

PROSPECTUS

2009/2010



Midhurst Church of England Controlled Primary School
Ashfield Road
Midhurst
West Sussex GU29 9JX



A welcome from the Head Teacher

Dear Parents,

If your child is to join us for the first time I extend a warm welcome to you as parents and look forward to a happy and successful association during the coming years. Perhaps you already have a child here and if so I am pleased to maintain the links between us.

This folder provides information on the school and outlines briefly its aims, curriculum and activities. It is not possible to give great detail within the information set out here but we hope that it will help you to know more about the life and work of Midhurst Primary School.

I believe that we can only achieve the best for your child by close co-operation between home and school. The staff and I are available at school whenever you wish to clarify a point or make further enquiries. We all trust you will come to know and understand what is happening in our school through this contact and co-operation.

We are concerned about all aspects of your child's development and invite you to share with us in making this very important period in your child's life, a happy and productive one.

Yours sincerely

Ken Ford

MIDHURST C.E. PRIMARY SCHOOL

Address: Midhurst CE Primary School
Ashfield Road
Midhurst
West Sussex
GU29 9JX

Telephone: 01730 813526

Fax: 01730 817233

Email: office@midhurst-pri.w-sussex.sch.uk

Website: www.midhurst-primary-school.co.uk

Type of School: Church of England Controlled Primary

Headteacher: Mr K Ford

Chair of Governors: Father Marcus Ronchetti



Midhurst C.E. School was first established in 1865. The present school was built in 1972 and offers spacious accommodation which includes 7 classroom bases. It is located in a central position and enjoys safe and generously proportioned playing fields that provide an attractive environment.

An outdoor 'learner' pool, which has recently been upgraded, provides opportunities for swimming lessons with a professional coach for all children during the warmer months and a conservation area has been created for the benefit of the children. The school also has two adventure play areas – one for each Key Stage.

In recent years the School has developed its school grounds to meet the varying needs of children. We have added the play areas, quiet areas, a separate play area for younger children and the junior playground has been further improved recently. We have a state of the art, 19 station, ICT Suite. This is networked to all computers in all classrooms all of which have an interactive whiteboard. This is an excellent resource for a Primary school.

Midhurst Primary School has developed a partnership with a local nursery to form 'First Friends of Midhurst Primary' which is now based in our Early Years Unit **within the school grounds**. This offers high quality childcare and education for children aged 2-5. Very popular **Breakfast, After-school and Holiday Clubs** are also run by First Friends of M.P.S for those children requiring them. **In the Autumn of 2008 a Children and Family Centre was opened on the MPS Campus. The Centre runs a wide range of activities and services and has proven to be popular.**

THE ADMISSION POLICY

All children who become five in any particular academic year are offered a full time place. This is subject to suitability and the final decision will be made by the school.

The majority of children transfer to the Midhurst Rother College at the end of year 6, when they are 11 years old, following close liaison between Schools to ensure smooth transfer and proper continuity.

We welcome visits from parents considering sending their children to the school. We will be happy to show you around the school – simply give us a ring and make an appointment.



Applying for a school place in West Sussex

Schools in West Sussex are categorised as community, voluntary controlled and voluntary aided. Community and voluntary controlled schools serve catchment areas. Voluntary aided schools serve wider areas. This school is a Voluntary Controlled School.

Admissions to community and voluntary controlled schools are the responsibility of the Local Education Authority and applications for those moving into the area, must be made through their offices at:

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

Telephone: 01903 839141
Fax: 01903 839214
Email: admissions.south.ed@westsussex.gov.uk

Under the Education Act parents can express a preference for any school but Parents do not have a right to choose a school. West Sussex Education Authority does however make every effort to meet parental preference where possible. Further information about how places are allocated at this, and other schools in the County, is contained in the Authority's Information for Parents Booklet a copy of which is available from the Pupil Admissions Office. Further details relating to admissions can be found on the West Sussex Grid for Learning, www.wsgfl.westsussex.gov.uk. (The Rother Valley Policy, of which we are a part, is set out on page 4 of this prospectus.

Transport

Transport matters for children attending this school are dealt with by the Transport office based in The Grange, Tower Street, Chichester, West Sussex PO19 1RH. They can be contacted on 01243 839202

Helen Moules
Pupils Admissions Manager (South)

23.1.07

ORGANISATION

Children into Classes

At present we have 7 teachers plus headteacher. The children are organised into classes on a chronological basis; generally classes are purely one year group and where they are mixed they would generally contain the oldest children in one Year group and the youngest in the next. When a year group is divided into two parallel classes then there is the possibility to consider flexibility, choice, friendship and individual needs. All children will have access to a range of teaching styles and personalities.

The structure for the year 09/10 is a typical example:

1 x Reception class	Mrs J Bellotti
1 x Year 1 class	Mrs P Bellamy
1 x Year 1/2 class	Mrs E Alden
1 x Year 3 class	Mrs Rh Parry
1 x Year 4 class	Mrs L Willing
1 x Year 5 class	Mr P Aldren
1 x Year 6 class	Mrs S Clarke

OUR TEACHING STAFF

Our team of teachers have the combined knowledge and skills to deliver all aspects of the National Curriculum in depth.

Each teacher takes responsibility for a curriculum subject area over and above their class teaching commitment. They bring a specialist knowledge to share with and support colleagues which ultimately benefits the children by enhancing the quality of the input.

OUR TEACHING STAFF AND THEIR SPECIALISM - (Autumn 2009)

Mr. K Ford - Headteacher

Mrs. L Willing (Deputy Head, Special Educational Needs, RE, Conservation)

Mr. P Aldren (Teacher with Responsibility for Teaching and Learning, English, ICT)

Mrs. P Bellamy (History, Geography)

Mrs. J Bellotti (Early Years/Foundation stage, PHSE, Modern Foreign Languages)

Mrs. S Clarke (PE, Assessment, ICT)

Mrs. Rh. Parry (Music, Science)

Mrs E Alden (Maths)

All staff are fully involved in an ongoing programme of staff development that ensures the best possible provision for the children. The staff meet regularly to discuss and check the school's working routines so that we make maximum use of our resources. We review situations to make any necessary changes to promote the efficient running of the school and, ultimately, the children's welfare.

THE BOARD OF GOVERNORS

WHO ARE WE?

We are a group of volunteers made up from the wider school community. In our school, there are 5 main types of Governor.

- Parent
- Local Education Authority
- Community
- Foundation (being a C of E school, our foundation is the Church)
- Staff

The Board of Governors is led by the Chair of Governors, who in our school is the Rev. Marcus Ronchetti. He is assisted by a Vice Chair, Alison Procter. The rest of the Governing Body is organised into small working committees with a Chair for each Committee.

We meet regularly as Committees and also as a Full Governing Body.

WHY DO WE NEED GOVERNORS?

- Our role is to be strategic in helping the school plan ahead by setting aims and objectives, and the targets associated with achieving those aims.
- Monitoring and evaluating the progress made on reaching those targets.
- Acting as a critical friend by offering support and constructive help.

In essence, we want to ensure that this school continues to offer a very good all round education while continuing to raise standards and promote excellence.

WHAT DO WE DO AND HOW DO WE DO IT.

We work closely with the school, particularly Mr Ford, on setting agendas for specific tasks that we need to cover. Some of these are **statutory** and we are required by Law to ensure that they are achieved. For example: setting the budget, and reviewing policies such as the Child Protection Policy. Other tasks may be specific to a project in hand such as the "Park and Stride" initiative. In our role as monitoring progress, we need to ask the right questions and ensure there is evidence for the progress made.

We have a lot of Training available to us to ensure we are well equipped to do the job, but the best training is getting to know OUR school.

SCHOOL TIMES

ALL CHILDREN : 8.55 a.m. - 12 .00 noon
1.00 p.m. - 3.25 p.m.

The school day actually begins at **8.55 a.m.**, hence all children should be on the playground before that time and we ask for parental co-operation in ensuring punctuality.

Under normal circumstances we do not accept responsibility for children arriving at school before 8.40 a.m. and we appreciate children being collected at the proper time. If, occasionally, your circumstances mean that it is difficult to adhere to these times please contact us and we will assist you.

During the 'normal' school week the time spent on teaching (including Religious Education but excluding assembly, registration and breaks) is as follows:-

23 hours 25 minutes



Children's Work

A carefully chosen, rolling two-year topic plan is well established. It provides access to all areas of the National Curriculum and more. This, together with meticulously detailed half termly schemes of work (available on request), planned by groups of teachers, ensures progression, continuity and a matching of task to ability of the child.

Parents are informed at the beginning of each school term, of the topic to be taught and any visits that will take place.

Our teaching will frequently be cross-curricular, contain scope for differentiation and be supplemented by a full balance of teaching methods and approaches (such as individual, class and varying group size teaching). All staff are totally involved in the process of implementing the full school curriculum, which incorporates the National Curriculum. The policy documents and syllabus produced directly reflect the AIMS of this School.

ETHOS AND VALUES

As a Church of England School we aim:

- To value each child as an individual whilst recognising and appreciating, a diversity of personalities and attitudes.
- To provide a working environment in which children, through the use of a variety of learning approaches and the development of strengths and the support of weaknesses, discover their talents and achieve their full potential.
- To encourage a calm, relaxed and happy school in which children are confidently secure with a consistent disciplinary approach, where children are aware of behavioural boundaries and co-operation, and mutual respect and courtesy are the accepted attitudes.



- To foster a sense of responsibility, communal purpose and a positive approach towards our immediate environment and the wider world.
- To establish a colourful, informative and relevant school environment which acknowledges and celebrates the child's achievements and provides rich stimulation.
- To nurture children so that they derive pleasure from education, develop real self-esteem, are motivated, and become increasingly independent and responsible for their own learning and achievements.

Further to our core AIMS and as a result of our joint philosophy and approach we would also hope to provide our children with the following:

- ◆ A match between ability and task which ensures enjoyment and progression
- ◆ A vast range of skills, both academic and social, which equip the child for their continuing education and for life.





- An appreciation and beneficial use of leisure time by organising a variety of clubs, extra curricular activities and.....



..... the encouragement of meaningful home/school links which recognises the importance of parents as vital partners in the child's education.



- Contact, in the form of visits and visitors, which broaden horizons and promote a fuller comprehension of the world.
- An environment which promotes self respect, respect for others and their property and in which sharing of ideas, opinions and property are the norm.
- An approach which reflects the philosophies, morals and traditions of Christianity whilst also promoting an awareness and tolerance of other faiths. Thus helping foster positive attitudes to other cultures.
- Full access to the National Curriculum.

By pursuing our objectives through a well balanced programme we intend that children will develop the skills and a knowledge in line with their ability and potential. They should be developing into well rounded individuals able to contribute to the society in which they live - the wider community of Midhurst and beyond.



EDUCATIONAL VISITS AND OUTINGS

We appreciate the value of visits and visitors in a child's rounded education.



i) **VISITORS:** People with expertise and local knowledge who can enter the classroom, together with relevant artefacts and resources, enthuse about their subject matter and bring to life an otherwise academic experience and so motivate the children to achieve their highest standards.



In the recent past, amongst many others we have enjoyed the benefits of visits from clowns, local historians, firemen, a blind person, weavers and an egg hatching rural studies teacher.

ii) **VISITS:** a) Class Visits enhance the full Educational experiences for the child introducing a sense of reality to their studies. They are relevant as the initial stimulus to a topic or as the culmination of study and range from nature walks, to a visit

to the local blacksmith, library, brickworks or grocers to class day trips further afield. Recently classes have visited Singleton Open Air Museum, Petworth House, Southsea Synagogue, Haslemere Museum, The Queen Elizabeth Country Park, Arundel Castle and Arundel Wildfowl Centre and various other venues.



b) The Extended Educational Visit

In the summer term of each year Year 6 children are given the opportunity of participating in an extended educational visit. Our present visit involves being based in a residential centre and undertaking a wide variety of educational visits. The week long visit is hugely beneficial – not only educationally but also socially. Such is the reputation of their extended visit that once again we have a full complement of Year 5 children attending.

A risk assessment exercise is undertaken prior to our visit.

There are now rules and regulations relating to payments for visits. Full details can be obtained from the Headteacher and they are outlined overleaf:



CHARGING AND REMISSIONS POLICY

Voluntary Contributions

No child can be excluded from a visit which takes place predominantly in school time because of parents inability to pay. You will be asked for a voluntary contribution towards the cost of the visit and if the resultant funding is not sufficient the visit may not take place.

In planning every visit the teacher responsible will undertake a careful costing exercise to ensure that a minimum voluntary contribution is requested.



Year 5 Pembroke residential trip - Orielton House

Residential Visit

Remissions

There may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. In these circumstances we invite the parents to apply in confidence for a remission of charges in part or in full. Authorization will be made by the Headteacher.

THE SCHOOL'S SPORTING AIMS AND PROVISION

As with all curriculum areas our intention as a school is to provide children with a wide range of sporting activities so that all children might gain pleasure and success and achieve their best.

Some of the sports that are practised and played are FOOTBALL, NETBALL, ROUNDERS, STOOLBALL AND SWIMMING. Other popular sports are ATHLETICS, HOCKEY, GYMNASTICS and KARATE.

Within curriculum time, two hours per week per class are dedicated to a combination of GAMES and PHYSICAL EDUCATION in which time most of the previously listed sports will be taught within a two year rolling plan; although swimming will occur every summer term.

We belong to the Rother Valley Sports Partnership which aims to provide even better quality sports as part of the School Curriculum.

Furthermore we have extra curricular clubs. We also have FOOTBALL, NETBALL, (sometimes) CRICKET and BADMINGTON clubs.

WE HAVE OUR OWN HEATED AND RECENTLY UPGRADED AND IMPROVED SWIMMING POOL, with changing rooms, and a large field marked with rounders and football pitches, practice squares and an athletics track.

All teachers in the school are qualified to teach our children games and P.E. We also have two highly qualified coaches from Brighton and Hove Albion and a fully qualified and experienced swimming coach.



Extra Curricular Activities

At Midhurst Primary we recognise the valuable contribution of activities which enhance the aesthetic and physical aspects of life.

Many teachers are involved in organising lunchtime or after school clubs. The following are a selection of the activities that we offer:

Recorders

From beginners to advanced – from infants to junior

Guitar

Predominantly a junior club for enthusiasts.

Brass/Woodwind/Band

Mr. Waters, an excellent music teacher and friend of the school, runs a scheme whereby junior children can buy the instruments as they learn to play them.

Swimming

Class swimming sessions taken by a qualified swimming coach, during term time continue into a leisure activity for children during the summer holidays.

Football and Netball

For girls and boys in years 4, 5 and 6.

Chess

An opportunity for some to really think and enjoy this classic game.

Cyber Club (Computer Club)

Great fun with advanced computing techniques in a small group.

Solid Rock

A very popular club run by members of the church and held in the School Hall.

ADDITIONAL INFORMATION

SPECIAL EDUCATIONAL NEEDS

Midhurst Primary School aims to identify children with special needs as early as possible. The school follows the framework laid down in the Code of Practice. We have a staged response, which may involve in-class programmes delivered in a 1 to 1 situation. We have access to external agencies who are able to provide advice and assessments when necessary. We are seriously committed to catering for children's special educational needs within our areas of expertise and resource allocation. In the past year the school continues to make full use of all advisory services. We have received advice from Educational Psychologist, Speech Therapist, Occupational Therapist, Learning Support Advisory Teachers, Behavioural Support Unit and Sensory Impairment Unit.

We consider that particularly able children also have special needs. We have a means of identifying these children and catering for their needs within the classroom by appropriate differentiation and challenge.

We feel that we cater particularly well for children with SEN – at both ends of the spectrum. We are fortunate in having experienced and expert leadership in this area.



HOMEWORK

To enable parents to take an ongoing interest in the work and progress of their child, to encourage the homework partnership, to further improve the quality of the child's achievements and to prepare older children for a new regime we do encourage some academic endeavours at home, whilst accepting that for the motivated child the school day is almost demanding enough.

At the core is our Home-Child-School reading record, which encourages regular communication between all interested parties. We strongly advise and encourage parents to hear their children read for a short time on a daily basis - where possible. Further information will be sent to you. Children will also often have spellings and times-tables to learn in partnership with their parents. Both infant and junior age children will bring other homework as set out in the Extension Studies Policy - please ask for a copy.

We view homework as a positive, beneficial activity and it will not be set as a punishment.

HEALTH AND SAFETY AT SCHOOL

We have a regular review about Health and Safety at school. This is to enable us to cut down the risk of accidents and avoid children being hurt during their day in school.

To help us maintain a safe environment I would ask for your support in the following areas:

- Footwear to be checked for size and suitability for P.E.
- Watches to be removed for P.E. Please note we will keep them secure but cannot be ultimately responsible for any loss.
- No jewellery in school unless there are exceptional circumstances - this is for the obvious reasons such as loss, damage or accident.
- Earrings to be 'stud' style only and worn at the child's own risk and then **removed** for **PE and games**. (Often pierced earrings are the cause of painful injuries in P.E. or at playtimes).
- For the first six weeks after piercing it is important not to remove the studs and so for this period the studs must be taped.

MEDICINES

There has been a large increase in medicines sent to school to be administered by staff. This is problematic and I am sure you will appreciate the need to limit this practice.

Medicines will only be administered for long term conditions such as asthma. In these cases parents will liaise closely with school to inform us of particular procedures and changes in their child's condition.

We have formulated an asthma policy in school so that we have a whole school understanding of asthma. Please indicate clearly on the appropriate form what our role will be in helping control and treat your child's asthma.

Antibiotics/cough mixtures/eye ointment etc. cannot be given by the school. If a child is prescribed medicine three times a day it is not considered necessary to involve the school. If a child is prescribed medicine 4 times a day then the parent may administer one of the doses themselves when applicable.

There may be occasions which prove an exception to this rule and then parents can contact the school for assistance at the time. We have your children's well-being at heart and trust you will give us your full co-operation.

REPORTING

It is the policy of this school that, at times specified by teachers or by appointment, teachers are available to discuss with you any aspects of your child's academic, social or behavioural development at any time during the school year.

Further to this we hold three official parents evenings, two of which are consultative and the third less formal, during the school year.

Towards the end of each academic year you will also receive a fully detailed report on all aspects of your child's academic progress, attitudes and behaviour.

The school is reviewing this practice so that you will probably receive a little more information a little more frequently.

SEX EDUCATION

The School has a contemporary Sex Education Policy. This is available together with all other policies on request. Furthermore we continue to sensitively respond to specific enquiries in an honest and fundamental way, and with reference to the child's emotional and social maturity.

This area is seen as a shared responsibility with parents.

Some aspects of sex education will be covered during our Science studies.

COMPLAINTS PROCEDURE

If you have a complaint regarding the curriculum or any other matter then you would normally, initially talk to the class teacher, or then subsequently to the Headteacher. If you consider that the issue is not dealt with satisfactorily then you should contact the governing body who will, if necessary, also involve the Local Education Authority.

DISCIPLINE

It is our policy to encourage a calm, relaxed and happy school in which children are confidently secure with a consistent disciplinary approach, where children are aware of behavioural boundaries and co-operation, mutual respect and courtesy are the accepted attitudes.

The school has a Discipline Policy that we would be very happy to share with you.

COLLECTIVE WORSHIP

Collective worship in the school is broadly Christian in content. The pattern of worship varies throughout the week. Pupils experience whole school, Key Stage and class worship. The Vicar of the Parish leads worship once a week. Services are held in the Parish Church each term and on some occasions pupils assist in leading Sunday morning worship. Worship relates to the age, ability and family background of the pupils. In our worship we also seek to develop understanding of our respect for people of other faiths.

RIGHT OF WITHDRAWAL: parents have the right to withdraw their children from Religious Education and/or from attending Collective Worship if they wish. Children who are withdrawn from RE or Collective Worship will be engaged in alternative academic pursuits relevant to the current curriculum.



EQUAL OPPORTUNITIES POLICY

This school recognises and values each child as an individual and each child's entitlement to a balanced and broadly based curriculum. The school will endeavour to provide equal access and opportunity for all persons regardless of background, ability, gender or race.

MIDHURST C.E. PRIMARY SCHOOL

USEFUL INFORMATION

School starts :	8.55 a.m.								
Morning break :	All children 10.40 – 10.55 a.m.								
Lunch :	12.00 If you are entitled to Income Support your child can be provided with a cooked lunch. You may prefer to provide your child with a packed lunch. All other children can choose between buying a hot lunch or parents providing a packed lunch. (Please name lunch box)								
Lunch ends :	1.00 p.m.								
Afternoon Break :	All Children 2.15 – 2.30 p.m.								
Snacks:	Children are not allowed to bring sweets to school – many KS2 children bring an apple or another fruit for morning break and KS1 (infant) children receive a piece of fruit, free.								
Money sent into school:	Any monies should be sent to the <u>Class</u> teacher, in an envelope or purse which clearly states your child's name, amount and purpose, please.								
Uniform :									
Girls	White blouse or polo shirt School sweatshirt or red or grey pullover or cardigan Grey skirt or pinafore dress. Grey trousers Summer dresses are red/white striped or checked								
Boys	White or grey shirt or polo shirt School sweatshirt or red or grey pullover Grey trousers.								
P.E.Kit :									
Boys and girls	Plimsolls Red or white shorts White or house coloured PE top Warm clothes or a track suit in winter. Shoe bag Swimsuit, a hat and towel for swimming in the summer.								
	<table><tr><td>School sweatshirts</td><td>£9</td></tr><tr><td>Fleeces</td><td>£15</td></tr><tr><td>Hats</td><td>£3</td></tr><tr><td>PE T-shirt</td><td>£3</td></tr></table>	School sweatshirts	£9	Fleeces	£15	Hats	£3	PE T-shirt	£3
School sweatshirts	£9								
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All the above are available from the School Office

PLEASE MARK EVERYTHING WITH YOUR CHILD'S NAME

SOME IMPORTANT SAFETY RULES

Please do NOT drive up to the school. We have the safety of your child in mind. Heathfield Gardens is not a through road to the school, so please park well away from the school. We advise use of the Grange Car Park or even better, walking to school.

Please cross Bepton Road and New Road with the Crossing People if at all possible.

We would appreciate if parents waited on the Infant Playground and kept the pavement alongside the school drive clear as this enables the children to use the pavement freely.

Please ensure that your child stays within with safety barrier and does not climb through the railings

AUTHORISED AND UNAUTHORISED ABSENCES

We are required by the Department of Education and Skills to publish details of any unauthorised absences by pupils.

The number of day pupils as of September 2009 totalled 191.

The percentage of half-day sessions missed through authorised absence in 2008/9 is 5.7%. The percentage of half-day sessions missed through unauthorised absence is 0.0%

Unauthorised absences are those absences for which we have no WRITTEN EXPLANATION or where parents make the decision to withdraw their child from school for more that the 10 days which can be sanctioned by the Headteacher. We also request that parents ring the school or send in a message when their child is ill. This would be greatly appreciated.

The following is useful guidance concerning absence for holidays and late arrival at school:

- i) Parents should ensure that their children arrive at school on time, properly attired and in a condition to learn. Frequent lateness may become cause for concern.
- ii) It is the parents' responsibility to inform a school of a child's absence as soon as possible.
- iii) Parents do not have the right to remove a child for a holiday during term time. Only the school (the Headteacher) authorises such absence for a genuine family holiday and written approval must be sought in advance - on the appropriate form, available from the school office.
- iv) Holidays lasting longer than ten school days in an academic year will NOT be authorised unless there are exceptional circumstances.

More information is available on the 'Request for a holiday in Term time' form.
