

School Prospectus



Chillerton and Rookley Primary School

Main Road

Chillerton

Newport

Isle of Wight

PO30 3EP

Telephone number: 01983 721207

Email: office@chillertonandrookleyprimary.iow.sch.uk

Website: www.chillertonandrookleyprimary.co.uk

School Vision

We build the future together

by:

- **Encouraging each child to strive for excellence**
- **Providing a broad and balanced curriculum within a stimulating and challenging environment**
- **Valuing each child as an individual and developing a sense of self-worth**
- **Providing a secure, caring family atmosphere**
- **Developing compassion, respect and empathy for all**
- **Contributing to the life of the wider community**

We C.A.R.E

so that every child become independent learners.

Challenge Achieve

Respect

Enjoy

Contents

School Vision	1
Staff List.....	3
2017/2018 Holiday Dates.....	5
The School Office.....	5
The School Day	5
Breakfast Club	5
After School Club	5
Break time	5
Celebration assembly	5
Uniform.....	6
Reception to Year 2	6
Year 3 to 6.....	6
PE kit (boys and girls): R to Yr 6.....	6
Personal Property.....	7
Meals.....	7
Discipline	7
School Rules.....	8
Attendance	8
Policy for Charging.....	9
Consultation and Parental Involvement.....	9
Parents, Teachers and Friends Association	10
Newsletters.....	10
Website	10
Governors – General Information	10
Stenbury Federation Governors*	11

Staff List

Executive Headteacher	Mrs Maxine Gray
Head of School	Mr Rob Penman
Class 1 Teacher	Mrs Cheryl Hedley
Class 2 Teacher	Miss Thelma Cutter
Class 3 Teacher	Mr Lee Boswell
Class 4 Teacher	Mrs Alison Hill
Teaching Assistants	Miss Nicola Cousins Mrs Lisa Lowings Mrs Esther Marsh Mrs Elizabeth Cooper (French teacher)
Learning Support Assistants	Miss Nicola Whittle Miss Lizzi Burden Mrs Bridget Hornblow Miss Sophie Colson
SENDco	Mrs Clare Bowen
ELSA	Miss Theresa Jordan
Admin Officer's	Mrs Angela Dexter & Mrs Sue Lacey
Caretaker/Cleaner	Miss Irene Gorton
Pre-School Manager	Mrs Chris Sweatman
Pre-School Nursery Assistants	Miss Jessica Sawyer Mrs Della Berryman Miss Katie Morris Miss Sammi Henton (Apprentice)
Pre-School/Clubs Admin Assistant	Miss Georgina Chapman
Breakfast Club Assistants	Miss Katie Morris Miss Elisabeth Burden Miss Georgia Sweatman
Extended School Manager	Mrs Chris Sweatman
After School Club Assistants	Miss Georgia Sweatman Miss Sammi Henton

School Admissions

Chillerton and Rookley Primary School is situated in a small village four miles from Newport. The original part of the building is Victorian and the extension to the school was completed in September 1997. We have a grassed area for games, a grassed terrace area and a tarmac playground, which has been marked with various games and activities.

The school is co-educational, catering for children between the ages of four and eleven. It has currently 84 pupils on the roll. We are proud of our family atmosphere.

Chillerton & Rookley School is federated with Godshill Primary & Wroxall Primary Schools. We have one governing body that oversees the running of all 3 schools.

All parents will need to apply for a school place, irrespective of where they live, through the Isle of Wight Council. The application form can either be completed online or by hand and should be returned to Schools Admissions at County Hall, Newport (**not the school**) by the date stated on application form.

Children start school in the September following their fourth birthday. We offer the option, for the first few weeks of the Autumn Term, of part-time attendance at school, which may incorporate a part-time placement with Chillerton & Rookley Early Learners, if this would benefit your child. This arrangement may be most appropriate for children with birth dates during the summer term.

New entrants are invited into school during the term before their admission. The Class 1 teacher meets with parents and arranges visits. These school visits are usually for one morning session each week, so that the child is gradually introduced to take their full place in our school.

Parents have a duty to provide full time education for their child from the child's 5th Birthday. Children who have begun school elsewhere and whose parents now wish them to attend Chillerton and Rookley Primary School may be admitted provided their admission does not contravene the Isle of Wight Admissions Policy, a copy of which is available through the school office.

2017/2018 Holiday Dates

Monday 23rd October to Friday 27th October – Half term

Friday 22nd December to Wednesday 3rd January – Christmas Holiday

Monday 12th February to Friday 16th February – Half term

Friday 30th March & Monday 2nd April – Bank Holidays

Tuesday 3rd April to Friday 13th April – Easter Holiday

Monday 7th May – May Day Bank Holiday

Monday 28th May to Friday 1st June – Spring Half Term

Tuesday 24th July – Start of Summer Holidays

The School Office

The school office is open between 9 am and 3 pm each day. The office staff is able to provide information regarding County, Governor or school publications; medical matters, admissions, school visits, trips and events; welfare matters including provision of free school meals and anything else which is not directly connected to the actual teaching of your child.

The School Day

School opens at 8.45 am

Registration is at 9 am

Class 1 & 2 have lunch break from 12-12.50 pm.

Class 3 & 4 have lunch break from 12.10-12.50 pm.

The afternoon session begins at 12.50 pm and ends at 3 pm.

Breakfast Club

Runs from 8 – 9 am every school day for children from 2 – 11 years of age. The children are given breakfast and have their own resources for their use.

After School Club

Runs from 3 - 5.30 pm every school day.

To book you child into Breakfast Club or After School Club please contact the office staff.

Break time

There is a 15 minute break in the morning, during which toast, raisins, milk or juice can be purchased if required. Milk is free to all children until their 5th birthday and can be purchased thereafter (forms are available in the school office). Children under the age of 7 are given a free piece of fruit every day.

Celebration assembly

On Fridays a special 'Celebration' assembly takes place at 2.40 pm. Everyone is welcome to join us as we celebrate birthdays and reward children with certificates for good work and behaviour.

Uniform

Children are asked to wear a school uniform. Uniform can be ordered online at www.kidsandcodirect.co.uk or alternatively parents can visit the store at 2 High Street, Ryde.

Reception to Year 2

- Boys:
 - Grey trousers
 - White polo shirt
 - Red logo sweatshirt
 - Grey socks
 - Plain black school shoes (no trainers)
- Girls:
 - Grey skirt or pinafore dress
 - White polo shirt
 - Red logo sweatshirt or cardigan
 - Plain white or grey socks or red or grey tights
- Book bag and school cap

Year 3 to 6

- Grey trousers/skirt
- White shirt/blouse (long or short sleeves)
- V-neck red jumper with logo
- School Ties
- Plain socks or red or grey tights
- Back Pack
- School cap
- Summer Term Uniform also includes: grey school shorts and red gingham dress

PE kit (boys and girls): R to Yr6

- Red logo T-shirt
- Navy or black shorts (no pockets)
- Jogging trousers and PE sweatshirts with school logo are available to order, otherwise plain navy.
- Yr R/1 black plimsolls
- Yrs 2-6 plain black or white trainers (no marking soles)
- Yrs 5-6 red football socks

All children require a coat every day during autumn and spring terms. (Red school coat is available online).

Please ensure that all school clothes, including PE shoes and Wellingtons, are clearly named, as many are identical and it is upsetting for children when they cannot find or identify their own things.

Personal Property

Personal belongings, such as jewelry, should not be worn to school for Health and Safety reasons. Watches can be worn from Year 4 up. Neither the school nor the LEA can accept responsibility for these items.

If your child is going to have their ears pierced please ensure that this is done at the beginning of the summer holiday. On return to school in September earrings should not be worn. Please be aware that we take no responsibility for damage or loss.

Meals

All pupils in reception, year 1 and year 2 are entitled to a free school meal.

For pupils in years 3 to 6, the cost at present is £1.85 per meal, to be paid weekly in advance on the first day of the school week. The correct amount of money should be put in an envelope, clearly marked with the child's name. Details of the amount and meals required should be enclosed on one of our school meals order forms. If paying by cheque please make cheques payable to Chillerton and Rookley School.

Children are entitled to free meals, if parents' income is below a certain level. Parents should contact either the School Office for further details or contact The Isle of Wight Council School Admissions Team on 01983 823455 if they wish to apply directly for free meals. If circumstances make it difficult for parents to do this, arrangements can be made for the Educational Welfare Officer to visit. Applications are treated in strict confidence.

Children are also allowed to bring a packed lunch in an appropriately named container. **We are a “nut free” school**, due to various allergies. Consequently no nut products are allowed in lunch boxes, this includes peanut butter and certain chocolate spreads. If in doubt, consult a member of staff.

As a healthy school, we encourage children with packed lunches to have a healthy well-balanced meal. No chocolate/ sweets/ fizzy drinks please.

Children up to the age of 5 are provided with a 1/3 pt milk daily at morning snack time (provided you have completed a Cool Milk form). After the age of 5 a Cool Milk scheme is operated. Parents are given a leaflet explaining that milk can be purchased by them.

A portion of fruit is also provided daily for all children in Key Stage 1. Key Stage 2 pupils are encouraged to bring in a piece of fruit for morning break. Every child should bring a named plastic water bottle into school. We encourage the children to drink water regularly throughout the day.

Discipline

We aim to have a self-disciplined school showing accepted forms of good behaviour at all times. Good behaviour is recognised and praised. The school operates a reward system to promote excellent standards of work and behaviour. The children are awarded points and work towards certificates, which are presented in our Friday celebration assembly. Children are expected to conform to these standards to enable the rights for all children to learn in a safe and happy environment.

School Rules

1. Do as the adult tells you first time
2. Keep your hands and feet to yourself
3. Walk quietly in the building
4. Think of others
5. Everything in its place

The parents of children having difficulty understanding the school rules of conduct are involved, at an early stage, in order to help their child develop the necessary self-discipline and respect for others. Our behaviour policy is available on request, and can also be viewed on the website.

Bullying is not tolerated. Any claims of bullying are taken seriously and action is taken, involving children and their parents.

Attendance

Full school attendance gives children the best opportunity of leaving school with good exam results and the best chance of securing a career of their choice. To ensure we give children the best chance we work in partnership with the Local Authority Education Welfare Service (EWS).

- If your child is absent from school for any reason, you contact the school to inform them at or before the start of the school day
- Following your child's return to school you provide a written explanation to support your child's absence
- Your child must arrive at the start of the school day – persistent late arrival is not acceptable and may result in further action being taken by the school
- No leave of absence will be granted during term time unless there are acceptable circumstances. (Only the Headteacher can determine exceptional circumstances and the amount of leave granted). If leave is taken that has not been granted, this will result in a Penalty Notice Application being made to the Local Authority. A Penalty Notice will be issued to each parent/carer for each child who is absent and is a charge of £60 per parent/per child if paid within 21 days, increasing to £120 if paid after 21 days but before 28 days.

Medicines

A parental agreement form must be completed and signed by the parent/carer before medicines can be administered.

Staff at Stenbury Federation will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

We encourage parents to ask those prescribing the medicine to arrange dose frequencies that can be taken outside of school hours where possible.

Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration.

Medication must be brought into school in a sealed container that should also be clearly labelled with the child's name, name of medicine and dose.

All medicines must be handed in to the school office.

The medicines will normally be kept in the fridge or locked First Aid cupboard and should not be kept in classrooms, with the exception of adrenaline pens and inhalers.

School will not dispose of medicine. Any date-expired medicine will be returned to parents.

Policy for Charging

The children often visit places of educational interest as part of their curriculum study. The Governors may invite parents to make a voluntary contribution towards the cost of the trip. Any admission or other fees are requested in full prior to the visit.

On occasions, a fee-charging expert or group will visit the school as part of the children's study e.g. an art specialist, music workshop etc. Wherever possible, other schools with similar aged children will be invited to share the event and thus share costs. Parents are asked to make a contribution towards the cost of the visit.

However, no child is penalised should their parents decline or be unable to meet the costs.

Consultation and Parental Involvement

We welcome parental help in class. This can be very rewarding for all concerned: please do not hesitate to contact the school if you feel you could help in this way. All parents helping in class are subject to a DBS check (Disclosure and Barring Scheme) before commencing.

Open days or evenings are occasionally held during the year when parents are invited to meet teachers and see work throughout the school. Parents are also invited to twice yearly meetings to discuss their own children's progress with teachers, and work in partnership to set targets for improvement.

We do not, however, expect you to wait until such an event if something is worrying you or your child. Do come into school to talk to us. If you need a longer interview, we will try to give you an appointment as soon as possible, bearing in mind that we all teach and may be attending training courses or meetings after school.

A number of events take place through the year, such as Sports Day, Harvest celebrations, Christmas concert or Carol service, a Leavers Assembly each Summer Term and daily Assemblies.

Parents, Teachers and Friends Association

We have an active PTFA which helps to support many events throughout the year including school fetes, fund raising activities. The PTFA has been able to provide many 'extras' for the children including Christmas presents, Easter eggs, playground equipment, P.E. mats, calculators. There are regular meetings, to which all parents are invited. Please see the website for more details.

Newsletters

A weekly newsletter is produced with many items of interest for all its readers. The newsletter also explains forthcoming events and lists important dates. A copy can be viewed on the website. All letters sent home from school are on the website on the information page.

Website

Please visit our website www.chillertonandrookleyprimary.co.uk to find out more about the school.

Governors – General Information

Chillerton and Rookley is part of the Stenbury Federation of schools. This consists of three primary schools: Chillerton and Rookley, Godshill and Wroxall.

There are a wide-range of duties and policy decisions that are the responsibility of the Governors.

The Governors report annually to the parents about their activities and progress of the school as a whole. Governors welcome your opinions and can be contacted as shown on the List of Governors of page 11.

There was a successful OFSTED inspection of the school in November 2013. Copies of the full reports and Action Plans are in the school office or on the website. A summary is available to take home.

The Headteacher takes charge of the day to day running of the school, is responsible for the discipline within the school and for ensuring that the children are cared for in a friendly and welcoming atmosphere.

The Headteacher reports to the Governing Body. The Governors are responsible for the overall management of the school. They advise on the content and delivery of the Curriculum, on financial matters, and appointment of staff. They also make recommendations concerning the use and maintenance of the buildings. They are closely involved in the day-to-day events of the school.

Stenbury Federation Governors*

Stenbury Federation School Governors 2017/2018

Name:	Type of Governor:	Appointed by:	Term of Office:
Mrs Alison Child	Local Authority	Local Authority	Four Years until 31 August 2018
Mr David Marshall	Co-opted	Governing Body	Four Years until 8 July 2019
Mr Hugh Wells	Co-opted	Governing Body	Four Years until 8 July 2019
Mrs Laura Sheath	Co-opted	Governing Body	Four Years until 8 July 2019
Mrs Christine Sweatman	Parent (C&R)	Governing Body	Four Years until 31 August 2018
Ms Catriona Travers	Parent	Governing Body	Four Years until 31 December 2017
Mrs Maxine Gray	Executive Headteacher	Governing Body	Four Years until 31 August 2018
Mr Jason Thorpe	Parent	Governing Body	Four Years until 20 January 2019
Mr Ian Plummer	Co-opted	Governing Body	Four Years until 8 July 2019
Miss Thelma Cutter	Co-opted	Governing Body	Four Years until 8 July 2019
Mrs Julie Wilkinson	Co-opted (Staff)	Governing Body	Four Years until 8 July 2019
Mrs Erica Oulton	Co-opted	Governing Body	Four Years until December 2020

*Subject to change.