



# St Lawrence C of E (Aided) Junior School

## Prospectus

Diocese of Guildford  
and  
Surrey County Council

Head Teacher: Mr Damian Tucker

Chair of Governors: Mr George Cameron

*"Pupils leave the school as articulate young people who enjoy learning and are well prepared for the next stage in their education. They have a strong sense of right and wrong, respect each other and make a significant contribution to the harmonious community in the school."*

**- OFSTED 2013**



## St Lawrence C of E (Aided) Junior School

St Lawrence is a Church of England co-educational Junior School for pupils between the ages of 7 and 11 years. The education of the children has its foundation in Christian beliefs and values.

As a Voluntary Aided Junior School, St Lawrence represents a partnership between Surrey County Council and the Diocese of Guildford. Representatives of both organisations serve on the governing body, along with Clergy and church members from St Mary's and St Paul's churches, parents, local people and the Head Teacher.

### Aims and philosophy of the school – Achieving, Believing, Caring

At St Lawrence we aim to develop a love of learning in our pupils that will stay with them throughout their lives.

**Achieving** their very best is our aim for all children; they do this through the purposeful learning and engaging experiences we give them. We strive for excellence in all that they accomplish and inspire them to work hard and overcome challenges in order to be successful. Children are valued for who they are and their own individual achievements and progress. By creating a strong partnership with parents, they are supported to reach their potential in both their school work and in their own personal development.

**Believing** in themselves and each other is at the heart of St Lawrence and we provide our children with a range of opportunities to explore the spiritual, moral, social and cultural aspects of life. The education of our children has its foundation in Christian beliefs and values, and children are taught about the Christian faith. We welcome children of other faiths and expect all our pupils to learn, first hand, tolerance for the religious beliefs and observances of others.

**Caring** for themselves and others, children at St Lawrence develop their understanding of the world and the impact they can have on it, both locally and in a wider context. This is done in a safe, respectful and friendly environment. The school seeks to help children to be ready to take their place as active citizens and to accept and fulfil their responsibilities as they progress through their childhood and on into adulthood.

At St Lawrence, we aim to promote equality and tackle any form of discrimination. We actively promote harmonious relations in all areas of school life and seek to remove any barriers to access, participation, progress, attainment and achievement.

Our children come first in everything we do.



## Life at St Lawrence

Above all, we aim to create a busy, friendly school that is a stable and caring community where all the children can develop their skills and abilities to the full. We are fortunate to have a new state-of-the-art building which we moved into in September 2017. Not only does this provide a great learning environment in the building but also offers a brand new Multi Use Games Area (all weather pitch), due for completion in Spring 2018, to accompany our large playing field.

We also:

- celebrate achievement
- enjoy our teaching and learning
- provide differentiated learning tasks
- provide a broad and balanced curriculum that will enrich the lives of all the pupils
- provide quality teaching and a good learning environment in order to facilitate high academic standards at every level
- find ways of using the local environment to the benefit of the children
- encourage the local community to be involved in the education process
- provide opportunities for learning that will give our pupils a social awareness and an understanding of the world around them
- provide a religious education that will give the children a sound understanding of Christianity, its beliefs and values
- deliver an education that provides equal opportunities for all pupils
- teach all pupils to value and respect racial and cultural diversity
- involve parents in their child's learning and education when possible
- provide good quality resources to enhance and enrich the learning experiences for our pupils

## OFSTED

The latest OFSTED inspection of St Lawrence was carried out on the 28<sup>th</sup> and 29<sup>th</sup> November 2013 by a team of three inspectors. The following extracts are reproduced verbatim from the written report:

*"When pupils leave the school their attainment in English and mathematics is above average."*

*"The school shows a high level of care towards the pupils and they repay this by showing respect to adults and caring for each other."*

*"Pupils have a well-developed understanding of right and wrong and respect other people's different faiths, religions and cultures."*

*"There are good opportunities for pupils to take on responsibilities, which they do willingly. The school council is proactive in suggesting events to support various charities, eco-warriors promote 'green' issues and pupils know about the importance of exercise to stay healthy and so are fully involved in sports."*



*"The school's excellent promotion of pupils' social, moral, spiritual and cultural development through its well-planned curriculum contributes significantly to pupils' good behaviour and the strong Christian ethos which permeates all aspects of its work."*

*"Teachers plan imaginative lessons which interest and motivate the pupils."*

*"All lessons are typified by excellent relationships between adults and children and among the children themselves. Pupils concentrate well and respond thoughtfully to the teacher and each other."*

## **Classes and teaching strategies**

At St Lawrence we teach the children in a variety of ways depending on the needs of each class and individual. This means teaching the children in either classroom groups or smaller groups of similar abilities and needs. When needed, individual tuition is also given.

The grouping of children is carefully and thoughtfully arranged and will depend on each child's current learning needs. From time to time the whole year group will enjoy activities and experiences together.

The children are placed in mixed ability classes within their own year groups when they start in Year 3. We aim to keep classes as small as possible but the maximum number in any class is usually 30 children. The classes have a balance of ability and are equally spread, when possible, between boys and girls. As the children proceed through the school we try to maintain this balance. Class membership changes between Year 4 and Year 5.

## **English**

English has an extremely high profile throughout every aspect of the school.

Each child coming into Year 3 is assessed for their reading ability and their SATs results at Key Stage 1 are also taken into account. We also benchmark the children for our own teaching records. We constantly develop and encourage the children's reading ability and, at least once a year, each child's reading level is tested by the class teacher.

We analyse writing and spelling to identify any literacy difficulties that may exist. If a child is tested and we feel that there is cause for concern, a meeting is arranged with parents to discuss the strategies and work to be adopted to help the child to reach their full potential.

## **Maths**

Children are assessed in numeracy skills and results are analysed to identify any areas of concern. If a child is tested and we feel that there is cause for concern, a meeting is arranged with parents to discuss the strategies and work to be adopted to help the child to reach their full potential.



The school supports the children in numeracy by paying for a subscription to Mathletics. We use the Teaching for Mastery approach in our Maths lessons.

## House system

We have a House system at St Lawrence and each child will be placed in a house when they join the school. They are encouraged to earn house points for work, sport and other achievements and each term there is a competition for the House Cup. There are also House sport competitions during the year. House captains report on the progress of each house once a week in the 'Celebration' assembly.

## The Curriculum

At St Lawrence we provide education in all 10 statutory subjects of the National Curriculum. The programmes of study are regularly reviewed and revised so as to give children the best education possible. We also provide education in PSHE and Modern Foreign Languages.

In addition to the school curriculum, children have the opportunity to be involved in individual and group activities in the classroom, on the games field and in the playground, as well as dramatic and musical performances in assemblies. It is a framework in which the individual needs of each child can be met as they grow and develop.

Copies of published documents, circulars, reports on the school and curriculum documents are available for inspection with links to them on the school website.

The aim of the curriculum at St Lawrence is to:

- extend children's knowledge and experience; they have a lot to learn and many skills to acquire. Their time in school will face them with many challenges and they will be encouraged to meet these and succeed. Achievement at every level will be valued and acknowledged.
- develop children's language and number skills by showing them their value in use through practical examples.
- encourage a love of learning and enjoyment in mastering and using the skills learnt.
- foster imagination and sensitivity to the needs and ideas of others.
- encourage children's physical development, through a range of activities.

In the first year at the school, emphasis is placed upon developing the foundation skills of learning. Time is devoted to the skills of English and Maths and to fostering independence.

Each year group displays a forecast of work for the term. A curriculum newsletter is sent to parents every term and is also available on the school website.



At St Lawrence we spend at least 23.5 hours each week on teaching. This figure includes Religious Education as a subject but excludes the daily act of worship, registration and breaks.

## Computing

The school is well stocked with computers, laptops and iPads. Each class has an interactive whiteboard and is connected to the internet. The skills of computing are taught in accordance with National guidelines and are often used in all subjects. Online safety is also taught and is an integral part of the use of computing across the curriculum.

Each classroom is equipped with a soundfield system that improves the learning environment for the entire class by improving the sound environment in the classroom. We also have hand-held student microphones available to aid student participation in class and a portable soundfield system which can be used in both indoor and outdoor teaching spaces.

## Collective Worship and Religious Education

St Lawrence is a Church of England Christian Foundation. We have close links with the parishes of St Paul's and St Mary's in East Molesey. The parish priest of St Paul's church is an ex-officio Foundation Governor of the school.

Religious Education (RE) is a core curriculum subject within the National Curriculum. The school follows an RE syllabus based upon the Diocese of Guildford's "Guidelines for Religious Education". Central to the syllabus is the appropriate study of Christianity and during their time at the school children will study other world religions including Judaism, Islam and the Hindu faith. The study of other faiths encourages the development of respect and tolerance towards those who hold beliefs that differ from their own.

Christianity is at the centre of the ethos of the school. The daily act of collective worship celebrates our Christian Foundation and meets the legal requirements of the Education Act. These are celebrated within the context of worship in the Church of England. The school values the opportunity to share these experiences with children from Christian families, other faith groups and those with no faith. Each class leads one assembly per school year on selected Friday mornings. Parents and friends of those children taking part are invited to join us in our worship.

The development for children of spiritual, moral, social and cultural experience is central to the ethos of this Christian school. Children are given opportunities in collective worship, RE, National Curriculum subjects and visits outside the school to our local parish churches and Guildford Cathedral, to learn more about the spiritual base in their lives.

Within the law, parents may wish to consider withdrawing their children from collective acts of worship and Religious Education. The Governors would invite parents to consider that, because St Lawrence is a Church school, withdrawal of children from RE and worship lessens their child's ability to share in the full life and Christian ethos of the school.



In December 2016 we had a Statutory Inspection of Anglican and Methodist Schools (Section 48-SIAMS) and were very pleased with the result. We were **good** in every area and the report (available on the website) was very positive. Here are some quotes:

*“Distinctive Christian values are embedded in the life and learning of the school and children are confident to articulate the difference this makes to their lives and their attainment.”*

*“The leadership team have a clear vision of what it means in being a church school and in living it out in a vibrant school community.”*

*“Achieving, believing, caring,” summarises the school’s Christian vision.”*

*“Children make good relationships with their peers and show respect and care for each other in a variety of ways.”*

## **Personal, Social and Health Education**

An integral part of our curriculum at St Lawrence is the personal, social and health education of the children. It is very firmly linked to our Christian Foundation and the development of a caring ethos in our school community.

Sex Education is part of our PSHE curriculum. Parents have the right to withdraw their children from Sex Education classes for those lessons which fall outside the science curriculum of Life and Living Processes. Children’s questions will be answered sensitively and we will involve parents where it is deemed appropriate.

The school has achieved the ‘Healthy Schools Award’ and the “Active Mark” and continues to encourage children to eat healthily and take regular exercise.

## **British Values**

At St Lawrence we teach British values through lessons, assemblies, guests into school and day-to-day discussions with children. Please refer to our “Promoting British Values” statement on our website for more details or ask your child’s class teacher if you would like some more information.

## **Special Educational Needs and Disabilities**

The school policy for Special Educational Needs and Disabilities is in keeping with the aims of St Lawrence for all children; giving equality of opportunity for all the teaching and learning carried out in the school means that we are a thoroughly inclusive school. The governing body and staff of the school recognise that all children are entitled to have access to a broad and deep curriculum and will endeavour to ensure that the needs of all the children in the school are met, including those children who have special educational needs and disabilities.

Every attempt is made, within the current staffing allocation, to treat each child individually, so that his or her particular needs may be met at each stage. Where there are specific learning difficulties, teachers are supported by specialist advisory staff working through the County. When necessary, children will be set work at their



own level to enable them to achieve the attainment targets of the National Curriculum.

In some cases, more structured help will be required and some children will have additional support and intervention from teaching assistants and some may need to be assessed by the appropriate County support service.

The Special Educational Needs and Disabilities (SEND) Co-ordinator will regularly monitor all children with special educational needs and disabilities.

Parents of children with special educational needs and disabilities are invited in to school each term to discuss progress and to participate in setting targets for their children.

In our planning, we aim to provide challenging tasks and activities for all pupils including the most able who, we believe, also have special needs.

## Music

Instrumental tuition is available from the peripatetic music teachers who visit the school to give weekly lessons. Tuition is available for a variety of instruments including violin, flute, clarinet, keyboard, piano, guitar and various brass instruments.

The tuition is organised by the Surrey Arts music team. Parents arrange the tuition directly with the music centre. Leaflets are available from the school. You are advised not to buy an instrument before a pupil has been accepted for tuition.

We participate in local music festivals and the school choir performs at various times of the year in the local community.

## Sports and Physical Education

We have several spacious playing areas at St Lawrence including a sports field and a multi-use games area (MUGA), due for completion in Spring 2018, all set within lovely grounds, where children can play. Typically, sports include football, netball, quick cricket, rounders and athletics

Children also have the opportunities to learn a variety of indoor sports including badminton, dance, gymnastics, dodgeball and yoga.

Swimming is taught in Years 4 and 5.

We take part in many local and district sporting fixtures including athletics, boys' and girls' football, cross country, netball and cricket.

Teaching by outside experts is arranged regularly through sports associations such as local cricket clubs, Chelsea Football Club, Little Golfers, Sports Start and many more. We use our Government Sports Funding to provide specialist sports provision for pupils. This is in addition to the recommended two hours a week PE/Games.



## Extra-curricular clubs and other activities

At St Lawrence, extra-curricular clubs and other activities vary from year to year, according to what the staff and outside agencies may be able to offer. These also change during the course of the year, according to the season.

Typically activities include:

- Art
- Athletics
- Badminton
- Basketball
- Chess
- Choir
- Christianity
- Cookery
- Cricket
- Drama
- Drumming
- Film Appreciation
- Football
- Futsal
- Gymnastics
- MultiSports
- Netball
- Science
- Street Dance
- Tag Rugby
- Tennis
- Times Tables
- Yoga
- Young Engineers

Some clubs are run by outside providers and there is a charge for them. Teaching staff also run clubs which are free or charge only for materials required.

We also have a Breakfast Club and the “Come and Play” (CAP) After School Club, which are very popular with the children

Each term a programme of extra-curricular activities is sent to parents and all clubs are advertised on the school website.

## Homework

Homework is not intended to be problematic or to cause anxiety. The intention at this stage is to provide the opportunity for children to organise their work routine independently at home. If the work set presents difficulties, the children should be encouraged to discuss these the next morning with their class teacher.

The school looks to parents to support the school’s work with reading, spelling and times tables. A written list of activities is given to all parents. The emphasis is on encouragement and reward for effort. Homework is an essential part of the education process for the children’s growth and development. As a result, all pupils are expected to complete the homework set for them.



## Extra-curricular visits

Children have the opportunity to go on extra-curricular visits in Years 4 and 6. These are intended to enhance the school's curriculum by giving first hand experiences outside the school environment.

### Year 4 – PGL Marchant's Hill

Year 4 children take part in a day camp: a 1-day visit, to PGL at Marchant's Hill near Hindhead in Surrey. This provides opportunities for the children to take part in physical activities and challenges that promote teamwork and personal achievement. Each year the programme is arranged and agreed by the teachers and is planned to suit the current year group.

### Year 6 – PGL Liddington

Year 6 children spend three days at PGL Liddington in Wiltshire. This provides opportunities for the children to take part in physical activities and challenges that promote teamwork and personal achievement.

Full details of all visits are given to parents well in advance.

## Partnership with parents

St Lawrence aims to develop strong relationships with parents and carers to aid in the development and growth of the children. With this in mind, the school communicates to the parents through reports, newsletters, a regularly updated website, periodic communication via Parentmail PMX (email and text) and through letters in the children's school bags.

Any help parents can give is greatly appreciated by the school. This can be anything from simply supporting the children with their homework through to actively taking part in the Parent Teacher Association (PTA) or applying to be a Parent Governor when the opportunity arises.

We welcome volunteers to read with children, help in class, organise transport to and from sporting fixtures and take part in residential and day trips. Volunteering in regulated activities is subject to a satisfactory DBS check.

Every year we send out a survey to parents about how we are doing. The results are always very positive and can be viewed on the school website. Currently 99% of pupils feel happy at school and 100% feel safe.

## Parent Teacher Association

St Lawrence has an active Parent Teacher Association (PTA). All parents are automatically members and the aim of the PTA is to strengthen home/school relationship, so that the best interests of the children and their families are served.

The PTA's Annual General Meeting is held early in the autumn term and a new committee is elected at that time.



## Reports and consultation

A detailed formal report on each child's progress is sent home at the end of the academic year.

Formal consultation evenings are held twice a year, in the Autumn and Spring terms. The first meeting gives parents an opportunity to discuss how their child is settling in to their new class. The second is a more detailed in-depth discussion on the progress of the child. The evenings are arranged on an appointments system.

Parents wishing to consult with the school at other times about their child's progress are invited to make an appointment. Any parent or carer who wishes to speak confidentially, either to the class teacher or the Head Teacher, is welcome to do so.

Appointments to speak to staff must be made by contacting the school administrative staff in person or by letter to the class teacher. We do ask that parents should, if possible, give some prior notice and an indication of what the meeting will be about. Our staff meetings are held every Wednesday at 3.20pm and teachers are only available for emergencies on that day.

As the security of the children is paramount, we ask all parents and visitors to report to the school office on arrival. All visitors are required to sign the visitor's book and to wear an identifying badge whilst on school premises.

## Pastoral Care

All members of staff share pastoral care of the children. Class teachers deal with any difficulty or problem and if they feel unduly concerned about any child, then the Head Teacher or the Deputy Head Teacher will also be involved. We encourage those caring for the children to come and talk to us sooner rather than later should they have concerns about a child, before a situation has a chance to develop. If we are worried about any child, we will invite the parent or carer to school, so that we can talk about our concern. Any parent or carer worried or anxious about anything concerning their child should contact the class teacher in the first instance, then the Head of Year and then a member of the Senior Leadership team, to discuss the matter.

We have a counsellor who is trained to work with children. She works in school for one morning each week. She has helped children come to terms with personal and social problems connected with bereavement, family break-up and friendships. Children may talk to her confidentially about anything that is troubling them. This initiative has been valued by children, parents and teachers and has been an additional benefit to the whole school community. This service is accessed by a referral system.

We have a Home School Link Worker who works with families to help them with personal issues which may be affecting a child's attendance at school and a school Chaplain, who is available one day a week.



## Safety and welfare of the children

The health, safety and well-being of the children is our first concern at all times. All schools have responsibilities for the children through the Child Protection Act. The governors at this school have a policy and procedures for the protection of children; County policy and recommendations are followed. A copy is available on the school website. If staff are worried about a pupil, the child's welfare will always be of paramount importance. It is our policy that should an accident occur while at school, a parent or carer will be immediately contacted, so we ask all parents or carers to supply the school office with up-to-date contact details. **It is essential that the school be notified of any changes.**

We have accommodation for dealing with sick children but when a child feels unwell at this age, s/he only wants to be at home. Although there are understandable difficulties when parents are at work during the day, it is in every child's interest to have a relative or friend who is willing to have him/her at home should they feel genuinely unwell. Details of such contacts **must** be included on the emergency contact form.

## Prospective parents

Prospective parents are very welcome to visit the school to see the environment that their child will be joining. Open mornings are arranged in the Autumn term for this to take place. However, parents who are unable to attend at these times are invited to make alternative arrangements by contacting the school office.

Any parent or guardian who wishes to apply for a place at St. Lawrence should complete a Surrey preference form online via the Surrey County Council website's [School Admissions page](#). A St Lawrence Supplementary Information form must also be completed and should be returned to the school by the prescribed date. Forms must be completed for each child.

Children applying from the independent schools or other counties should obtain details on the Surrey County Council website's [School Admissions page](#).

Additional information is provided on the [Admissions page](#) of our own school website.

## New entrants

All children who will be joining our school in September will be invited to visit the school and meet their teachers towards the end of the Summer term in July. Parents and carers will be invited to a general meeting at school after the induction morning. They will also be welcome to attend our Open Evening, giving them the opportunity to look at displays and examples of the children's work throughout the school.

Every effort is made to help the children settle into their new school quickly and close links have been established with feeder schools. Everything is done to smooth the transition from Infant school to Junior school. We ask parents and carers to let us know if there are special circumstances or difficulties which could affect or prevent a child from settling down in the usual way.



## School policies and information

### Collecting children

As part of our focus on the safety and welfare of all children, the school asks that parents be considerate of the children's safety by not parking cars immediately in front of, or opposite, the school gates in Church Road. The area marked by zigzag lines must be left clear so that the children can have an uninterrupted view and can cross the road safely. Parents who wait in Vine Road are requested to park on the opposite side of the road when collecting children.

There is no parking in the school car park for parents. **The car park is for staff only.** Please also be aware that no cycling or scooting is permitted on school grounds. No dogs are permitted on the school premises.

### Behaviour and discipline

There is a high expectation of good behaviour in this school. Children are expected to abide by the regulations of the school for the safety of all.

These regulations form part of the Behaviour Management policy which clearly sets out the expectations in terms of behaviour and the rewards and consequences that each child can expect to receive when they choose to follow, or not to follow, the rules.

The behaviour management policy is used consistently throughout the school and throughout the day, including lunchtime.

### School uniform

All pupils at St Lawrence must wear the prescribed school uniform and each item must be clearly named. Please refer to the uniform list supplied by the school and which is available on the school website for details.

St Lawrence school uniform is available from Network in Walton Road or online at: [Mapac.com](http://Mapac.com).

Besides normal daytime uniform, children should have suitable clothing for PE and games, as detailed on the uniform list. PE kit should be kept in a bag, which can be hung in the classroom lockers and taken home when it needs washing.

An old shirt should be kept in school to wear during art and craft lessons to help protect the uniform.

### Property and equipment

School bags of a suitable size are available from the school office. Bags are kept each day in the children's classroom lockers. Unfortunately large bags cannot be accommodated and children should not bring them to school.

Children are expected to come to school each day with a pencil, a suitable blue ink pen (class teachers will advise about these), a set of coloured pencils, a 30cm ruler, a rubber, and a simple geometry set.

The school cannot accept responsibility for children's belongings. Efforts are always made to recover lost property but children must accept responsibility for the things they bring into school. This includes musical instruments, as they cannot be covered



by any school insurance. We would advise parents and carers to insure musical instruments if they are brought to school regularly.

'Swapping' of belongings is not allowed and money should only be brought to school when requested. Children are not expected to bring large sums of money or valuable items to school at any time.

Watches may be worn providing they have a safety fastening and are named but must be removed during PE and games activities. Plain stud earrings for pierced ears are allowed but these must also be removed for PE and games activities. Children must be able to remove earrings themselves, staff are not permitted to remove or replace pupils' earrings. All clothing, PE kit, classroom equipment and personal belongings **MUST** be named. **No other jewellery is permitted.**

### **Absence and attendance**

Parents are expected to inform the school of their child's absence as soon as possible via telephone, email, online reporting or by letter. Parents who wish to apply for leave, which is not automatically authorised, are expected to follow school procedures. Requests for leave of absence must be made in writing and leave is authorised or not at the discretion of the Head Teacher.

### **No holidays will be authorised in term time**

Unexplained absences of more than a week are reported to the Educational Welfare Officer, who may subsequently call to visit the home. These visits are made in the interests of children's safety and welfare.

Visits to clinics or dental surgeries unavoidably arranged during the school day must also be explained in writing. The teacher will expect the child to be collected by a responsible adult. No child will be permitted to leave school during the day without written permission. Children must be signed out and back in again if they go out of school during the day.

### **Unauthorised absence**

The governors have a very clear policy about attendance. All parents of children at St Lawrence are given a copy of the policy on enrolment. Truancy at this school is virtually unknown. Parents are requested to keep absence, which is not due to the child's own illness or medical treatment, to an absolute minimum. However, from time to time, parents do decide to take their children out of school without permission. Our aim is to reduce this figure to zero but this can only be achieved with the co-operation of our parents.

### **School hours**

Morning session 8.55am - 12.30pm

Afternoon session 1.30pm - 3.15pm

The playground gate is opened at 8:30am each day. Teachers are on duty in the playground and classrooms from 8:40am. **Children in the playground are unsupervised before 8:40am.** Pupils may go to the classrooms at 8.40am.



Should there be an arranged activity or trip extending after 3.15pm, at least one day's notice will be given. The children will always be told if these arrangements change. Unfortunately, some events such as sports fixtures or extra-curricular clubs may have to be cancelled at short notice as a result of bad weather or other unforeseen circumstances. The school will endeavour to inform parents and carers of cancellations *no later than* 2:00pm on the day of the fixture. Notification will be by text or email or by phone if practicable.

## Lunch arrangements

School meals are cooked on the premises. Facilities are available for children to eat their own packed lunches under supervision. Drinks should be sent in well-sealed containers. Water is always available throughout the day.

Sweets, nuts, fizzy drinks, canned food or drinks and glass bottles are not allowed. Thermos flasks should only be used if parents accept the risk involved. We encourage the provision of a healthy and balanced meal. Staff are grateful for parents' co-operation in these matters.

## Charging policy

The following is an extract from our Charging and Remissions policy. The full policy is available on the "Parents\School Policies" page of our website:

*"All pupils are expected to participate in one-day visits and although all payments for educational visits and activities shall be regarded as voluntary, parents and guardians will be asked to pay the cost of these excursions.*

*If a significant number of parents felt that they were no longer able to cover the cost of the visits and activities then these would have to cease since the school budget is not large enough to support the cost without voluntary contributions.*

*No child will be excluded because they are unable to pay the full cost.*

*In the case of financial hardship, the Head Teacher should be contacted so that arrangements may be made for a reduced cost."*

## The voluntary school fund

Parents are invited to contribute either annually or each term to the school fund, which is used to benefit the whole school community.

## Responding to Parents' Concerns and Complaints

If a parent is unhappy about any incident or procedure, we very much want the opportunity to resolve the situation. We have good, amicable relationships with our parents and if something untoward happens we hope that we can put it right. Our "Responding to Parents' Concerns and Complaints" policy is available to view on the school website



The content of this document represents the information required in the following legislation: **The School Information (England) (Amendment) Regulations 2012: SI 2012/1124**