



# South Bersted Church of England Primary School

## Welcome

I am delighted to be able to tell you more about our school, and I look forward to building a positive partnership with you to ensure your child receives the very best possible education here at South Bersted Church of England Primary School.

You will always be welcome in school whether to volunteer with some aspects of our work, to discuss your concerns with us or join in any of the activities taking place throughout the year.

As Headteacher, I always welcome suggestions on how we can make our school better and we aim, as far as possible, to operate an open-door policy.

Our primary aim at South Bersted Church of England Primary School is to create a vibrant, stimulating, happy place where all pupils become highly motivated confident learners. We want children to enjoy making new discoveries, to become secure enough to take risks in their learning, and we will ensure that their potential in all areas of school life is continually developed. We set high standards both for the children and ourselves and work hard so that these are achieved.

The purpose of this prospectus is to provide you with outline information about the school and provide you with a flavour of the school itself. We recognise the school's historic foundation, and will preserve and develop its Christian character in accordance with the principles of the Church of England in partnership with the church at parish and diocesan level.

If you would like to know more or would like to visit the school at any time then please contact us so that appropriate arrangements can be made.

I look forward to meeting you in the near future.

Mr Noel Goodwin  
Headteacher

## ‘Learning for Life, Aiming for Excellence, Listening to the Voice of God’

**‘Life in all its fullness’ (John 10:10)**, which focuses on educating the whole child, underpins our school vision. At South Bersted Church of England Primary School, we aim to achieve the highest possible standards for all learners.

### Vision:

Effective teaching and a creative, child centred curriculum, together with an emphasis on Christian values and beliefs, enables all learners to recognise and achieve high standards. Pupils are encouraged to embrace challenges and become lifelong learners in a safe, secure and nurturing environment. We are committed to enriching pupils’ moral and spiritual development inspiring all to become caring, responsible 21<sup>st</sup> century global citizens.

### School Values:

The school’s values are distinctively Christian and have been selected to drive the school’s vision. Each half term, we focus on each of our values through our Collective Worship and whole school events.

<i>Koinonia</i>	<i>Reverence</i>
<i>Friendship/Forgiveness</i>	<i>Endurance</i>
<i>Hope</i>	<i>Justice</i>

To measure the impact of our values, at the end of each half term, our pupils complete a whole class reflection sheet focused on **head**, **heart** and **feet**:



*What has the value made you think about?*



*What has the value made you feel?*



*What will you change based on what you have learnt about this value?*



## General Information

<b>Address:</b>	South Bersted CE Primary School Church Lane, Bognor Regis, West Sussex, PO22 9PZ
<b>Telephone:</b>	01243 821678
<b>Email:</b>	<a href="mailto:office@southbersted.co.uk">office@southbersted.co.uk</a>
<b>Website:</b>	<a href="http://www.southbersted.co.uk">www.southbersted.co.uk</a>
<b>Headteacher:</b>	Mr Noel Goodwin
<b>Chair of Governors:</b>	Mr Jonathan Davis
<b>Pupils on Roll:</b>	206
<b>Age Range:</b>	4-11 years

### Accommodation:

South Bersted School comprises six classrooms, an Early Years base, a library, ICT suite, DT and Music rooms and comprehensive teaching and learning classrooms in KS1 and KS2.

We have extensive grounds including a large pond area, providing a rich and varied environment for our children all of which continues to be developed by pupils, parents and staff.



# Staffing

<b>Headteacher:</b>	Mr Noel Goodwin
<b>Deputy Headteacher:</b>	Mrs Rachel Bush
<b>Inclusion Co-ordinator:</b>	Mrs Judith Greatorex
<b>Teaching Staff:</b>	Reception - Miss Amy Stanton Year 1 - Mrs Louise Leeper and Mrs Jo Gabb Year 2 - Mrs Michelle Robson Year 3 - Mrs Emma Raynsford Year 4 - Mr Chris Pinder Year 5 - Miss Melissa Beaumont Year 6 - Mr Aidan Thorn PPA Cover - Mrs Jo Gabb / Mrs Judith Greatorex/ Mrs Rachel Bush
<b>School Business Manager:</b>	Mrs Sandy Osman
<b>Administration Assistants:</b>	Miss Charlotte Cook Mrs Nikki Mason
<b>Teaching Assistants:</b>	Miss Anisa Begum Mrs Lisa Hammond Mrs Emma Howell Mrs Jo Keates Mrs Kim Holder Mrs Laura Osbourne Mrs Julie Rogers
<b>Midday Meals Supervisors:</b>	Mrs Salma Ahmed Mrs Trudy Evans
<b>Premises Officer/Gardener:</b>	Mrs Trudy Evans
<b>Cleaners:</b>	Churchill Group

## Governors

<b>Chair of Governors:</b>	Mr Jonathan Davis—Co-opted
<b>Vice Chair of Governors:</b>	Mr Ian Harvey—Co-opted
<b>Clerk to the Governors:</b>	Miss Kayleigh Barrow
<b>Governors:</b>	<p>Mrs Rachel Bush—Associate Governor</p> <p>Rev Tim Crook—Ex Officio</p> <p>Mrs Helen Lambert—Foundation</p> <p>Mr Noel Goodwin—Headteacher</p> <p>Vacancy— Co-Opted Governor</p> <p>Mrs Michelle Robson—Staff Governor</p> <p>Mrs Katrina Ugur—Co-Opted Governor</p> <p>Mrs Rachel Topley—Parent Governor</p> <p>Mr Malcolm Penberthy—Foundation Governor</p> <p><i>(Vacancy—Local Authority Governor)</i></p>

## Safeguarding Team

**Mrs Judith Greateorex, Inclusion Co-ordinator**

*Designated Safeguarding Lead*

*Designated Teacher for Children Looked After*

**Mr Noel Goodwin, Headteacher**

*Deputy Designated Safeguarding Lead*

**Mrs Rachel Bush, Deputy Headteacher**

*Deputy Designated Safeguarding Lead*

**Mrs Katrina Ugur, Co-opted Governor**

*Lead Governor for Safeguarding and Children Looked After*



# School Statement

The Governing Body takes seriously its responsibility to ensure that the wellbeing of children is safeguarded and promoted and works together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering harm.

We recognise that all Staff and Governors have a full and active part to play (consistent with their roles and responsibilities) in protecting our students from harm, and that the child's welfare is our paramount concern. We believe that our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical, spiritual and moral development of the individual child.



# School Organisation

We currently have seven classes in our school. These comprise one class in Reception and one class of each year group, 1 to 6.

## Class Teacher:

The class teacher is the key person who takes a close interest in your child's personal and academic development. They will deal with routine matters and should be approached first with regard to any concerns you may have.

## Teaching Assistants:

Classes are supported by a Teaching Assistant whose primary role is to support pupils learning within the class. This may involve working with groups of children or individuals who either have identified specific needs or who need additional support in some area of their learning, as well as challenging more able pupils to extend their learning. The Teaching Assistant will often be closely involved with the teacher in the planning of tasks or specific activities and we are fortunate to have such high-quality support for our children.

## Pastoral Support:

We currently have an ELSA (Emotional Literacy Support Assistant) who supports the Inclusion Lead in supporting children's mental and emotional health across the school.

## Children's Roles of Responsibility:

Children are given certain areas of responsibility to help with the running of the school. Our School Council consists of two elected representatives from each class. They meet on a regular basis to discuss issues which they report back to their classes and Mrs Bush. In addition, the four Junior Governors hold regular meetings and discussions with Mr Goodwin on all aspects of school life.

Please refer to the school website for more information about the opportunities children have to hold roles of responsibility at South Bersted Church of England School ([www.southbersted.co.uk](http://www.southbersted.co.uk))

# The School Day

The School Day begins promptly at 8.45am and ends at 3.15pm. The gates open to allow access to the school at 8.35am and are closed at 8.45am. The hours spent teaching during a normal school week, including Religious Education but excluding daily worship, breaks and registration vary slightly within KS1 and KS2.

All pupils will be in school for 32.5 hours per week, in line with Government expectations.

## Lunchtime:

We are able to offer all children the opportunity to have a hot meal at lunchtime. All children in Key Stage 1 are entitled to a free school meal. If your child is in Key Stage 2 and they are entitled to a free school meal, application forms are available from the school office. Other parents are able to book a hot meal either every day or occasionally – this is done directly with our suppliers either by phone or via the internet. Full details and the current menu are available from the school office.

All other children bring a packed lunch which should be packed in a suitable, named container. This should include a drink (no fizzy drinks or cans please). We do encourage children to have a healthy lunch so would encourage parents not to include sweets in the lunchbox. As some children suffer an allergic reaction to nuts these should not be included – this also includes peanut butter sandwiches.

Children are able to have milk at morning break if they wish. This is free until your child's fifth birthday or if you are entitled to free school meals (provided you register your interest with Cool Milk), or can be ordered through Cool Milk. Milk is delivered daily to the school. Full details are available from the school office.

Water is always available, and children are encouraged to have personal water bottles in the classroom.





## Admission Arrangements

The admissions policy of this school is common to all County and Controlled Schools in West Sussex. The policy is outlined in the booklet *"Information for Parents"* which is published by the Local Authority. If you have not received a copy of this policy you may obtain one by writing to:

Admissions Office (South),  
Centenary House,  
Durrington Lane,  
Worthing,  
West Sussex, BN13 2QB

Telephone: 03330 142 903

Children usually begin school at the beginning of the academic year (September) in which they become five. The parent may choose whether they wish their child to attend on a part-time or full-time basis, and have the right to defer their entry to the start of the Spring or Summer term (depending on their child's birthday). Children reach statutory school age the term following their fifth birthday at which time they must be attending on a full-time basis. We are able to admit up to 30 Reception Class children each year.

You are more than welcome to visit the school to meet Mr Goodwin and see the children at work at any time throughout the year. All we ask is that you telephone the school before hand to make an appointment at a mutually convenient time.

During the term prior to admission, plenty of time is put aside for new children and their parents to visit the school together. These are usually very enjoyable and beneficial times enabling a strong home/school partnership to develop.

## Partnership with Parents and Carers

We welcome all parents and carers into school, to share and celebrate the pupil's education. It is by genuinely working together that we can provide the best possible education for your child.

You can help us do this by upholding the values of the school, working closely with the teachers and trusting their professional judgement. We would also like to see parents taking a full role in the life of the school by attending Parent Teacher Meetings, informal workshop/information evenings, school events, and actively supporting fundraising activities. Our Home School Agreement aims to make the expectations of this partnership clear to all.

### Class Dojo:

At South Bersted Church of England Primary School, we recognise the importance of effective communication and the importance of working together in ensuring the best outcomes for our pupils. To support effective communication between home and school, we use Class Dojo. On your child starting the school, you will receive information on how you can sign up to the app.

### Curriculum Information:

At the beginning of the academic year, a curriculum overview information chart telling you what your children will be learning during the forthcoming year is uploaded to the school's website. Please do let your child's class teacher know if there is a contribution you would like to make or if you would like information on how to support your child at home.

### Discussing Progress:

If you would like to discuss your child's progress with their teacher, you can arrange an appointment with them before or after school at a mutually convenient time. In addition, Parent Teacher Meetings are held during the autumn and spring term, and an Open Evening is held in July. These provide an excellent opportunity to talk to your child's teacher. In addition, an interim report is sent home at the spring term consultation and the annual written report is sent home in the summer term, usually at the beginning of July.

### Newsletters:

A bi-weekly Newsletter comes out every Friday. This is a valuable source of information about current school events. To ensure all events are communicated, we also send out a Friday Flyer bi-weekly.

We subscribe to *ParentMail* which enables us to communicate with parents via email. We use this to send the weekly newsletter and other whole school letters, to pay for trips, second hand uniform and to book parent and teacher consultations. Newsletters and other relevant information are also available to download from the school's website at: [www.southbersted.co.uk](http://www.southbersted.co.uk)



### **Future Developments:**

We are looking at ways in which we can use our facilities at school to a greater effect in the support of parents, and the local community. We will keep you informed of any developments here but would greatly welcome your ideas on this. Please contact Mr Goodwin if you have ideas to share.

### **Friends of South Bersted:**

At South Bersted Church of England Primary School we all work extremely hard to provide an excellent education for all our children. We have an active, hardworking, committed Friends' Association which meets on a regular basis to discuss future events. It is through the hard work of the Friends that we are able to enrich the resources available to our children. We will keep you regularly informed of any forthcoming events, and are always pleased to see new faces becoming involved in the organisation of such activities. The Friends of South Bersted support the school both financially and in terms of time and goodwill. We value their involvement and appreciate all the support they give the school. Events we have include Discos, Christmas and Summer Fairs and many others.

All the money raised by such events is for the benefit of our children. In the past they have contributed towards the development of our school grounds, provision of musical instruments and the climbing apparatus in the hall.

### **Partnership with the Community:**

We appreciate the support the school receives from some business for various events run in school. We welcome a range of students here on work experiences, who undertake a variety of activities within the classroom situation.

# Curriculum

In designing our curriculum, we believe in a thematic approach where children are able to experience meaningful, stimulating and awe-inspiring learning opportunities including a range of educational visits and visitors to the school. To support this approach, each half-termly topic is driven by a key question with each learning journey carefully considered to allow pupils the opportunity to respond to the question. Where appropriate, the curriculum has been designed to reflect the historical and geographical context of Bognor Regis and its surrounding areas.

Through our use of big questions, our Philosophy for Children (P4C) approach, our clear links to the Christian Aid Global Citizenship Calendar, we aim to raise pupils' awareness of national and global issues encouraging them to become advocates for positive change. Where appropriate, teachers plan opportunities for pupils to develop their courageous advocacy where pupils have the opportunity to look beyond themselves and develop an understanding of disadvantage, deprivation and the exploitation of the natural world.

When designing the school's curriculum, careful consideration is taken to ensure that both skills and knowledge are revisited and built upon to develop pupil's long-term memory and vocabulary. The school is therefore, continually developing links to pupils' prior knowledge.

We believe it is essential to ensure our children have the skills to thrive after they have left South Bersted. We have developed a Learning for Life Curriculum, which is driven by our vision and values. Key aspects of our Learning for Life Curriculum include outdoor learning, Philosophy for Children, Children as Leaders and opportunities to develop the key personal and social skills that pupils need through the Junior Medics programme, educating against hate and money matters.

## The Foundation Stage:

This stage in the children's education describes the time they will spend in Reception. The early years of children's lives are ones of rapid growth and development. The learning process is complex and for learning to be effective it needs to build on what the child already knows, understands and can do.

The curriculum for the Foundation Stage underpins all future learning by supporting, nurturing and promoting the child's development in all areas.

The Foundation Stage curriculum is shaped by the seven areas of learning and development:

### Prime Areas:

*Communication and language,*  
*Personal, social and emotional development,*  
*Physical development.*

### Specific Areas:

*Literacy,*  
*Mathematics,*  
*Understanding the world,*  
*Expressive arts and design.*

# Curriculum

Full details of all these areas and the support you can give at home are available once your child joins the school.

## Key Stage 1 and 2:

The children in Years 1 and 2 follow Key Stage 1 of the National Curriculum (2014). Children in Years 3 to 6 follow the Key Stage 2 of the National Curriculum (2014), following the programme of study according to each child's individual ability and progress.

In addition, we have a planned programme of Personal, Social and Health Education. This aspect of work is also addressed in other curriculum areas and areas of school life. All pupils in Key Stage 2 learn French.

## Religious Education:

This is taught in accordance with the West Sussex Agreed Syllabus, using the *Understanding Christianity* framework and Emmanuel Project. Daily Collective Worship takes place in the hall. On special occasions, such as class Collective Worships, you will be invited to join us. The Religious Education lessons and the collective worship provide the pupils with opportunities to learn about the Christian Faith and develop their insight into personal values, learning and purpose. Pupils will also gain an understanding of their responsibilities as members of the Christian community. In addition, children are helped to understand more about other beliefs and cultures as well as their own.

It is recognised that some parents may not wish their children to take part in Religious Education or Worship in which case alternative arrangements can be made after consultation with Mr Goodwin.

## Promoting British Values:

The DfE have recently reinforced the need *"to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."*

The government set out its definition of British values in the 2011 Prevent Strategy. At South Bersted Church of England Primary School these values are reinforced regularly and in a variety of ways for example: the promotion of democracy is extensive within the school. Pupils have the opportunity to have their voices heard through our Eco representatives, School and Sport's Councillors and via pupil questionnaires, as well as the Junior Governor role. Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment.

A more detailed description of how British Values are promoted at South Bersted Church of England Primary School is available to download for the school's website.

# Curriculum

## Health/Sex and Relationships Education:

Relationships and Sex Education is taught as an integrated part of our PSHE curriculum and is an important component in teaching children how to deal with the modern world. More sensitive areas of the curriculum will be taught as part of a blocked unit where parents will be invited to view the planning and the resources before the teaching block. Successful PSHE and RSE is a whole school approach and parents are encouraged to support this learning at home.

## Home Learning:

In order to gain maximum benefit from their education, we expect children to undertake home learning. This develops as each child progresses through the school. You will be informed of the home learning expectations for your child by the class teacher at the start of each new school year.

In addition, to the weekly home learning tasks, children are encouraged to participate in on-line learning platforms including Numbots, Times Table Rockstars and Accelerated Reader.

We believe that home learning assists each child to progress academically and gives parents an opportunity to be involved with their child's work. We hope that you will show an interest in your child's home learning and offer as much support as possible.

## Out of School Activities:

Teaching staff are available to organise clubs on the evenings they do not have meetings. The availability of clubs varies from term to term and depends upon teachers' other commitments. Clubs that have been offered recently include Football, Netball, Music and Dance. These clubs usually run to 4.15pm. Full details are available when children join a club.

## Sport in the Curriculum:

We see the physical development of all our pupils as important in the education of the whole child, and so place great importance on our weekly PE and games lessons at South Bersted. During their time at South Bersted all children develop their skills, and become increasingly able to plan, perform and evaluate what they can do. Children work co-operatively and competitively in a range of physical activities. These include athletics, dance, gymnastics, team games, ball skills, netball, football, and swimming.

Activities are based on the PE National Curriculum (2014), and take place in the hall, using large and small apparatus as well as on the field and playground.

During the summer term you will be invited to attend our sports day.

We also participate in local events such as inter- school competitions, regular matches and athletics events.

To support our PE curriculum we receive Sports Grant funding. Information on how this money is spent and the impact of the funding can be seen on our website, [www.southbersted.co.uk](http://www.southbersted.co.uk)

## Educational Visits and Visitors

Great importance is placed on the value of well-chosen educational visits and visitors. You will be notified of visits well in advance and a consent form will need to be completed each time we take your child out of school.

Children in Year 4 and Year 6 are currently offered the opportunity to take part in residential visits of three days in each year.

### Charging Policy:

In accordance with the arrangements of the Education Reform Act of 1998, the school does not charge for educational trips or other educational activities. This is with the exception of residential trips where 50% of the visit is spent out of school. However, voluntary contributions are requested from parents/guardians to support such activities. This does mean that some proposed activities might not take place, if the school is unable to finance it and if insufficient number of parents volunteered to make a contribution. If you do have any difficulty paying in full for a trip, please contact Mr Goodwin direct and in confidence.



## Standard Assessment Tests (SATs)

The National Curriculum sets standards for academic achievement in each subject for pupils aged 5 to 14 years.

Pupils are continually assessed by their teachers and are also formally assessed at the end of Key Stage 1 and Key Stage 2.

Whilst South Bersted, like most other schools, is seeking to raise standards for the core subjects of English, Maths and Science, we believe that this must also be set in the context of a rounded educational experience tailored to the needs of the child and their intellectual development. We must never lose sight of the development of the whole child.



## Special Needs Provision in the School

Provision for children with special educational needs is a matter for the whole school. All children have the opportunity to benefit from the National Curriculum and this framework provides wide scope for teachers to deal with the full range of individual pupils' needs. Staff regularly assess pupils, and aim to identify specific educational needs early. They then plan educational provision accordingly, and set regular review dates. A key element of this approach is the involvement with parents at every stage of the process.

If it is necessary to seek outside support and assistance, this is discussed with parents beforehand and permission sought. Specialist help includes Physiotherapists, Speech and Language Therapists and Educational Psychologists who may work with individual children.

We have a dedicated Inclusion Co-ordinator, Mrs Greatorex, who oversees all things pertaining to Special Educational Needs and Disability (SEND). Please make an appointment with her, or the class teacher, if there are any special needs matters relating to your child that you would like to discuss.

Admission arrangements for pupils with special needs are in line with LA policy. The Governing Body ensures that pupils with special needs have the opportunity to join in everyday activities with other pupils as far as is possible.

The school does have some external access ramps for wheelchairs, and once inside the school building all areas are accessible. Full access to the curriculum is offered, if necessary with support. Any pupil with a disability will be welcomed to the school, and have their case for admission very carefully considered by the staff and governors. However, if it were impossible to provide adequately for the pupil's specific needs, an alternative place in a more suitable establishment better able to meet the child's needs would be offered to the parents/guardians.

If you would like more information on our approach to working with children with special educational needs and/or disabilities, please see our website for our special educational needs information report. In addition to this, parents of children at South Bersted, together with the Inclusion Co-ordinator have written a leaflet which is intended to support parents of children new to the school. Hard copies of both these documents can easily be made available.

# Positive School Discipline

At South Bersted CE Primary School we are actively developing a Positive School Discipline Policy which promotes good behaviour by having agreed rules within each class and within school underpinned by the school's 3Ds and 5Ws (see below). We have a clearly set out Behaviour Management policy which is available for parents to read. At South Bersted we...

## 3 Ds

Do follow directions

Do keep hands, feet and objects to ourselves

Do speak kindly and politely

## 5 Ws

Will do our best in everything we do

Will work hard and produce good quality work

Will be prepared to help out even if the task is small

Will look after our school environment both inside and out

Will be at school on time, neatly dressed in school uniform,  
having the right equipment for each day

## Class Dojos:

Across the school, we use Class Dojos, which is a positive behaviour management tool. Each child has a profile – complete with their own avatar – to which teachers can assign positive (green dojo) and development points (red dojo) throughout the lesson. By downloading the app, you will be able to see your child's progress throughout a day.

## Whole School House System:

The Class Dojo system, feeds directly into our whole school house system. Each child is assigned to a house: **Fire, Water, Earth** and **Air**. If a child receives a green dojo, then they have also received a point for their house team. Each half term, the house with the most points will participate in an enrichment afternoon. Pupils within the winning house for that half term will have the opportunity to 'sign up' for an activity based on those on offer: chess, basketball, computer programming etc.

Pupils' achievements at Sports Day and Inter School Tournaments also feed into our house system.

Children receive a variety of rewards for good work and behaviour including stickers, certificates, mention in the "*Red Book*" and plenty of praise.

The day to day care of the children rests with their class teacher. However, a member of the Senior Leadership Team (SLT) will also be involved in matters of care and discipline where appropriate.

# Complaints Procedure

It is hoped that any complaints on the part of the parents against the school can be discussed informally and dealt with by the class teacher, Deputy Headteacher or Headteacher at the earliest opportunity.

Our school operates an "Open Door" policy for dealing with any complaints or concerns. We welcome your honesty and openness as it is only in that way that we can continually make the changes needed to provide the best education for the children.

If it is not possible to resolve the problem a formal system of complaints, drawn up by the Local Authority in accordance with the Secretary of State, is available at the school on request.

# Child Protection Policy

Our policy applies to all staff, governors and volunteers working in the school. The main elements of our policy are:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children in line with safer recruiting guidelines.
- Raising awareness with staff of child protection issues by regular training led by the school's Designated Safeguarding Lead and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.
- Raising awareness of child protection issues particularly children from ethnic minority backgrounds.

At South Bersted CE Primary School, Mrs Greateorex (InCo) is the Designated Safeguarding Lead Member and Mr Goodwin (Headteacher) and Mrs Bush (Deputy Headteacher) are the Deputy Designated Safeguarding Leads. Mrs Katrina Ugur, Parent Governor, is the governor link for Safeguarding.

Mrs Greateorex is the Designated Teacher for Children Looked After.

South Bersted Church of England Primary School works in partnership with parents/carers to support children in every way possible.

*Working Together to Safeguard Children* and *Keeping Children Safe in Education* places a clear responsibility on us to ensure that we work together with other agencies to safeguard and promote the welfare of all children.

Consequently, if concerns are raised within the School or a child or parent/carer reports a situation involving possible abuse, confidentiality cannot be guaranteed, as it would have to be referred on to the Multi Agency Safeguarding Hub (MASH) for the attention of Social Services.

This is in line with Government and West Sussex County Policy.

## Sustainability

The school recently received its 7th *Green Flag* awarded through the Eco Schools programme in recognition of its work under various criteria including energy and waste, healthy lifestyle, school grounds and travel. It has also been awarded *National Healthy Schools Status*.

The school actively encourages the children to use sustainable transport wherever possible for their journeys to and from school. We work closely with the Road Safety Officer, and organise road safety training for our youngest children, and cycle training for Year 6. We also work with the County Council to try and improve the safety of routes around the school thereby encouraging more families to walk or cycle.

# School Uniform

We believe that a school uniform gives children a genuine feeling of belonging, a corporate sense of pride to the school encouraging co-operation and team spirit. Our uniform aims to be simple, but effective.

School polo shirts, sweatshirts/cardigans, PE T shirts with the school logo are available from JW Sports in Bognor Regis along with book bags and PE bags. Swimming hats and water bottles are available from the school office. In recognition of the importance of reducing plastic waste, we now only offer the opportunity for you to purchase one bottle per child during their time at South Bersted. In addition, you will be able to claim one free new lid for your child each year. Other items can be bought from local shops such as Tesco, M&S, Matalan etc. We are well aware of the cost of clothing so will discourage any "fashion items" worn to school, and would expect you to clearly label every item of your child's clothing to avoid loss, confusion and time wastage. The school cannot be held responsible for lost clothing.

**Please note:** Clothing items with sports crests or stripes are not acceptable.

PE is a statutory requirement and all children are expected to take part.

For all children, our PE kit is as follows:

- Plain T-shirt in child's house colour; with logo
- Plain navy shorts
- Plimsolls (or trainers for outdoors)
- During the winter months, a plain black or navy tracksuit may be worn dependant on the activity and/or the weather.

We discourage children from bringing large bags to school as there is just not enough room in the cloakroom areas. The children need a smaller bag to hold reading books/homework. PE kit can go in a shoe bag which will be sufficient.

# School Uniform

Girls	Boys
<ul style="list-style-type: none"> <li>• Plain white shirt or polo shirt with or without the school logo</li> <li>• School sweatshirt/cardigan with logo</li> <li>• Navy, grey or black skirt or plain, smart grey or black trousers</li> <li>• White/black/navy/grey socks or tights</li> <li>• Black/navy shoes (<i>no boots, trainers or sandals</i>)</li> <li>• A blue check dress or black/grey shorts may also be worn.</li> </ul>	<ul style="list-style-type: none"> <li>• Plain white shirt or polo shirt with or without the school logo</li> <li>• School sweatshirt with logo</li> <li>• Grey or black trousers</li> <li>• Black/grey socks</li> <li>• Black shoes (<i>no boots or trainers</i>)</li> <li>• Black or grey shorts may be worn.</li> </ul>
Long hair must be tied back	

## Jewellery:

For safety and security reasons children are not allowed to wear jewellery in school unless of a religious nature, and for which permission must be sought, prior to the wearing. For those who have pierced ears small, plain gold or silver studs may be worn, but these must be removed for PE lessons. Watches may be worn but they must also be removed during PE lessons.

Hair bands should be plain navy or black and without any adornments. Make up and nail varnish should not be worn to school; this includes tinted lip balm.

**Please note:** Extreme hairstyles are not appropriate for school. The use of styling products should be kept to a minimum and children should not have decorative patterns cut into their hair or have hair coloured or dyed. Hair should not be cut shorter than a Grade 3. Children should not come to school with transfers or temporary tattoos.

Jeans, tracksuit bottoms or jogging pants are not acceptable.

## Absence from School

Please do not send your child to school if they are really not well. If your child is taken ill during the school day we will telephone you as soon as is practically possible and ask you to take your child home. In order to minimise the spread of bugs, children should remain at home for 48 hours following sickness and/or diarrhoea illnesses.

**As a school, we follow the latest guidance and advice from Public Health England (PHE) regarding COVID-19 procedures.**

If your child is absent for any reason, please notify the school office on the first day of absence either by telephone, email or via a note. By doing this, if any child is absent from school without a letter or telephone call we can follow up immediately. We are required by law to record any unauthorised absences and, therefore, if we are not in receipt of the reason for a child's absence this will be recorded as unauthorised. A letter will be sent to you or you will be contacted by the school office if we do not hear from you. Regular register checks are carried out and follow up action is taken where regular absence gives cause for concern.

Holidays during term time will not be authorised unless there are very exceptional circumstances for which evidence to that effect will need to be submitted. We strongly advise parents not to request leave of absence in the first term when a child joins the school, as it is likely to delay the important settling in process. Parents/Carers do not have the automatic right to remove a child (of compulsory school age) during school time. When your child enters Year 6, no absence will be authorised during the month of May. This is the month during which Year 6 children undertake statutory end of year tests which are extremely important.

Parents taking children out of school without authorisation may be issued with a 'fixed penalty notice'. Fixed penalty notice fines may also be served on parents if their children have poor attendance and/or other strategies to improve the attendance have been unsuccessful.

Please try to arrange medical appointments out of school time whenever possible. If, for any reason, your child needs to keep an appointment in school time, a letter must be sent to the class teacher in advance and the child collected from the office by a parent or guardian. Please support your child's education by placing a high value on attendance and punctuality at school.

Further information on school attendance, including commonly asked questions, can be found under the 'Our School' tab on our website.





## Medical Information and the Administration of Medicine

Under our safeguarding procedures, the school must hold an emergency name, address and telephone number for a minimum of two people, in case we need to contact you. Please inform the school as a matter of urgency when there are any changes to this information.

Medication should only be taken at school when absolutely essential – where possible parents are asked to arrange for medication to be taken before and after school. If medication does need to be taken during the school day a form must be completed before this can be done. All medication brought into school must be in the pharmacist's original container and clearly labelled.

**Please note:** The administration of medicines is the responsibility of parents/carers. There is no legal requirement for the Headteacher or staff to undertake these responsibilities. Therefore, should the above guidance not be followed, the pupils will not be given their medication unless parents come in to administer this.

If your child has asthma we ask that they bring to school a clearly named inhaler which should be handed in. It is good practice to allow children who are able to self-administer to take charge of and use their inhaler from an early age – if you wish your child to do this please collect a form from the school office. If a pupil is not ready to take personal responsibility for their inhaler this will be administered by a Teaching Assistant in accordance with the written instructions received from the parent. A form for this purpose is available from the school office.

Head lice: all parents are reminded of the importance of checking their children's hair each week and treating as necessary. Please let us know if you find headlice so we can advise the rest of the class to be vigilant. Regular combing does keep head lice at bay, as does tying back children's hair.

If you need further advice, please ask at the school office or ring the Bug Busters' helpline on 020 8341 7167.

## Health and Safety

We aim to provide a safe environment as far as possible for your children, but we need your support in carrying out agreed procedures particularly in relation to security.

The main school gates will be opened at 8.40am when pupils are allowed into school. In the interests of Health and Safety, please do not permit your children to come to school early.

The main gates will be closed at 8.50am after which time all pupils must be signed in via the main reception area. Parents who are remaining in school to help in classrooms are also asked to sign in and out, in order that we know exactly who is on site.

All children must be signed out if you take them from school during school hours. This will also ensure that we know exactly which children are on the premises in the event of a fire or the need for evacuation.

The car park gates are closed between 8.30am and 9.00am and 3.00 and 3.30 pm for safety reasons. Please do not bring cars onto school property, and for the sake of the local residents parents are asked to avoid blocking the flow of traffic in Church Lane.

If you are delayed in collecting your child from school, please telephone the school to inform us of your delay.