



Abbas and Templecombe Church of England Primary School



Parent Handbook 2023-2024

HEADTEACHER

Mr James Webb

CHAIR OF GOVERNORS

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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 have a telephone discussion with your child's class teacher or the Head Teacher, so that you can discuss matters which affect your child.

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. All admissions are dealt with through County. 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.

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 inevitably means 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 2023/2024 is:

<i>Diamond Class</i>	<i>Reception and Year 1</i>
<i>Emerald Class</i>	<i>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:

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



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 gates 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 accurately maintained. Reception 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. When your child reaches Year 6, you may decide to let them walk to school on their 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 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 telephone call or an email with relevant instructions.

All children attending after school clubs will go to the club location 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.

We will do everything we can to ensure that your child has a successful and enjoyable time at Abbas & Templecombe Primary. There is a parents' meeting in June to meet the teacher and talk about your child starting school; our hot meal supplier, members of the school community, preloved uniform and the Head Teacher will also be available during that time. We obviously want to make the transition as happy and positive an experience as possible.

You can see news and information about the school via our website or you can email us if you have any queries.

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.

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 £3.50 a session and booking forms are available from the website or the school office.

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 regardless of whether you wish to order food or not. You will also find an order form so you can see the type of food on offer. If you wish to book meals for your child, please complete and return the order form by the deadline date shown in your welcome pack.

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 “sports type” plastic bottles of water with them into the classroom. All bottles should be clearly named.

Breaktime 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 and select 'register your child for milk' then follow the onscreen instructions.

After School Clubs

At different times of the year our staff run a range of After School Clubs hoping to appeal to children's different interests and talents. When these are offered a 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 incur no cost to parents but all other clubs involve a cost implication to school and therefore this is passed onto 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 4.30pm Monday to Friday. 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. A range of 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.

The charge for After Fun is currently £3.50 a session and booking forms are available from the website or the school office.

Charging Policy

There are no compulsory charges for the usual curricular activities at 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.

As a state school we are tasked with delivering the National Curriculum in a creative and engaging way. We believe that the children in our school deserve opportunities to be exposed to the wider world. It is our responsibility to ensure that all of the children in our school learn about the diverse world around them.

Intent

Our curriculum is designed with these goals in mind:

- To expand the cultural capital of our children through knowledge and experiences of the diverse world around them.
- To deliver a subject specific curriculum to develop the knowledge and understanding in all subjects and for all children to acquire the skills, values and attitudes to allow them to apply their body of knowledge in different situations.
- To enable children to grow spiritually in the context of our strong Christian culture by building a moral foundation through the explicit teaching of our school values.

Implementation

It is essential that the knowledge and skills children learn are co-ordinated and coherent. To achieve this, key concepts have been identified in each subject. These 'golden threads' are woven throughout our curriculum and are continually returned to and reinforced in order to create an organised, easily-understood and progressive structure of learning.

We believe that learning is most effective with repetition. The same concepts are explored in every class, at an age-appropriate level, and our pupils will gradually increase their understanding of them as they progress through our school.

We value the importance of every subject we teach and build on key concepts, knowledge and skills year on year. Children will learn distinct curriculum subjects across their weekly timetable. This provides all children with the opportunity to develop and retain knowledge across a wide range of subjects and helps them to recognise and appreciate the distinct nature of each subject and how they differ from other subjects. You can discover more about our curriculum from our website, both through the curriculum pages and the Curriculum Policy.

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, English and other curriculum area 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 pencil grips to computer software. 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 9.05am 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.

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 usually 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 their class.

The second meeting takes place at the end of the Spring Term and finally a written report is 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 Tests.

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 – PE kit should be worn on PE days:

Black / dark blue shorts or skirt
Light blue polo shirt
Our school's navy blue sweatshirt, cardigan or fleece
Dark tracksuit bottoms / leggings (blue, black or grey) with minimal branding
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 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.

James Webb	Head Teacher RE / Collective Worship External Visits Co-ordinator	Safeguarding Leader PE Leader	
Melissa Brazier	Deputy Head Teacher Teaching & Learning Leader PSHE Lead	Topaz Class Teacher English Leader Maths Leader	
Maxine Mewett	Assistant Head Teacher SENCO / Inclusion Leader Deputy Safeguarding Leader	Looked After Children Lead Mental Health Lead	
Teaching Staff	Chloe Bale	Diamond Class Teacher Phonics Leader	
	Molly Wicks	Emerald Class Teacher Lower School Curriculum Leader	
	Laura Hancock	Ruby Class Teacher Upper School Curriculum Leader	
Office Manager	Michelle Greene		
Finance Manager	Carolyn Brannan		
Teaching Assistants	Sharon Moore Kim Benjafield Michelle Tiffin Jackie Mintern Marco Ferrari Elizabeth Johnson Linda Broomhead Jessica Shearing	Speech and Language specialism Emotional Wellbeing & Nurture (EWaN) Emotional Wellbeing & Nurture (EWaN) PE specialism Sports/Forest School Leader	
		Apprentice	
Site Manager	Andy Greene		
Hot Lunch Coordinator/Finance Assistant		Donna Russell	
Mid-Day Supervisors	Caroline Flagg Linda Broomhead Kate Cropper	Ali Viney Jill Gosney Adel Walker	Emma Hughes Sophie Lomax
Hot Lunch Provider	Piskula Catering , 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
Melanie Crabb	Co-opted	Vice Chair
Gemma Titcomb	Co-opted	
Alison Chipping	Co-opted	
Russell Hamblin-Boone	Foundation (Church School) Governor	
James Webb	Head Teacher	
Molly Wicks	Staff Governor	
Hayley Shears	Parent Governor	
Anthony Shaw	Parent Governor	
Melissa Brazier	Associate Governor (Deputy Head Teacher)	
Maxine Mewett	Associate Governor (Assistant Head Teacher)	
Peter Prescott	Local Authority (LEA) Governor	
Mrs Sara Stephenson	Clerk to the Governors.	
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 Christmas pantomime. They also arrange entertainment for the children including Movie & Munch, school discos and an Easter egg hunt.

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



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?

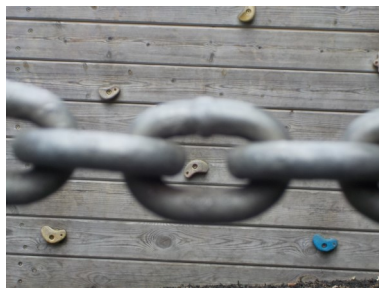
Can your child:

- 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?

For more helpful tips and advice please see the School Readiness booklet on our website.

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?



Every Friday,
we celebrate the
children's work
in our WoW
Assembly.

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 and concerns
over undiagnosed
allergies.
We encourage healthy
eating.

We email home a weekly
newsletter so that you can
stay informed on school
activities and upcoming
events / notices.

It is vital you read this
publication each week.

