



Christ Church C of E Primary School



Dear Parents and Carers,

A very warm welcome to Christ Church C of E Primary School

Christ Church is a friendly and caring school with a warm and welcoming atmosphere. As you walk through our doors, you will notice the positive and respectful relationships between adults and children and our strong Christian ethos. As a school family, we believe that every child deserves a high quality education and we strive to ensure that all children are nurtured and encouraged to be the very best that they can be in the hope that they develop a love of lifelong learning.

As a church school, our bespoke curriculum aims to inspire and present children with exciting, broad and varied learning opportunities, supported by Christian values. We are very proud of our close links with Christ Church and the caring heart and sense of inclusivity within our school family, where every child is valued and cherished as an individual.

As the Head Teacher of Christ Church, it is a privilege to lead this wonderful school forwards on the next part of its journey. Our prospectus aims to provide you with information about our school, our aims, our curriculum and our activities. I hope it gives you a feel for the life and work of Christ Church.

Should you be interested in a place for your child, please do not hesitate to contact me to arrange a visit and experience our wonderful school for yourself.

I look forward to meeting you and your child in the near future.

Mrs K. Pope, Head Teacher





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A School Family

Our School Vision & Aims

At Christ Church C of E Primary School, our vision is to create...

'A school family where all children and staff excel and become the very best they can be within the context of Christian belief, practice and values.'



Small School, Big Heart

As a school family, we aim to:

- Create a warm, safe and inclusive environment in which all children feel valued and grow to fulfil their full potential.
- Encourage the highest possible standards in all we do by supporting every child to be the very best they can be.
- Provide a rich, broad and balanced curriculum to engage and excite all children.
- Encourage children to reflect and realise their own personal strengths and to become curious, independent, lifelong learners.
- Develop the highest possible standards of teaching and learning by supporting staff and governors with excellent professional development and training opportunities.
- Develop strong and effective partnerships between families, school and the community to help ensure we provide children with the best possible start in which to lead happy and rewarding lives.

- Open a doorway to the world, helping our children to become eloquent, compassionate, tolerant and respectful citizens, ready to make a difference and prepared for the challenges of the 21st century.

Our Values



Respect

Compassion

Perseverance

Friendship

Creativity

At Christ Church C of E Primary School, our Christian ethos is firmly rooted in the daily life of the school. As a church school, we have five core values, **Respect, Compassion, Perseverance, Friendship & Creativity**. Each of our values has been chosen by our school family to enhance and bring meaning to our vision and to our motto, **ALWAYS BE KIND**. In reflecting on our values, we aim to create a caring environment where all children and adults, inclusive of all faith backgrounds and beliefs, are valued as individuals and grow on their own spiritual journey.

Each of our core values is not only discussed and reflected upon through lessons and collective worship, but also permeate the whole school curriculum in order to nurture a sense of awe and wonder and to promote an awareness of there being more than yourself in the world.

We encourage our children to reflect on their role in the local community and wider world by asking and responding to questions of purpose and meaning in the hope that they develop the knowledge, skills and attitudes required to enable them to grow as independent and reflective learners who blossom into respectful and caring adults.



We joined The Diocese of Gloucester Academy Trust on the 1st June 2022. The mission of the Trust is to create and sustain a family of academies in the Diocese of Gloucester which provides children of all faiths and none with excellent educational provision within a distinctively caring and supportive Christian ethos.



Enjoying and Achieving Together

Our Curriculum

At Christ Church, we have designed and created a rich, broad, ambitious and inspiring three-dimensional curriculum that is guided by our vision, aims and values. At its very heart, our curriculum is planned and developed to help open a doorway to the world for all of our children. We aim to nurture and support our children so that they become knowledgeable, curious and respectful citizens, ready to make a difference and ready for the challenges of the 21st century. Indeed, we place great importance on developing eloquent, independent, reflective learners who grow to be happy, compassionate and spiritually healthy adults. Furthermore, as a school family, we aim to help children respect and celebrate diversity, embrace individuality and understand our rich cultural inheritance in order to prepare them for their future and life in modern Britain.

The Christ Church curriculum has been built and influenced using the very latest educational research so that it promotes long term learning and knowledge for life. Each subject discipline has its own curriculum vision and is coherently planned, sequenced and delivered to ensure subject integrity and progression, in the aim that children know more, remember more and are able to do more with their knowledge as they progress through the school. We deliver the National Curriculum (2014) which covers the core subjects of English, Mathematics and Science together with the foundation subjects of Art and Design, Computing, Design Technology, Geography, History, Music, Physical Education, Modern Foreign Languages (MFL) and Personal, Social, Health and Economic Education (PSHE). The curriculum is successfully adapted, designed and developed for pupils with special educational needs and/or disabilities.

As a school, we deliver our curriculum so that all children are provided with opportunities to apply their knowledge and develop their skills in context and immerse themselves in rich subject content or real world problems. Through a stimulating learning environment, broad and balanced experiences and challenging project questions, we strive to promote positive attitudes to learning and to enable all children to learn and develop their knowledge, skills and understanding to the fullest in order to develop their understanding of the world they live in on a local, national and global scale.

Across all subject areas, our children are given rich opportunities to talk, think deeply, ask questions, debate moral and social issues and showcase high quality work in front of an authentic audience. As a school, our curriculum has been developed to ensure that the opportunities within each subject discipline are maximised as well as helping our children to acquire knowledge and expertise in the basics of reading, writing, speaking and mathematics. A rich variety of methods are used to deliver our curriculum and the children's learning journeys so that gaps in learning are not present and succinct steps are built, including: mastery lessons, enquiry led projects with key questions at their heart, physical activity and sporting competitions, creative and cultural experiences as well as opportunities to speak publicly and perform. The curriculum is adapted to meet the needs of all children.

Enriching Lives and Making a Difference

At Christ Church, we aim to foster and encourage individual talents and interests. We plan and deliver a number of opportunities for our children to enable them to enrich their learning and contribute to school life and the wider community.

Sport

We have a variety of sports clubs and teams – from football to swimming to athletics – who compete against other local schools across the district and county. We also work with external partners such as Cheltenham Town and Move More, to provide additional sporting opportunities, which have included football, ultimate frisbee, volleyball, multi-skills and many more.



Music

As a school family, we sing together often and our singing club and choirs regularly perform as part of church services, using pop, charity events and the annual Young Voices concert in Birmingham. We work with Gloucestershire Music to provide whole class instrumental teaching such as ukulele, violin, recorders and music technology using iPads. Furthermore, there is the opportunity for children from Year 2 to enjoy peripatetic music lessons.



Drama and Public Speaking



We believe that it is very important for all children to be given the opportunity to find their voice and have their chance to shine. We have at least two large productions every year, including the Reception and Year 1 Nativity and a Year 6 Summer Production. Every class also has the opportunity to lead the school in collective worship and children are given the opportunity to take part in large church services such as the Christmas carol concert and Easter.



Residential Visits

As a school, we recognise and value the importance of residential trips. They offer diverse and high quality experiences that enhance children's classroom learning, adding opportunities children may not otherwise have.

In Year 4, our children take part in a three day residential visit to the Forest of Dean, focussing on the environment. For children in their final year at school, an adventurous activities residential is organised during the Summer Term.



Making a Difference

As a church school, we don't just want our children to do well academically, but also to flourish spiritually and socially too. As a small school, we have a caring and generous heart and our children and school family want to make a difference to the world in which they live. In the past, our school family raised over £10,000 for Cancer Research UK, and also raised money for a number of different charities, including Children in Need, Sports Relief, Winston's Wish, The British Heart Foundation, The Poppy Appeal, The NSPCC, RSPB and Autism Awareness.



First Steps

Starting Life at Christ Church

At Christ Church, we recognise that starting school is a very special moment in any child's life. In our Reception class, children are nurtured and encouraged to explore, investigate and learn to communicate their discoveries. We aim to develop an excellent knowledge of each child and to provide a broad, balanced and exciting curriculum that enables each and every child to flourish.



Transition at Christ Church

We recognise that all children are different and while, for some, starting school is an exciting time of discovery and adventure, for others, it can be a nervous time too. While this is very natural, our aim is to make the transition into primary school as smooth and as positive as possible for all children and their families.

During the Summer Term, children are invited to taster sessions where they will meet their new class teacher and get a feel for their learning environment.

In early September, the class teacher and teaching partners arrange home visits to provide you with the opportunity to talk to them and tell them about your child. It is also a lovely opportunity for your child to have one to one time with their new teacher.

After home visits, during the first week of the Autumn term, children start school part-time in two groups. Over a short two or three week period this builds up to include lunch and whole class sessions until the children are ready to start full-time.



Our School Family

As a one-form entry primary school, we believe that we are able to develop excellent knowledge of each and every child so that we can help them flourish throughout their personal and educational journey. The children in school are organised into seven classes corresponding to their National Curriculum year groups.

Early Years Foundation Stage

Reception 4 - 5 years : Foundation Stage

Key Stage 1 (Infants)

Year 1 5 - 6 years : Key Stage 1

Year 2 6 - 7 years : Key Stage 1

Key Stage 2 (Juniors)

Year 3 7 - 8 years : Key Stage 2

Year 4 8 - 9 years : Key Stage 2

Year 5 9 - 10 years : Key Stage 2

Year 6 10 - 11 years : Key Stage 2

Extra support and care is given in the classroom by teaching partners, students, parents and other voluntary helpers.

The school also has a **Communication and Interaction Centre**. The Centre runs in partnership with the Local Authority, and has been part of the school since 1983. It is staffed by a specialist teacher, a part-time speech & language therapist and specialist teaching partners. The Centre caters for up to ten children who have specific problems in communicating and interacting with others, and have an Education, Health and Care Plan (EHCP). The children in the Centre receive specialist teaching and are also included in mainstream lessons and in the whole life of the school. Admission to the Centre is organised by the Local Authority through the SEND Panel, which decides whether the children meet the specific criteria (See C & I information leaflet on website).



Developing Spirituality



Collective Worship at Christ Church

As a school, there are daily opportunities for collective worship. There are also regular opportunities to worship together in Christ Church where families and the wider school community are invited to join us. Every Friday, we also hold a celebration assembly where we celebrate special events and achievements during our school week and also recognise children's acts of kindness. Children are also invited to bring certificates from outside school so that we can recognise and celebrate their achievements together.



Our Church of England Ethos Statement

As a Church of England Academy with a historic foundation, Christ Church Primary School aims to provide an education of the highest quality within the context of Christian belief and practice. We maintain very close links with Christ Church, the parish and diocese and seek to serve our community by delivering a curriculum that supports Christian values and helps children to develop their own spirituality and curiosity, irrespective of individual faith and beliefs.

We believe that a church school is distinctive and inclusive and we aim to foster a sense of belonging to a school family for all our children and staff.

Room to **GROW** and Flourish – Our Facilities

Christ Church has a long history. The original Victorian stone building was built from 1847 - 1850, and has been used in the past as both a girls' secondary school and an infants' school. The buildings were adapted in the late 1970's for their current use as a primary school with many additional building projects taking place in recent years.

In addition to the eight classrooms, the school has a new hall used for P.E., morning service and music and drama productions; a library and a computer suite. We also have pastoral rooms, as well as a room for Art, Design & Technology and Music. The school has its own kitchen, where cooked lunches are prepared.

The Communication & Interaction Centre, which forms part of our school, currently caters for ten children who have specific special educational needs. The Centre tends to serve Cheltenham, Tewkesbury and the North Cotswolds and admission is administered through the Local Authority.

In addition to a Multi-Use Games Area (MUGA), the school has an astro, a pond and garden area. The school has its own playing field, which is on Alstone Lane. Throughout the year, we have regular access to the Ladies' College pool for swimming lessons and weekly access to their playing field and AstroTurf. This year, we have also developed links with Dean Close to enable all children to have regular access to their Forest School provision and enjoy opportunities to learn and develop in an outdoor environment.

We enjoy close and strong links with Christ Church. Every week, the Reverend leads service in school and the Christ Church 'Open the Book' team visit school on a regular basis. The staff and children visit Christ Church for services to celebrate Harvest, Christmas and Easter.



Wrap-around Care

KidZone - Breakfast and After School Club

KidZone Out of School Club provides before and after school activities in a safe and happy environment within the grounds of our school. The wrap-around care provided allows parents and carers the ability to juggle commitments in the knowledge that their children are well looked after and having fun.

The varied programme includes arts and recreational activities together with a quiet area where children can read or rest.

Breakfast club is available from 7.50 a.m. and the after school club closes at 5.30 p.m. (5.00pm on Friday).

Further information, including the current fees, can be obtained from the School Business Manager or from the school website.





The Governing Body

The governors of Christ Church C of E Primary School are a group of volunteers who are committed to ensuring that the school does the very best for every child. The governors come from a variety of backgrounds.

Governors work closely with the Head Teacher and staff team, and make regular visits to school to meet staff and children, and to see them at work in the classroom.

The governors make decisions about how the school is run and are always happy to talk to parents about matters relating to the management of the school. However, Mrs Pope, as Head Teacher, should be the first point of contact for queries or concerns regarding the day-to-day management and organisation of the school.



PTA



The school is very fortunate to have an active PTA which organises a wide variety of activities.

The main aim of these events is to raise funds in order to purchase items, which are beyond the normal provisions made from the school's budget, for the benefit of the children. Many of the social functions also give parents the opportunity to meet staff and other parents informally in a relaxed and enjoyable atmosphere.

The PTA makes a real contribution to the school and its environment. The continuing support of parents is vital to the PTA's future enrichment of the children's school life. Please watch out for notices of events and encourage your relatives and friends to support these whenever possible.



Other useful information

Admissions

This policy and criteria should be read in conjunction with the School/Academy Admissions Guidance Booklet issued by Gloucestershire County Council at www.gloucestershire.gov.uk/schooladmissions

Parents are now encouraged to apply for a school place online at www.gloucestershire.gov.uk/schooladmissions

If you would like to apply in writing you should contact the Co-ordinated Admissions Team, Shire Hall, Gloucester GL1 2TP and request the relevant forms.

ADMISSIONS CRITERIA

The Standard Admission Number for Christ Church is 30, and must not be exceeded (ref. Education Reform Act 1998).

The Local Authority coordinates admissions for pupils starting Reception class in the normal admissions round on behalf of DGAT schools.

For admission to Reception, parents must submit their Common Application Form stating their preferred schools to the Access to Education Team no later than Wednesday 15 January 2025.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), the following criteria will be applied, in the order set out below, to decide which children to admit:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order (1) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who will have siblings attending the school at the time the applicant child is admitted. In the case of companion Infant and Junior schools, priority will be given to pupils attending the companion Infant and Junior school.
3. Children who have a parent who is a member of staff at the school and who will continue to do so when the child joins the school roll. A child is defined as a son or daughter, step son or daughter, adopted son or daughter or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address. A member of staff is defined as anyone who is employed at the school. Priority will be given to children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage*.
4. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

*At first Board of Trustees meeting of each academic year, the Trust Board will receive information from the CEO about the current subject or skills shortage for the school.

Where any particular category at points 1-3 above is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 4 (strongest geographical claim based on straight line distance) where there are not enough places attendance at church. The SIF in support of the application for a Reception place must be received by the school by 15th January 2024.

In the event of a tie between two or more children when applying criterion 5 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body and overseen by an independent observer.

Reference to permanent home means the permanent home at 15th January 2024. If demand exceeds admission places available, the Governors will keep a waiting list of the names of applicants ranked in order, based on the above criteria.

ADDITIONAL NOTES

Looked After Children/Previously Looked After Children Definition A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (residency order) (3) or special guardianship order (4) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (5)

(1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Waiting lists

Where any school is oversubscribed during the normal admission round for entry to the school (i.e. where all children requesting a place at a particular school have not been allocated one) the waiting list will be held until the end of the academic year.

All waiting lists will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list.

Fair Access Protocols

Gloucestershire County Council has protocols in place to ensure that access to education is secured quickly for children who do not have a school place and that schools have an equitable spread of vulnerable children or those who are hard to place. All DGAT schools have signed up to the Fair Access Protocols and should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list. All Fair Access Protocols are highlighted within the Gloucestershire Coordinated Scheme. Full details of these protocols can be found at Gloucestershire schools- <http://www.gloucestershire.gov.uk/education-andlearning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

Children of UK service personnel and other Crown Servants

All DGAT schools act in accordance with the Local Authority's Fair Access Protocol which has been devised to ensure that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code to ensure that their procedures or criteria do not disadvantage children who arrive in the area outside the normal admissions round and that the particular challenges for children of UK service personnel and other Crown Servants are minimised.

Children with an Education, Health and Care Plan

The term 'normal admissions round' refers to all applications for admission to the main 6 year of entry of the school. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of Summer Born Children for Reception Entry

The Trust acknowledges the updated advice from the Department of Education that parents/carers of "summer born" children (born between 1 April and 31 August) may request their child starts the Reception Class of a school a whole academic year later. Parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. Please note that applications must be made to the admissions authority of the preferred school(s) by the deadline of [date to be added upon approval of the policy] (to ensure that the child is not allocated a place in [date to be added upon approval of the policy]) with supporting evidence if appropriate. This can be done by contacting the DGAT school directly.

In-Year Admissions

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e., those applications made during the academic year (after the first day of the Autumn term) for any school place in Reception through to Year 5.

Further information can be found on the GCC Admissions team website page here:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/>

For all DGAT schools, the GCC admissions team is not responsible for offering places to children on behalf of all schools but does maintain the statutory duty of being responsible and aware of all pupils and vacancies within county. To apply for a place at a DGAT school, parents should therefore contact the school in the first instance. The school will consider the application within 10-15 school days and will send the parent an offer or refusal letter, detailing the parent's right of appeal. The school will also advise the Local Authority of all pupils who have been refused a place at their school to ensure waiting lists are maintained centrally.

Application forms for DGAT schools can be found on the school website.

Appeals Procedure:

Where an application for a place in a DGAT school is unsuccessful, parents will have the legal right to appeal. Notification of the appeal process will be included within the parent's refusal letter.

Where an application for a place in a DGAT school is unsuccessful, parents have the legal right to appeal directly to the local governing board of the DGAT preferred school. Notification of the appeal process will be included with the parent's refusal letter and can be found on the school's website via the relevant link shared in section 10.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.
- For in year applications, appeals must be heard within 30 school days of the appeal being lodged.

Requests for appeals relating to the main entry year of the school for September 2025 (i.e. Reception for First, Infant and Primary, and Year 3 for Junior) should be made to the DGAT school directly.

Transport

School transport is not available.

Behaviour, Safety and Welfare of Children

At Christ Church we have three clear and simple school rules. We are: **Ready, Respectful and Safe**. Indeed, we are ready to learn, respectful of ourselves and each other and safe at all times. It is our policy to look for positive behaviours and for children going above and beyond and we have Acts of Kindness certificates to recognise and reinforce these behaviours, which are presented in our Friday Celebration Service. Our

behaviour policy aims to encourage children to respect and co-operate with our core values and the motto of our school: **ALWAYS BE KIND.**

Where unacceptable behaviour does occur, sanctions are clearly laid out in the policy. The importance of co-operation between school and home is fully recognised, and parents will be given every opportunity to discuss mutual concerns. Importance is attached to every aspect of children's welfare. The Head Teacher, Deputy Head, or Class Teachers are always willing to meet parents to discuss any individual concerns.

Incidents of bullying are always investigated. More detail is given in the school's Anti-Bullying Policy which, with the Behaviour Policy, is reviewed on at least an annual basis. Copies can be found on the school website.

The school has detailed policy statements covering all aspects of school life. Copies of all policy documents are kept at the school and are available for any parent to read upon application to the Head Teacher.

Safeguarding Children (Child Protection) Procedures

At Christ Church Primary School, the welfare of the children in our care is of paramount importance. All staff and governors at Christ Church are committed to ensuring that all children in our school feel safe and are free from harm. The school has a range of policies which relate to safe guarding and Child Protection and in common with all Gloucestershire schools, we follow the Gloucestershire Child Protection procedures.

In most instances, where the school has a concern about a child, this matter will be discussed with parents. In serious cases, as outlined in County Council procedures, there may be occasions in which we are duty bound to inform outside agencies such as Social Services. However, this will only be done when we regard this to be in the best interests of the child.

The Head Teacher is the Designated Safeguarding (Child Protection) Lead. There is also a named governor who is responsible for monitoring our safeguarding and child protection procedures.

Special Educational Needs and Disabilities (SEND)

We practise a staged approach to Special Needs based on the revised Code of Practice. All our teachers are experienced in working with children with special needs within their classes. Through in-service training, we aim to further develop our skills within this area. We are committed to the inclusion of children with special needs into mainstream classes wherever possible.

We aim for the early identification of children with special needs and close liaison with parents.

Please see the school website for our Mainstream School Offer.

Disability Equality Scheme

The school has a duty to promote disability equality for disabled pupils, staff and parents/carers.

First Aid

First Aid equipment is kept in different parts of the school, and members of staff have been trained in its use. Parents must ensure that their contact details are given to the school office and that any changes to the details are passed on immediately. Please be aware that any mobile numbers given must be contactable during the school day.

Medicine in School

Please see 'Medical Conditions at School' Policy under the link 'Key Information' and 'Policies' on the school's website.

Health Care

The school nurse pays occasional visits to school and parents'/carers' concerns can be discussed by appointment through the Head Teacher or School Secretary. Hearing, eyesight and dental checks on particular age groups are also carried out at school from time to time. Reception and Year 6 children also have their weight and height measured.

Head Lice

Please let your child's teacher know if your child has head lice as this enables other parents/carers to check their children's hair and prevents the problem spreading.

The School Day

The bell goes at 8.40 a.m., so that school can start promptly at 8.45 a.m.

	Morning	Afternoon	
KS1 Infants	8.45 a.m. – 12.00 p.m.	1.00 p.m. – 3.15 p.m.	5 hours 30 minutes
KS2 Juniors	8.45 a.m.- 12.30 p.m.	1.30 p.m. – 3.20 p.m.	5 hours 35 minutes

Please help your children to arrive on time. **The first teaching session will begin as soon as the children have been registered.**

There is no supervision in the playground before 8.30 a.m. so please do not leave your children unattended before this time.

Please collect your child on time. The infant children especially can be upset if parents arrive late. Children whose parents are unavoidably delayed are not allowed to wait in the playground, nor should they be encouraged to wait outside school on the pavement. They are taken, by a teacher, to the waiting room by the school office.

Important: Please let your child's teacher know if someone else is collecting him/her from school.

Attendance

If your child is away from school because of illness or some other reason, **please ring the school before 9.15 a.m. on the first day of absence and every day thereafter.**

When your child has an appointment with the doctor, dentist or at the hospital during school hours, please let your child's teacher know in writing in advance. If you need to take your child out of school for any reason, please make a written request to the Head Teacher.

The Local Authority (LA) advises that school authorisation for holidays should not be given for the following reasons:

- availability of cheap holidays;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with the beginning or end of term

Please do not ask for leave of absence for a family holiday in term time if you can possibly avoid it. If you do have to ask for permission to take your child out of school for a holiday, please obtain an official request

form from the school office or website. This should be returned no less than two weeks before the planned absence. On the form, you will be asked to state why the holiday must be in term time.

Road Safety & Parking

Parking is often difficult in Malvern Road at school collection time, but please do not park on the zig-zag lines outside the school entrance. Cars parked here, even for a few minutes, block the view of the road and endanger lives of children and adults who need to cross.

Please do not use the car parks for the Ladies' College Swimming Pool or the church, or park in front of the school gates or residents' driveways.

School Uniform

At Christ Church C of E Primary School, we ask that all children wear school uniform. We believe that this encourages a sense of belonging to our school family, helps the children maintain a smart appearance ready for the school day and reinforces high expectations. The uniform for all of our children is as follows:

Winter Red polo shirt (available with optional school logo from Monkhouse, Gooch or School Trends)
Navy sweatshirt or cardigan (available with optional school logo from Monkhouse, Gooch or School Trends)
Black/dark grey school trousers or shorts or navy/grey skirt or pinafore
Navy/grey socks or tights.

Summer As above, or red and white gingham dress.

Shoes Black school shoes (please ensure these can be fastened independently)
Boots, open-toed sandals and trainers are not appropriate.

Our school uniform is available from most major chain stores or school uniform shops. Please ask for details at the school office. PE bags are available from the school office. Iron on badges are available from the school office.

Variations on our school uniform may be made in consultation with the Head Teacher on the basis of religious or cultural beliefs.

Physical Education (P.E.)

House T-Shirt (red/green/blue) available from Monkhouse
Navy shorts (not cycle shorts)
Navy sweatshirt
Plain navy or black jogging bottoms
P.E. socks
Black plimsolls or trainers
White T-Shirt for after school sports

You may also wish to include a lightweight waterproof jacket in the event of inclement weather.

All P.E. kit should be kept in a named P.E bag.

An additional plastic bag may also be necessary for muddy trainers

Swimwear

Boys

Swimming trunks or swim shorts (not loose fitting Bermuda style shorts)
Large towel

Girls

Full swimsuit (not two piece costumes)
Large towel

Name Tags and Labels

Please mark all items of clothing and footwear with your child's name. If you fail to do so, it is very difficult to trace lost items.

Hair and Accessories

Hair should be neat and tidy and tied back if long. Hair accessories such as headbands and bows should be small, practical and red or blue in colour.

Nail varnish and make-up should not be worn.

Outerwear

We ask that children have a suitable coat to wear at playtimes when the weather is cold or wet.

Sunhats may be worn at playtimes in the summer.

We also ask that parents apply suntan lotion to their children before school as suntan lotion should not be brought into school.

Jewellery

We request that children do not wear jewellery to school. Children who have pierced ears are allowed to wear plain studs. These should be removed for P.E. sessions and Games or covered with a plaster (supplied by the parent and applied by the child).

Toys and valuables

Please do not allow your child to bring toys into school unless asked to do so by the class teacher (usually in connection with a class topic, or on the last day of term).

Children should not bring valuable items to school unless asked to do so by their class teacher as we cannot be responsible for their safe-keeping in any other circumstances.

Children are not usually permitted to bring money or mobile telephones to school. Permission for mobile phones may be granted for older children who walk to school alone. In this case, the phone should be switched off when in school and brought to the office for storage at the start of the school day.

School Meals

From September 2014, the school has received government funding to provide all infant children with cooked meals at lunchtime (Universal Free School Meals). We strongly encourage parents to take advantage of this initiative.

Junior children may either have a hot meal prepared by the school kitchen staff, or may bring a packed lunch. All children eat their lunch in the dining room or in our picnic area outside.

We ask that school meals for juniors are paid for in advance using a service called 'ParentPay'. Payments can be made on line with a password provided by school or with a payment card at a Pay Point. Please contact the school office for further advice.

Mid-morning snacks

Please send only fresh or dried fruit or raw vegetables as a mid-morning snack. Each infant child is given a piece of fruit each day as part of the government's 'Fruit & Vegetable Scheme'.

School Milk

Fresh milk is available daily from 'Cool Milk'. For more information, please see the school secretary.

Home-School Agreement

This agreement explains the school's aims and values, the school's responsibilities towards its pupils who are of compulsory school age (5), the responsibilities of the pupils' parents/guardians, and the school's expectations of its pupils.

Parents play a crucial role in helping their child to learn. They are a child's first and enduring teachers. We believe that children achieve more when schools and parents work together, and hope that the Home-School Agreement will provide a framework for the development of a close partnership.

Complaints Procedure

Under the 1988 Education Act, the Governing Body has established arrangements to consider parents' complaints about the school's curriculum and related matters.

This covers matters relating to the National Curriculum and provision of external examination courses, Religious Education, the operation of the school's charging policies in relation to the curriculum, and the provision of information.

The procedure provides for complaints to be directed initially to the Head Teacher and an attempt to be made to resolve them informally.

If this fails, there is then a formal appeals procedure available to parents.

Charging

The vast majority of activities are financed by the school, and where visits take place during school time, there is no compulsory charge to parents. However, most trips would not be able to be provided without some financial support from parents, and voluntary contributions are invited, in accordance with the school's Charging Policy.

Charges are also made for instrumental lessons and for the hire of instruments. The school would not wish any child to miss the opportunity of taking part in extra-curricular activities solely on financial grounds, and subsidies may be available in individual cases at the discretion of the Head Teacher.