



# Abbas and Templecombe Church of England Primary School



## Parent Handbook 2021-2022

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## A Message from the Headteacher

Abbas and Templecombe Church of England Primary School is set in the heart of the Blackmore Vale in South Somerset. Our school provides a safe, happy and caring environment for learning and attracts children from several local villages.

The school's success is based on its close relationship between children, teachers, parents, governors and friends; all of whom work together to achieve and maintain the highest possible standards for all our children.

I joined the school in September 2016 and have found every member of the school community to be very friendly and welcoming and I am sure that is the case for all who come to know Abbas and Templecombe well. The school is inspected on a regular basis by both Ofsted and the Diocese of Bath & Wells and a copy of their most recent reports are always available from the school office or on our website.

You are very welcome to our school.

**James Webb**



## Introduction

We hope that this booklet will provide you with useful information about our school. By being open and informative we hope that joining the school will be a happy experience for your child and for you.

The aim of this booklet is to assist in making the early days of school life for your child as happy an experience as possible. This booklet explains some of the daily activities your child will be involved in and the practical ways in which you can help.

Education is a partnership: please feel free to contact the school office to arrange to meet with your child's class teacher or the Head Teacher, so that you can discuss matters which affect your child.



## Our Aims, Vision and Values

**A place of safety and care where everyone is known and loved for who they are.**

We strive to provide a nurturing environment that ensures our community's academic, physical and emotional needs are met. An environment where members of our community are valued as individuals and cared for as such.

**A place where teaching and learning challenges us to be the best we can be.**

Learning Together for Life's Adventures:

As a school community we aim to live out this learning strapline in school and in our lives by being:

- Independent learners who are proud of ourselves and what we have achieved
- Life-long learners, keen to try new things and confident in reaching our full potential
- Great role models that care for everyone in our community
- Being committed to following our school values of love, perseverance, inspire and respect
- Making good choices about our learning
- Having dreams and goals we strive to achieve
- Developing confidence and being happy; believing we can and will succeed in all we do
- Team players who can work together to achieve

**A place actively following and living out the teachings of Jesus.**

In a letter Paul wrote to the early Christian churches he said 'Love never gives up, never loses faith, is always hopeful, and endures through every circumstance' (1 Corinthians 13, Verse 7).

This very recognisable verse is the basis for how our school lives each day; with our community, striving to show love and forgiveness, just as Jesus demonstrated through his life and teaching.



## Admission Criteria

The School has an admission limit of 17 pupils per year group at present. The initial admissions at Foundation Stage are dealt with through County with the school responsible for any in-year applications. Application forms can be obtained from the Somerset County Council website or the school office.

County will look at the following criteria when making their decisions:

The school will be required to admit any child with a Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC) if the school is named, then;

- Children Looked After – Children in the care of the Local Authority or formally adopted.
- Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest suitable school.
- Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
- Children living in the rural catchment area.
- Children living in the catchment area.
- Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.

In VC schools with a religious foundation:

- Children and/or parent(s) who are practising members of the founding religious body of the school (Anglican)
- Children and/or parent(s) who are practising members of other churches or religious denominations.



## School Organisation

As with all village schools we have difficulties fitting seven year groups into our number of classes. In this school we have four classes which means inevitably that year groups will be split. Unfortunately year group sizes vary which means we do not have the same formal structure every year.

The structure for 2021/2022 is:

<i>Diamond Class</i>	<i>Reception Children and Year 1</i>
<i>Emerald Class</i>	<i>Year 1, Year 2 and Year 3</i>
<i>Ruby Class</i>	<i>Year 3 and Year 4</i>
<i>Topaz Class</i>	<i>Year 5 and Year 6</i>

We are very lucky here as we do have the following facilities:

- 5 classrooms
- a large hall which is fully equipped as a gymnasium
- a well equipped kitchen for cookery sessions
- a library
- laptops/tablets available to every class
- facilities for the disabled
- great outside facilities including two playgrounds, a large field, fantastic playground equipment, Forest School area, and a sensory garden.



## School Times

**Mornings** 8.45am-12.00pm    **Afternoons** 1.00pm-3.30pm

As a staff we want to give every child as much independence as we can. You may drop your child off from **8.45am**, when all the classrooms will be open and attended by staff. The children may walk into their classrooms as and when they arrive. The outside doors will be closed at 9am so if you are late you must come to the office to tell the office staff so that registers are accurate. Younger children should be dropped at their classroom doors where a member of staff will receive them. For Diamonds this is the outside door by the side of Diamond's shelter. If your child walks to school on his/her own please make sure they do not arrive before 8.45am as they will not be looked after.

### **We accept no responsibility for your child before 8.45am.**

At the end of the school day, children are to be collected from their classroom doors. If there is to be any change in home-going arrangements for your child, we require a note or telephone call. Unless we receive official notification the child will travel in the usual way. If you wish your child to walk home on their own, you must provide us with a letter with relevant instructions.

All children attending after school clubs will go to the school library to be registered before moving off for their activities.

## Absence from School

If your child is absent from school for any reason, it is essential that you inform us of the reason by phone **no later than 9.15am on the first day of absence**. If you wish your child to leave school during the day for an appointment please ensure that the school office staff and, if possible, your child's class teacher, are informed.

Please avoid taking family holidays during term-time. It is still law that you are not allowed to take your children out of school without permission from the Head Teacher; penalty notices have been issued in Somerset over this issue. If you believe there are exceptional circumstances then you should complete a holiday request form, available from the school office. Each case will be dealt with on its own merits, but it is very rare for holiday requests to be authorised.



## Starting School as an Infant

All infants are invited to spend an afternoon in School in the term before they start and the Reception teacher will be in contact with children's playgroup or nursery. If the group is local to school, the teacher will also pay a visit.

There is a parents' evening in June to meet the teacher and talk about your child starting school; our hot meal supplier, members of the PTFA, preloved uniform and the Head Teacher will also be available during the evening. We obviously want to make the transition as happy and positive an experience as possible.

In September we will stagger the start date for the Reception children based on their age, to allow time to focus on those children and ensure they are settled. All children will be full time by the end of the first week of school.

From their first day, drop off and collection arrangements are the same as the rest of the school, i.e. being dropped off at 8.45am and collected at 3.30pm, all from their classroom door.

## Breakfast Club

Our breakfast club is very popular and is run by our experienced school staff every day from 8am to the start of the school day.

Pupils are offered a range of cereals, toast, spreads, fruit and juice to start their day in the best possible way.

Once they have finished their breakfast they then play in the hall.

The charge for breakfast club is currently £2.75 a session and booking forms are available from the school office or the school website.



## Lunchtime Arrangements and Refreshments

All Key Stage 1 children (Foundation, Years 1 and 2) are entitled to a free hot lunch, this is known as Universal Infant Free School Meals and should not be confused with Free School Meals provided to pupils of parents on low incomes. Cooked and packed lunches are provided by Piskula Catering who adhere to the healthy eating guidelines produced by the government. Menus run on a four weekly rota and you can pick and choose what your child would like. You don't have to book a hot or packed lunch for your child everyday — you can provide a packed lunch from home on some days if your child would prefer — it is entirely up to you and your child's preferences. (Key Stage 2 children have to pay for their hot lunches, but meals are ordered in the same way). Please complete and return the UIFSM form in your welcome pack. You will also find a sample booking form so you can see the type of food on offer.

In packed lunches we do ask that there are no glass bottles, cans of fizzy drinks, or chocolate bars/sweets/chewing gum. The children put their lunchboxes in class crates by the classroom when they arrive each morning. We operate a “no nuts” policy due to concerns over undiagnosed nut allergies. We encourage healthy balanced meals with both our hot and packed lunches.

### **Water**

Keeping hydrated, i.e. not being thirsty, throughout the day is very good for health and concentration levels. For this reason, children are encouraged to bring a “sports type” plastic bottle of water with them into the classroom. All bottles should be clearly named.

### **Break time Snacks**

Your child can bring a fruit or vegetable snack for playtime, this should be brought into the classroom with them (please pack and label it separately from their lunch, so that they are not confused). Crisps are not permitted, except as part of the packed lunch.

### **Cool Milk**

Free milk is available for under five year olds and subsidised milk for the over fives. It is available on a daily basis for all pupils in school, provided fresh every day. To ensure your child doesn't miss out on school milk please visit [www.coolmilk.com](http://www.coolmilk.com) and select 'register your child for milk' then follow the on-screen instructions.



## After School Clubs

Our staff run a range of After School Clubs every week hoping to appeal to children's different interests and talents. Every half term a new list is released to parents who are asked to return their children's preferences - we then inform parents as to which clubs their child has been allocated. Clubs run by teachers are run at no cost to parents but all other clubs involve a cost implication to school and therefore this is passed on to parents. Upon allocation of a place, parents are required to pay in full before the first session or the place will be passed on to another child.

### After Fun Club

Our after school provision runs from 3.30pm to 5.30pm Monday to Thursday and finishes at 4.30pm on Fridays. It is open to all pupils. By offering different activity choices each day we hope to give children lots of exciting and engaging experiences so that it will be a beneficial time and they will love attending After Fun. At least two activities are offered each afternoon, along with a snack, so that pupils always have a choice. These are rotated so that if children attended the same day each week they wouldn't always do the same activities.

Bookings are either 3.30pm to 4.30pm or 3.30pm to 5.30pm. Booking forms are available from the school office or the school website.

## Charging Policy

There are no compulsory charges for the usual curricular activities at the school. For some activities, such as school trips and transport for swimming, the school will ask for a voluntary contribution from parents/carers. Inability to contribute, for whatever reason, will not prevent your child from participating, but insufficient contributions overall will unfortunately mean the activity will not take place. We will always support those children from low income families who receive Free School Meals; your confidentiality is assured at all times.

To assist parents with paying for before and after school clubs we accept Edenred, Kiddivouchers and EnjoyBenefits—please ask the school office for more information.



## The Curriculum

As a state school we are tasked with delivering the National Curriculum in a creative and engaging way. As with every school our curriculum is constantly evolving in an attempt to provide the best education we can for our children. We attempt to deliver a lot of the children's learning through a project-based model of education. We find that this gives us the scope and freedom to deliver our school's vision of Learning Together for Life's Adventures.

At our school we firmly believe that our aims and values should run through the curriculum we deliver; integral to this are the skills and qualities that enable children to become well rounded individuals and lifelong learners.

## Homework

Homework provides an opportunity for parents to become actively involved in their child's education and it extends the learning process beyond the school day. It reinforces what has been taught in school and helps with rehearsal of learnt skills. It also ensures that as pupils move through the school, they are in good habits ready for their move to secondary school.

We do recognise the importance of other activities outside of school time, such as youth organisations, instrumental learning and sporting teams; therefore we like to ensure that children have sufficient time to participate in these events by not overloading pupils.

- We ask that you listen to your child/ren read at least three times a week and ask them questions about what they have read to ensure they are understanding what they read.
- Depending on your child's class, they will be asked to complete Maths, project and English based activities as appropriate.

We really appreciate your help with homework but if your child is making completion an issue, please discuss this with their class teacher.



## Special Educational Needs and Disabilities (SEND)

Every child matters in our school and we aim to help each individual to reach their potential. On our website you can see our “local offer” which explains all you need to know about the provision for those who might need more help. We differentiate for all children’s needs in every lesson.

Our SEND Co-Ordinator (Mrs Maxine Mewett) oversees provision throughout the school and is supported by a school governor. Our school assessment policy ensures that detailed records are kept of each child’s achievements which can be used to plan and prioritise future learning. We purchase a wide range of resources specifically for SEND children, ranging from computer software to pencil grips. As a school we liaise with County to seek advice and support whenever appropriate. If ever you are concerned about your child’s progress it is always best to speak to your child’s class teacher who will then liaise with Mrs Mewett.

## Assemblies

As a Church of England Voluntary Controlled School, Christian values and beliefs are demonstrated and promoted in all aspects of school life. The school will introduce children to spiritual and moral questions within the context of Christian worship.

All worships take place at 9.10am in order to start the day in a reflective and quiet fashion — asking God to bless our day; keeping us safe and helping us learn.

Once a month we hold a Praise Assembly at 3pm on a Friday. This is very well attended by children’s families. This is an opportunity to celebrate children’s achievements both in and out of school. Keep an eye on the ‘dates’ section of our weekly newsletter so you don’t miss out.

Worships are led by a range of invited guests on various occasions. All parents have a right to withdraw their child from the daily worship or from Religious Education. Any parent wishing to exercise this right should contact the Head Teacher who will be more than happy to discuss any concerns you may have.



## Parent Consultation and Reports

On two occasions during the year, formal invitations are extended to parents to meet their child's teacher. These meetings take the form of a private interview in the school.

The first of these meetings takes place about half way through the Autumn Term, when the teacher can discuss the start your child has made in his or her class.

The second meeting takes place at the end of the Spring Term and finally a written report will be sent to parents in early July.

The end of year report will summarise your child's personal, social and academic progress and development throughout the year and, where relevant, indicate levels of attainment in National Assessment Tasks.



## Uniform

We encourage our children to look smart and take pride in their appearance and therefore ask you to purchase the recommended uniform as follows:

### Autumn / Winter:

Our school's navy blue sweatshirt, cardigan or fleece  
White shirt / blouse / polo shirt  
Grey / black / dark blue skirt, pinafore dress, trousers  
Dark tights / socks  
Black footwear

### Optional alternative Spring / Summer:

Blue and white checked dress or white polo shirt  
Grey / black skirt, culottes, trousers or shorts  
White socks  
Black footwear

### PE – A kit bag containing:

Black / dark blue shorts or skirt  
Light blue polo shirt  
Elasticated plimsolls / trainers

For outdoor activities your child will need a pair of wellies  
(which will be kept at school during term times)

**It is essential that all uniform is clearly named.**

Sweatshirts, cardigans, fleeces, polo shirts, book bags, backpacks, PE/Swim bags, baseball caps and beanie hats with the school emblem are available to order from [www.kitzuk.co.uk](http://www.kitzuk.co.uk) or you can visit their retail shop at Units 1 & 2, South Western Business Park DT9 3PS



# School Staff

The teaching staff is an experienced and versatile team, committed to ensuring the very best for all the children at our school.

<b>James Webb</b>	Head Teacher & Safeguarding Leader RE/ Collective Worship	PE & Music Leader External Visits	
<b>Melissa Brazier</b>	Deputy Head Teacher Teaching & Learning Leader	Topaz Class Teacher English Leader	
<b>Maxine Mewett</b>	SENCO / Inclusion Leader Deputy Safeguarding Leader	Looked After Children Co-ordinator	
Teaching Staff	<b>Molly Wicks</b>	Diamond Class Teacher Maths Leader	Assessment Leader
	<b>Helen Bishop</b>	Joint Emerald Class Teacher Science Leader	MFL Leader
	<b>Chloe Cahill</b>	Joint Emerald Class Teacher	Computing Leader
	<b>Laura Hancock</b>	Ruby Class Teacher History/Geography Leader	Curriculum Leader
Office Manager	<b>Michelle Greene</b>		
Finance Manager	<b>Carolyn Brannan</b>		
HLTAs	<b>Sharon Moore</b> <b>Sam Smith</b>	Speech and Language specialism Art specialism	
Teaching Assistants	<b>Kim Benjafield</b> <b>Gill Morris</b> <b>Michelle Tiffin</b> <b>Jackie Minter</b> <b>Donna Russell</b> <b>Anne-Marie Couavoux</b> <b>Marco Ferrari</b> <b>Matthew Smith</b> <b>Sophie Rouillier</b> <b>Samantha Wadlow</b>	Emotional Wellbeing & Nurture (EWaN) Emotional Wellbeing & Nurture (EWaN) Art specialism and EWaN PE specialism SEND Languages Apprentice: Sports Apprentice: SEND Apprentice : Sports Apprentice: Art	
Site Manager	<b>Andy Greene</b>		
Mid-Day Supervisory Assistants	<b>Caroline Flagg</b> <b>Linda Broomhead</b> <b>Elizabeth Johnson</b>	<b>Ali Viney</b> <b>Kirstie Jarvis</b>	<b>Emma Hughes</b> <b>Lisa Page</b>
Hot Meals Coordinator	<b>Donna Russell</b> (Administration)		
Hot Meals Provider	<b>Piskula Catering</b> , Wincanton		



# The Governing Body

The group of Governors brings to the school and its children a variety of skills and interests. Governors usually serve a four year term and have responsibility for many aspects of the running of the school, for which training is given. As well as attending full Governing Body meetings once a month, each Governor has an area of specialism which they visit the school to monitor and support staff with.

The current Governing Body is:

Vicky Hukins	Co-opted	Chair
Rev Kevin Rogers	Ex Officio	Vice Chair
Gemma Titcomb	Co-opted	
Matthew Bliss	Co-opted	
Greg Hissey	Co-opted	
Archie Temple	Co-opted	
James Webb	Head Teacher	
Molly Wicks	Staff Governor	
Hayley Shears	Parent Governor	
Plaxedes Morrison	Parent Governor	
Melissa Brazier	Associate Governor (Deputy Head Teacher)	
Maxine Mewett	Associate Governor	
Mrs Sara Stephenson	Clerk to the Governors	

We are currently recruiting a Local Authority (LEA) Governor.

- NB: Foundation: The Church Of England represented by St Mary's, Templecombe & The Diocese of Bath & Wells.
- LEA: Somerset Education Authority.



## Parents Teachers Friends Association (PTFA)

PLEASE HELP! The more the merrier and it's all for the children!

All parents of children attending the school are automatically members of the Parents Teachers Friends Association. The Annual General Meeting takes place in the Autumn Term when the committee of parents is elected.

The PTFA is a very important part of the school; it raises funds to provide those extra facilities that make such a difference to the education of the children. Our PTFA has provided funds for laptops, books and sports equipment including the school team kits, together with the Christmas pantomime. Entertainment for the children, including Movie & Munch, school discos and an Easter egg hunt are also organised by them.

The PTFA always welcomes new faces to come and help, particularly if they have an area of expertise. The meetings are always very entertaining! Parents don't necessarily have to come to every meeting but if they are able to help at or organise an event, it is always appreciated. A variety of fund raising events are held throughout the year. If you are interested in volunteering, simply turn up at one of the meetings or speak to the school office staff.

## Sticky Fingers Pre-School

Sticky Fingers Pre-School is in a purpose-built building on the school site.

This enables wonderful co-operation between the Pre-School and ourselves and allows for a smooth transition in the early years.

For further information please contact the Pre-School Supervisor on 07742 895967.





## Your Child's Next School

At the age of eleven children transfer to secondary school. In the autumn before a child is due to transfer, the LEA will send parents details of all the options available.

To ensure that the transfer from primary to secondary education is an easy one, each child's abilities and likely progress are discussed with the secondary schools concerned. Secondary school teachers interview leavers and their class teachers.

Children have the opportunity to visit their new school in the summer term of Year 6.



## How To Make A Complaint

We hope that there will not be any cause to complain. However, if there are any complaints or concerns, the following procedure should be followed:

- Discuss the matter with your child's class teacher. However please remember that a teacher's first priority in the morning is teaching their class and therefore the most appropriate time is after school. Please contact the school office to arrange a mutually convenient time.
- If the problem is not resolved by a meeting with your child's class teacher then the matter should be discussed with the Head Teacher who will endeavour to meet with parents within 24 hours – again please make an appointment with the school office to allow time for the background information to be collected.
- If it is an urgent issue that cannot wait, please contact the school office and arrangements will be made to meet the Head Teacher or Deputy Head Teacher as soon as possible.
- If the problem has still not been resolved, you may make a written complaint to the Governors: please send this to the Clerk of Governors via the school office. The Governors' Appeals Committee will consider your complaint and as part of this process, they will arrange to meet you.

More detailed information about the Complaints Procedure is available at school.



## Checklist

Can your child manage some of their personal needs?

Can your child:

- Put on / take off their coat?
- Dress and undress for P.E. with a little support?
- Do up / undo buttons?
- Attend to personal needs in the toilet?
- Wash and dry hands?
- Drink using a straw?
- Ask for help if needed?

There are many ways in which you can help your child to prepare for starting school. Before children come to school it would be helpful if they have experienced the activities mentioned in the questions below.

- ◆ Has your child had the social experience of playing with other children at pre-school?
- ◆ Do you read regularly to your child?
- ◆ Can your child choose a book or a favourite story?
- ◆ Does your child sit happily for a story and enjoy looking at books?
- ◆ Do you play games together? (e.g. snap, board games)
- ◆ Does your child like drawing, colouring and painting?
- ◆ Does your child like modelling with play dough?
- ◆ Can your child use scissors with some help?
- ◆ Does your child enjoy jigsaw puzzles?
- ◆ Can your child sing some nursery rhymes?



## General Knowledge

Once a month, on a Friday at 3pm, we celebrate the children's work in our Praise Assembly.

Parents are very welcome to attend.

Please send your child in with a healthy snack for breaktime. Raw vegetables and fruit can provide a nutritious snack. Crisps are not permitted, except as part of their packed lunch.

We operate a "no nuts" policy due to severe nut allergy sufferers in school.

We encourage healthy eating.



## Any questions?

Please use this space to make a note of any questions or queries you may have...