourage the children to have appropriate indoor footwear to change into when they come into the building. This reduces wear and tear on the carpets and also means they have dry feet during the day.

All items of clothing should be clearly named. We cannot be held responsible for unnamed clothing which is lost.

CODE OF CONDUCT

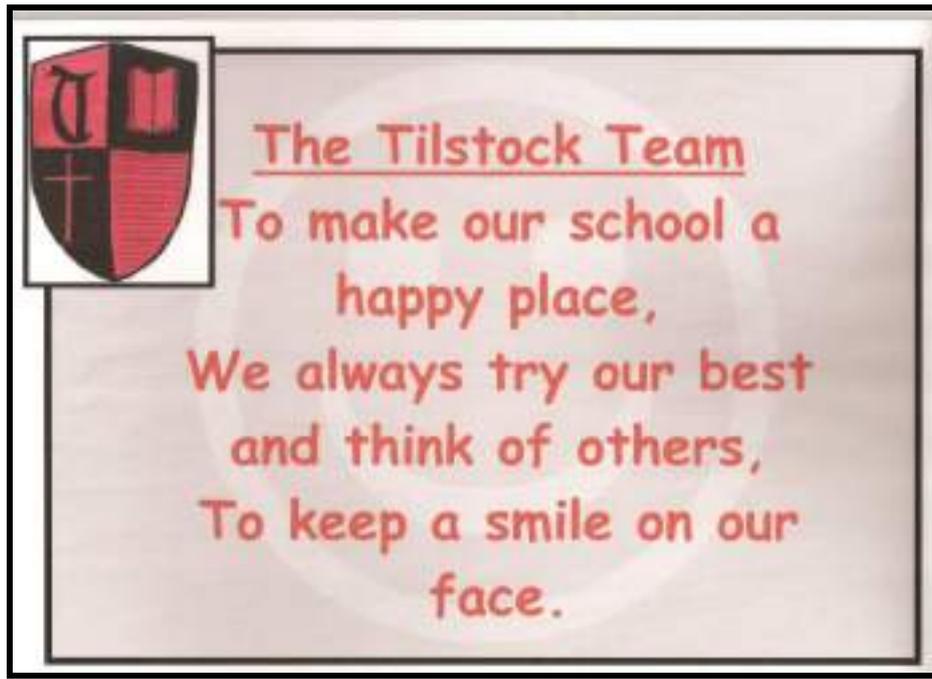
At Tilstock School we aim to develop the whole child, academically and socially. Educational achievement is, we believe, firmly underpinned by feeling at ease and confident within the school community.

Behaviour Management

We believe that a consistent whole school approach to behaviour management is vital because behaviour needs to be right in order to access learning. Children need to be taught behaviour skills from a very early age and to appreciate, that different behaviours are appropriate in different situations and places. We recognise that it is helpful for all children if the important adults in their life work together to share the same values and expectations. We believe that parents and school staff working together towards the same goals can do much to build a child's self-esteem and make their school life happier and more fulfilled. A booklet on the school's approach to Behaviour Management is issued to all new parents, and is available upon request from the school office.

Occasional misdemeanours will mean a chat with the class teacher. Those children who regularly transgress the bounds of common sense and safety will be punished. This punishment may take various forms - for example staying in at playtime to complete work. Incidents are recorded in the school's Inappropriate Behaviour Book. In the event of continued misbehaviour the head teacher will inform the parents so that appropriate action may be taken.

At Tilstock C.E. Primary School we have one rule which was compiled by the children.....



Special Awards and Commendations

This year the school will be focusing upon developing children as independent learners who are encouraged to take more responsibility for recognising their own progress and identifying next steps for learning. The school believes that by celebrating children's achievements this encourages them to try harder to achieve, which in turn develops positive self-esteem and a drive to succeed. Therefore new whole school systems have been introduced which will enable staff to identify and celebrate children's achievements within the school.

Merit slips will be issued to children for effort and achievement which is of high quality for each individual child. The children will collect the slips, with the slips being returned to school at the end of each half term to be counted. The child with the most merit slips from each class at the end of the term will receive the class cup to take home for the next half term. The school is also considering developing our school house system throughout the year which will mean that each individual merit will add a point to their house points. The school council will be discussing this at their weekly meetings over the next few weeks, which will also include considering support strategies to enable the children to gather their merits to prepare them for the end of term count. The adults in school will not be recording a tally of the merits issued to children as the school would like to encourage the children to be responsible for entering themselves in the end of term count.

There will also be weekly achievement awards presented to the children with last week's winners being celebrated in the newsletter each week. Certificates are awarded for:

- Excellence in English
- Mega Maths
- Being a good role model
- Marvellous Manners - Lunchtime Award
- Perfect Presentation
- Kindness to other



The children will then be presented with a certificate during worship, have their photograph displayed on our celebration board and have the opportunity to eat their lunch on a special prepared table in the hall with Mrs Stuffins-Jones on a Monday lunchtime.

Exclusions

Within the school's disciplinary code, use of the sanction of exclusion will be used only in the most exceptional circumstances and after other agencies have been alerted to the school's concern and been involved in trying to address the problem.

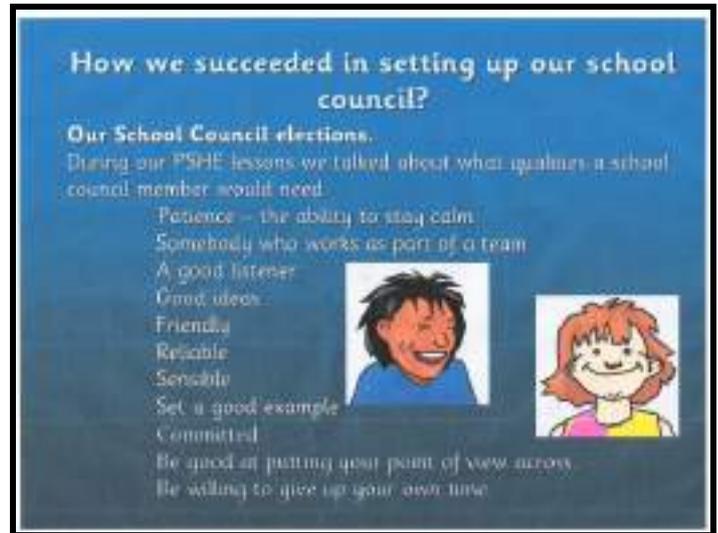


OUR SCHOOL COUNCIL.

The school has a very active school council who consist of children from classes throughout the school.

" Older children take their responsibilities very seriously especially in their care and support of younger pupils. The school Council is an important group within the school who feel that their work helps to make a difference for those children who chose them"

SIAS Inspection



The School Council meet on a weekly basis and have been involved in many areas of school development. These have included:

- Carrying out surveys to find out information from children in school.
- Organising fund raising events.
- Managing incidents during playtimes.
- Sending letters on behalf of the school to different organisations thanking them for their help.
- Posters on display around school to promote how to look after yourself.
- Ordering new equipment.
- Reporting back to the Governing Body.

There are certain Responsibilities and Rules each member of the School Council has to remember.

Responsibilities.

- Be willing to have the time to listen to other children's ideas.
- Support children by offering them advice on how to sort out a problem.
- Make a decision for the best of everyone and not just for ourselves.
- Tell the grown-ups if they notice something in school which they are worried about and want to change.

Rules.

- Not to discuss any information outside the School Council meeting unless we are following up a school council discussion or project.
- If the children are concerned about something to do with a pupil they will talk about the issue but will not name the person involved.

Rules and Responsibilities outlined by the School Council themselves.

ATTENDANCE

Whenever a child is unable to attend school it is important and necessary that parents inform us of the circumstances. This notification can be made in the first instance by telephone. If the school has not received a reason for a child's absence by 9:30 the school administrator will contact home to clarify the reason for the non-attendance. If the child is absent for more than one day on returning to school a letter to the school via the class teacher must be sent. We also have school absence forms available for your convenience.

N.B. If your child has suffered a stomach bug, they should not return to school until they have been clear of sickness or diarrhoea for 48 hours.

The reasons for absence are recorded in the daily attendance register. To ensure that this shows whether the absence is authorised prior notification of medical appointments will be helpful. Requests for children to leave school during the school day should be made in writing whenever possible or in an emergency by telephone. A child will only be released to a recognised adult.

If a child is ill during the school day parents will be contacted by telephone and requested to collect their child. It is important that the school is informed of any change of telephone contact numbers. At the beginning of each academic year we will ask all parents to complete a new admissions form to ensure we have current information.

Request for Pupil Leave of Absence From School In Exceptional Circumstances

The law states that parents do not have the right to take their child out of school for holidays in term time and that leave of absence should only be authorised in exceptional circumstances by the headteacher.

Holidays in school time are discouraged by schools in the North Shropshire Teaching School Alliance, in line with the Local Authority and government policy, because they disrupt children's learning and education. Parents are asked to seriously consider the educational implications for their children, and also the impact for other children within the class, before making an application. Research shows that consistent attendance is crucial in giving children the best chance of success.

Examples of circumstances which may be considered to be exceptional include the following:

- the serious illness/death of a close relative,
- parents in the armed forces who are between periods of active duty.

If your child has accumulated other absences, or there have been previous requests under exceptional circumstances, the request will be less likely to be approved. Retrospective requests for leave of absence will not be authorised. Unfortunately, family holidays during term time for reasons of finance or convenience are not considered exceptional.

If your request for leave of absence is not authorised and you decide to take your child out of school you will automatically receive a Warning Notice letter from the Education Access Service and may incur a fine.

Every School Day Counts!

TRANSPORT

Arrangements for transport for children living outside the village but within the school's catchment area are made by the LA. Parents should contact the school if they are considering making an application.

Other Support Agencies in the Community.

During your child's first term at school, he or she will be offered a general health check, including a measurement of height and weight, and a hearing test to be carried out by the School Nurse. At some time during the first year at school, your child will also have a vision test carried out by the Orthoptist.

The School Health Service now operates a system of selective medicals. During their first year, and preferably their second term at school, children are considered for such medicals if concerns are expressed by the School Nurse, School Doctor or parents. In all cases, full discussion will take place with parents and parental consent obtained before any examination takes place.

If you have any concerns about the child's health in school, including bedwetting, soiling and behaviour at home, you can contact the School Nurse who will be pleased to discuss those concerns with the Doctor. The Doctor will then contact you and may arrange an appointment to see you and your child if necessary.

Administration of Medicines

Children who are generally unwell should not be in school and should not return until they are able to participate in a full curriculum. No un-prescribed medicines or tablets will be administered in school.

Antibiotics/Eye/Ear/Nose Drops Sometimes a G:P. will deem a child fit to return to school as long as a course of medication is continued. In most cases a midday dose can be avoided. Where this is not possible, written instructions from the parent must accompany the medicine. If your child requires regular medication as part of a treatment routine or maintenance programme, please discuss this with us as early as possible so that we can make suitable arrangements.

Inhalers If children need an inhaler, either occasionally or regularly, we ask that a spare one is kept in their drawer for easy and immediate access when necessary, with adult supervision

Please ensure that you complete the relevant Medical Information section on the School's Admission form when your child starts at Tilstock School. All staff are fully aware of any medical conditions of children within the school, and are updated regularly.

The school has four fully trained First Aiders who are Mrs Tracey Metcalfe, Mrs Diane Lazel and Mrs Anita Thorp. Other Staff receive regular emergency first aid updates.

The school uses carefully designed Drug Education materials to teach young children about the safe use of medicines as part of the regular curriculum.

Child Protection

The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare. The school follows all recommended and statutory procedures in order to protect children. The named persons responsible for child protection within the school are Miss Nicola Brayford (Acting Head teacher) and Mrs A Jackson. All school Staff receive training in issues relating to Child Protection. As part of these procedures it is standard practice to request that parents who help regularly in the school and on educational visits undergo a police check.

As a school we are legally obliged to follow set guidelines about requests from parents to change a child's surname which is that *"a child's surname can not be changed without the consent of the other parent or anyone else who has parental responsibility for the child."*

The school is actively involved in Information Sharing and Assessment, which involves close liaison with a range of support services to meet the needs of each individual child.

Children with Special Educational Needs and Disabilities

Working under the guidance of the National Code of Practice for Special Needs and Disability September 2014, we aim to identify children in need of learning support and share this information with parents as early as possible. Children's needs will be catered for within their class through work which is carefully planned by their class teacher and/or the Special Needs Co-ordinator. Occasionally, children may work with the Special Needs Co-ordinator or a teaching or special support assistant outside the classroom, individually or in a small group. When appropriate additional advice is sought from a Learning Support Advisory Teacher and/or an Educational Psychologist. The school has recently set up a learning support area/ library for small group withdrawal to support individual pupil's needs.

In line with Shropshire Council Inclusion Policy children with disabilities will be accepted for admission if their needs can be met by the school. This includes children who may require outside agency support. The school is committed to enabling all children to physically access the building and the curriculum whatever their needs. The school has an accessibility strategy that considers this, which is available for parents to see within school. We are likewise committed to identifying, fostering and providing appropriately for children who are exceptionally able or demonstrate particular individual ability. The school has disabled access to all parts of the school and a well equipped disabled toilet. Tilstock

C.E Primary School is thought to conform to the Disability Discrimination Act requirements, but this is constantly reviewed when alterations take place or there is a change of use of different areas within the school. In April 2011 the school installed an additional toilet and shower facility to support children with additional needs.

HOMEWORK

Homework is seen to be an integral part of the curriculum and is set to support the child's progress and to forge the links between home and school. Homework sows the seeds of seeing learning as a life-long activity

The homework set is not intended to be onerous and we hope that you will support and encourage your child in completing the work required. Help does not mean that you have to do it yourself! If problems arise please do not hesitate to discuss the matter with the class teacher.

FITNESS TO LEARN

It is appropriate that children arrive at school 'fit to learn'. This means that

- they have had a good nights sleep
- they should have a calm start to the day with an adequate breakfast. This meal is far more important than a mid-morning snack. It has been proven recently that pupils who do not eat breakfast do not perform to the best of their abilities.
- they are wearing school uniform.
- they are properly equipped and bring the appropriate things for the day to school.

THE CURRICULUM

At Tilstock CE Primary and Nursery School we are dedicated to giving your child the very best start in life. We pride ourselves on delivering a fun and innovative curriculum that both supports and challenges children throughout their learning journey.

From September 2014 onwards all schools in England will be delivering a new National Curriculum Framework, details of which can be accessed using the link below

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/260388/MASTER_final_national_curriculum_11_9_13_2.pdf

This new curriculum has allowed us to develop and enhance our own curriculum and it has meant we are able to offer our children even more opportunities to access a robust and well-rounded education during the time they spend with us.

Our teachers use a wide variety of teaching pedagogy, that they adapt to different subjects and to different pupils to ensure that all the children under our care achieve their full potential.

The structure of our curriculum is split into three specific stages: Early Years Foundation Stage, Key Stage One and Key Stage Two.

Early Years Foundation Stage

The Foundation Stage starts from the age of three and continues until a child enters Year 1. The Foundation Stage is designed to build upon a child's pre-school experiences and develop them further.

A child learns so much during their pre-school years and we pride ourselves on being able to form successful bonds with all of our parents/carers so that we can build upon each child's previous successes; Strong home/school links are the cornerstone of our Foundation Stage provision.

At Tilstock our Foundation Stage pupils are taught through six core areas of learning:

- Personal, Social, Health and Emotional Development.
- Language, Literacy and Communication.
- Mathematical Development.
- Creative Development.
- Knowledge and Understanding of the World.
- Physical Development.

We teach these areas through a combination of structured play and focused activities as part of a whole class, a small group or individually. In addition to this we provide many opportunities for child initiated learning as we strongly believe that curiosity and independence are the backbone of all learning and should be encouraged wherever possible.

Our overall aim for our Foundation Stage is to provide an environment where children feel safe and happy and an environment that will also allow them to become independent, confident learners who are ready to thrive in Key Stage One.

Key Stage One and Key Stage Two

Key Stage One is for children who are in either Year 1 or Year 2 whilst Key Stage Two is for children who are in Years 3, 4, 5 and 6.

At Tilstock the curriculum is organised in the following way:

National Curriculum	English, Mathematics, Science, Computing, History, Geography, Art, Design Technology (inc Cookery), Music, Physical Education, Foreign Languages
Broad Curriculum	Religious Education, Personal Social Health Education, Sex and Relationships Education.

<p>Local Curriculum</p>	<p>We use the locality around the school to help us deliver, and at times adapt, the National Curriculum to suit the needs of our children.</p> <p>Through collaboration with our whole school community we have drawn up a list of 101 childhood experiences that we passionately believe all children have the right to experience as part of a broad, balanced and fun childhood. Through keeping these experiences at the forefront of our mind when planning the children's learning we aim to ensure that all the children within our school will have completed all 101 of them before they transfer to secondary school.</p>
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In both Key Stages we implement a method of cross-curricular planning that sees all work undertaken during a specific term being linked to a particular topic. In practice this means that if the topic is 'Ancient Greece' work may link to myths and legends, democracy, mountains, designing jewellery or clothes as well as looking at Ancient Greek history. By using this method we hope that our children will see how different subjects overlap and that they will be confident when using their prior knowledge to support their learning or to help them apply new skills/ideas.

Throughout both Key Stages our staff are dedicated to providing the children under our care with the best possible education so that they will be able to follow a path of continual improvement and be offered the best possible start to the lifetime of learning that lies ahead of them.

PUPIL PROGRESS

Assessment is an on-going process throughout the school. From children's earliest days in school they will be being assessed to determine their abilities and to identify next steps in their learning identifies within the Early Years Foundation Stage Profile.

Teacher assessments, coupled with Standard Assessment Tests (SATs), also take place towards the end of each Key Stage to ascertain how each pupil's achievement relates to other pupils in the year group, to children in similar schools, and other pupils nationally.

Key Stage 2 non-statutory tests are carried out at the end of each year and compulsory SATs are carried out in Year 6. Additional tests to support teacher assessments In English and Mathematics are carried out each term.

Children are actively involved in developing their own learning targets. Parents are kept informed about progress at parent consultation evenings and can view their children's records at other mutually agreed times. A written report is given to parents at the end of each academic year or as a child moves school.

The school is always open during normal school hours to parents who wish to discuss any matter, or who require in formation. You are most welcome so do not hesitate to come to school if you have any concerns. If possible, it would be helpful if parents could telephone

in advance in order to guarantee that a visit is not wasted. There are three formal occasions in the year when parents are invited in to school to discuss children's progress.

RELIGIOUS EDUCATION

Tilstock School is a Church of England (Controlled) Primary School and Religious Education is provided in accordance with the L.A.'s Agreed Syllabus, a copy of which is available in school. Religious education is broadly of a Christian nature but structured reference is made to other cultures and worships.

It is the right of parents to withdraw their children from the daily act of collective worship or Religious Education. Any parent wishing to do so should let the school know in writing of their intentions and discuss the alternative provision with the Head teacher.

We believe we should:

- help children understand some of the practices and beliefs of the major world religions (principally Christianity, then Buddhism, Islam, Judaism and Sikhism)
- promote tolerance and sensitivity towards others who have no religious beliefs
- give opportunities to reflect upon the moral and spiritual meaning of life
- provide close working links with the church in our community

At Tilstock C.E. Primary School and Nursery we are part of the Lichfield Diocese and use the Diocese Handbook as a resource as well as the SACRE document.

COLLECTIVE WORSHIP

This is an important part of the school day, not only to fulfil statutory requirements but also for the school to gather collectively, reinforcing a sense of "belonging" and identity.

Children should enter the hall in a quiet, calm manner and sit neatly and attentively whilst some music is being played, waiting for the assembly to begin. All staff are willing to participate, which attaches importance and status to the principle of assembly time. The vicar leads the assembly on one day each week, either in church or in the school hall, maintaining strong links with the church.

PERSONAL, SOCIAL AND HEALTH EDUCATION (P.S.H.E) and CITIZENSHIP

The personal and social development of our children is integral to the philosophy of the school. Many aspects of P.S.H.E are planned and delivered through the National Curriculum subjects, Religious Education, collective worship and the various facets of community life within the school. There are time tabled sessions when the children have opportunities to discuss their views and opinions. We feel it is important to develop trust between each other and between pupils and teachers to create a secure and supportive atmosphere in which pupils may feel accepted and able to speak honestly and openly.

The pupils are taught to develop confidence and responsibility and make the most of their abilities by identifying the positives and setting personal goals. We prepare the children

to play an active role as citizens. They are taught the skills necessary to carry out discussion and debate and appreciate the responsibilities and duties they all have. They are taught the importance of developing a healthy lifestyle and the need to develop good relationships respecting the differences between people.

We hope to develop:

- An increased appreciation of the children's own culture and the value of other cultures which pupils and visitors may bring to the school
- An increased appreciation of other and different ways of life in the wider community
- The fostering of respect and tolerance and an awareness of the uniqueness of each individual human being.

Relationships and Sex Education

The school aims to implement the sex education policy within a family environment which emphasises the importance of personal relationships and responsibility. Children should be able to discuss issues related to sexual development and growth within this context without embarrassment and with sensitivity.

The School has a Relationships and Sex Education Policy which explains that this area of the curriculum is covered within themes and topics in order to provide appropriate contexts for young children for example *Ourselves*, *All about me*, *Me as a special person* and *Growth*.

Our Relationship and Sex Education Policy aims to teach the children about;

- The physical development of their bodies as they grow into adults, reassuring them that such changes are normal;
- The need to discuss sex education issues, at home or school, without embarrassment;
- Counteracting misleading or false information and challenging sexism or prejudice;
- The way humans reproduce;
- Respect for their own bodies and the importance of sexual activity as part of a committed, long-term, and loving relationship;
- The importance of family life and proper care of all young creatures;
- The opportunity to explore moral questions;
- Relationship issues, including issues of self esteem and assertiveness;
- Equal opportunity issues;
- Exploring attitudes and emotions;
- Respect for the views of other people;
- Sex abuse and what they should do if they are worried about any sexual matters.

Formal sex education will begin at the end of Year 5. Prior to this programme parents will have the opportunity to see the resources used and ask any questions they have. Parents may exercise their right to withdraw their child from this element of the curriculum.

The school delivers the curriculum through a thematic approach. Thematic overviews are shared with parents at the beginning of each half term to enable parents to support the pupils with their learning.

Pupil Premium

Pupil premium is a designated amount of money that the government allocates to each school, based upon a number of factors which are linked to the perceived deprivation of certain pupils in school. This money is meant to be spent directly or indirectly on those pupils who are considered vulnerable because they are not meeting National Expectations in terms of attainment. Within our school, the money is spent on children entitled to free school meals, children with special educational needs and those children that are looked after children. Within our school however, all children regardless of the aforementioned groups have pupil premium money directed towards them directly or indirectly if for any reason they become vulnerable due to their attainment levels.

The needs of these pupils have been assessed and the following list identifies how this category of funding will be used;

- Increased and targeted TA support (individual or group)
- Provision of homework club at lunchtime
- Attendance at breakfast club or after- school activities
- 1 to 1 / small group support
- Additional reading support
- Subsidised residential visits and swimming lessons
- Learning Mentor support group sessions to develop social and emotional needs.

The impact of these will vary from one pupil to another and includes;

- Increased confidence and self-esteem.
- Children's ability to manage their own emotions and responses to situations to support progress with learning.
- Increased support with learning - raised achievement in Maths and Literacy
- Increased participation in extra curricula activities

PE and Sports Funding

Primary School Sports funding is to improve the provision and quality of PE and sport in schools. The funding for 2014/15 has been received and the monies have been allocated.

Monies allocated for:

- Close liaison with Sir John Talbot's Secondary School to enhance PE provision
- Sports coaching for all full-time children on a weekly basis

- Additional equipment to ensure that staff training and development can be applied successfully in school.
- Staff release for school based inset training for all staff.
- Inter-schools sports competitions

* For additional information please consult detailed report to be found on the Governor section of the school's website.

Additional Information

School visits (Charging Policy)

To initiate, support and extend children's learning within school, children will often be involved in visits in the local community and sometimes further a field. The Governors have accepted the Shropshire Children's and Young Persons Directorate recommended charging policy, a copy of which is available in school. Voluntary contributions will be sought from parents towards covering the cost of each school visit as it arises. No child will be excluded from a visit if a contribution is not made. However, activities are unlikely to take place unless sufficient parents offer the suggested level of voluntary contributions.

Recent educational visits have included:

- Chester Zoo
- Lichfield Cathedral
- The Old Vicarage Activity Centre
- The Blue Planet Aquarium
- Regular participation in sporting activities with other schools.
- Monkey World
- Enginuity
- Blist's Hill Victorian Town
- Whittington Castle
- Liverpool Museum

INSURANCE

Transport for visits will be either by hired coach or in staff, parents' or governors' cars.

Supervision will be provided by school teaching and other staff, governors, parent helpers and other adults, and will be determined for each outing taking into account what the children are doing, where they are going, how they are getting there and so on. Whatever other help is used, at least one member of the school's full-time teaching staff will be involved and will be in charge. Supervision will also comply with any standards set down by the Shropshire Children's and Young Persons Directorate. For all trips, detailed information and consent forms will be sent to the parents concerned at the planning stage of each trip.

The County Council provides insurance cover to protect children should they suffer injury, damage or loss through negligent acts by staff or others engaged on County Council business. The County Council does not provide any personal accident insurance (i.e. where no one is negligent or to blame) or cover for personal effects. We have, therefore, decided to take out our own policy to provide personal accident cover for all outings/trips.

The County Council does not provide any personal accident insurance or cover for personal effects. However the school does have personal accident insurance for all pupils and staff/parents when taking part in a school visit. Full details of the policy are available in school.

SECONDARY EDUCATION

Liaison with Sir John Talbot's School in Whitchurch is strong, and this is where the majority of Year six pupils transfer. These pupils have at least two liaison days in their last year visiting Sir John Talbot's and taking part in typical lessons in order to familiarise themselves with secondary life. Some of the children may transfer Bishop Heber High School in Malpas, Cheshire, Adams School, Wem and Madras School in Penley.

PARENTAL HELP IN SCHOOL

Parents volunteering to come into school to assist children in their studies or activities or can offer any other practical help will be most welcome. Those who can offer daily or weekly or only occasional help will all be of enormous value. Please talk to any member of the staff if you would like to become involved in any way. Any volunteers will be required to complete a CRB check in line with the school's Child Protection Policies.

If you are a prospective parent and would like to see the school and discuss its aims and objectives before you make a decision on whether it is right for your child, please contact the school and make an appointment to see the head teacher. The information in this booklet is correct at the time of printing, but it is possible that changes may be made before or after the start of the school year. We hope that the booklet will be of help to you in explaining the general organisation and policy of the school.

HOW TO FIND OUT MORE.

All the documents referred to in this prospectus are available for your inspection in school at any reasonable time. If you wish to see any of them, please contact the school administrator to make an appointment. If you require a copy of any of the documents for your own use, it will be possible to provide them at a small charge. Any records concerning your child which are kept in school are available for your inspection at any reasonable time. Again, please make an appointment through the school administrator.

Please contact us as soon as possible if you have a particular worry or concern so that you can make an appointment to have a discussion with the class teacher or head teacher.

If you feel that a concern has not been dealt with appropriately then you may make a formal complaint as follows:

Arrangements for making complaints about the Curriculum and Religious Worship

Under Section 409 of the Education Act 1996 the Local Education Authority has established arrangements, approved by the Secretary of State, for dealing with formal complaints about the curriculum or any related matter to the governing body, the L.E.A. or both. Parents and others who want to find out more about this matter should contact the head teacher in the first instance, who will be able to let them see a copy of the L.E.A.'s approved arrangements.

Other complaints

For all other complaints or concerns, parents (and others) are encouraged to raise them initially with the head teacher, who will be able to discuss them either there and then or at a mutually agreed time. Should it not be possible to resolve any complaint or concern satisfactorily in this way the complaint should be put in writing and sent or given to the head teacher. If you would like assistance in setting out your complaint the school will, if asked, help you do this, facilitating access to translation services where necessary. The school then promises to deal with your complaint as follows:

- Formally acknowledge it within five school working days.
- Tell you the name and telephone number of the person looking into your complaint.
- Respond to it within twenty school working days or if it is not possible to give you a complete:
- Answer telling you what is being done to investigate and how long it is expected to take.
- Tell you if it has to be dealt with under a special procedure.

If you are not satisfied with the outcome of your complaint you can write to the Chair of the IEB, C/o. Tilstock C.E. Primary School, who will arrange to consider what you have to say. Should you not be satisfied and want to take the matter further, you can then contact: Shropshire Education and Young People's Services, Shropshire Council, Shirehall, Shrewsbury, Shropshire.