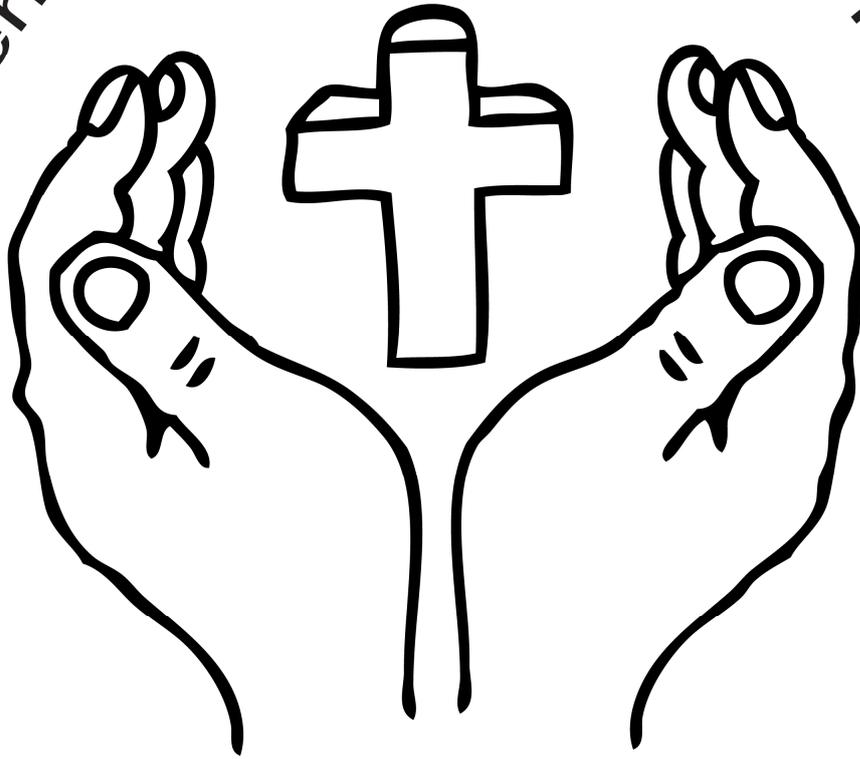


Kenn C of E Primary School

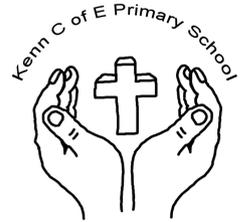


Information for Parents
2012/13



Kenn Church of England Primary School
Kennford, Exeter, Devon, EX6 7TX
Tel and Fax: 01392 832347

Headteacher:
Mr Neil Swait PGCE MEd NPQH



Dear Parent/carer,

Thank you for taking the time to read our Prospectus. We hope that this will give you a flavour of our school and help you to understand why we are so very proud of it. We believe that we have a unique combination of features here at Kenn which make it a distinct and wonderful place to educate children. Many of those features were endorsed by the Ofsted inspectors who visited us during 2009 and who graded us Outstanding:

'Pupils enjoy school greatly and develop well as confident, courteous and considerate young people, extremely well aware of how to lead safe and healthy lives'

'Standards are above average'

'Pupils with learning difficulties and/or disabilities make extremely good progress because of the school's outstanding provision for them in many ways'

'One of the most striking features of this successful school is its exciting and extremely well-planned curriculum that brings together topics and subjects to enliven learning and make it highly relevant and engaging'

A child must feel that he or she really matters. It is easier to achieve this in a small school. Our smaller cohorts enable us to deliver a more personalised and individual level of support to nurture the academic achievement and well being of all of our pupils. We know from our formal test results that the academic achievement of our children and the School are generally above average. We set high standards for behaviour and ensure that these are maintained. However, we know that happy children enjoy school and are most receptive to learning, so we attach great importance to creating a lively and enjoyable environment at Kenn Primary. We feel we have the combination of all these elements right and the school is recognised as successful and growing.

We believe that Kenn Primary School will offer the right environment for your child and would welcome a visit from you so that you can see for yourself. If you would like to arrange this, please feel free to contact me personally or my school administrator.

The school also welcomes anyone who may have time or skills to spare. If you have a family member or friend who might like to help then please ask them to get in contact. They will, of course, be required to complete a CRB check.

Kenn Church of England Primary School values all its pupils and its role in the community. We hope you will consider it to be the next step for your child.

For further information please visit our website: www.kennprimary.co.uk or contact our school office on 01392 832347.

Yours sincerely,

Neil Swait
Headteacher

Our School

Kenn Church of England Primary School is situated in the heart of a thriving rural community, just five miles from Exeter. Many pupils attend from outside the catchment area.

The school is very well resourced and spacious, yet retains the warmth and friendliness of a small school. The original building has been improved to accommodate the needs of a modern curriculum and this continues as part of an ongoing programme of improvement.

There are four classes covering the age range from Foundation Stage (age 4-5) through to Year 6 (age 10-11). Children are mainly taught by their class teacher, but staff do sometimes teach other classes if they have a specialist interest, e.g., music, which serves to further improve the quality of education across the school.

We have three highly experienced Teaching Assistants who support curriculum work and assist children with additional needs. Some also run specialist intervention programmes in mathematics or literacy for groups of children who may have gaps in their understanding or skills. We also run groups for gifted and talented.

There is an ICT suite adjacent to both Key Stage 2 classes. This has 15 computers and offers all children access to the internet, digital cameras and a wide variety of software. Each class has its own interactive whiteboard and all staff have networked laptops.

We have a computerised library with a wide selection of fiction, non-fiction and reference books. All pupils have a library session each week.

The ample school grounds provide opportunities for study, play and PE. We have some very well tended school gardens, which offer a tranquil setting for quiet reflection. The school hall is used for gymnastics, dance, collective worship and as a dining area.

The school regularly supports students from both Exeter and Plymouth Universities on teaching practice.

Kenn C of E Primary School Mission statement

At Kenn C of E Primary School our vision is that children will develop:

- An enquiring mind and a desire for knowledge
- Understanding and respect for others
- Strong self esteem and high personal expectation
- A set of spiritual and moral values – honesty, integrity and sound judgement

Mindful of our Christian foundation, we value the partnership that exists between school, parents, community and church and the part each plays in realising our vision.

WHO WE ARE

Responsibilities

The Director for Children and Young Peoples Services is responsible to the Education Committee for all County schools, and she delegates most of her responsibility through the Education Effectiveness Officers to the Governing Body and the Headteacher.

The Governing Body has responsibilities relating to the requirements of the National Curriculum; setting standards of behaviour; setting the school budget; interviewing and selecting staff. Committee meetings are held regularly to discuss every aspect of school life, and Full Governing Body meetings are held once a term to discuss and ratify agreements. Many of the Governors are parents of children at the school. If you want to raise anything with the Governors you are welcome to discuss it informally with any of the members but we recommend writing to the Chair directly c/o the School if you think your query might concern an area that interests or affects other parents.

School Governors

Chair of Governors	Shane Fitzgerald (Parent)
Vice Chair	Mark Dowse (Parent)

Headteacher	Neil Swait
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Parent Governors	Jane Lewis Julie Pezzani
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Authority Governor	Barry Cripps
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Community Governor	Kate Philp Carol Smith
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Foundation Governors	Ali Langmead Rev John Williams
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Teacher Governor	Sandy Martin
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Associate Members	Warren Knight
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Caring for your Children

Headteacher	Mr Neil Swait
Class Teachers	Mrs. E. Bowles Ms. S. Martin Mrs. L. Bestwick Mrs A. Wigham Mrs. R. Erangey
Teaching Assistants	Mrs. S. Coles Mrs. D. Matthews Mrs. M. Weeks
School Administrator	Mrs. S. Whittaker
Temporary Clerk to Governors	Mrs. K. Forbes
Kitchen Staff	Mrs. C. Hirst Mrs. T. Holdsworth
Mealtime Assistants	Mrs. T. Richardson Mrs. R. Roberts Mrs C. Burtoft Mrs S. Morris
Caretaker	Mr D. McFarlane
Parent Teacher Association	Miss L. Bevan – (Chair) Mrs J. Taylor – (Secretary) Mrs. C. Houghton (Treasurer)

When can my child start school?

You can choose which choice of entry you would prefer based on the Devon County Council guidance (available online at www.devon.gov.uk). We are offering one of the following options:

1. Your child attending school full time straight away from September in the Reception Class.
2. Your child attending school part time for 5 mornings a week from 8.45 – 1:15 for the Autumn Term, and full time from January 2014.
3. Your child attending an early years setting until the term after their fifth birthday. If you choose this option, it would mean that your child could in some circumstances miss Reception class and go straight to Year 1.

Coming to school for the first time is a major step in any child's life and we want to make it as enjoyable as possible. After the half term before your child is due to start full time school, pre-school pupils are given many opportunities to spend time in Foundation Stage. New parents will be invited into school for a meeting with the Foundation Stage Teacher, who will talk to you about the first year in school and how you can help.

We also offer a home visit before your child's first visit. This is a valuable opportunity for the children to meet their teacher, whilst being on familiar home ground, establishing a one-to-one partnership.

Admissions Policy

Parental preference is agreed whenever possible.

1. Children who live within the catchment area and have a sibling in school;
2. Children who live within the catchment area;
3. Children who live outside the catchment area but have a sibling in school;
4. If the number of children outside the catchment area exceeds the planned admission number, then the proximity of the school will be taken into account.

Special Educational Needs

At Kenn C of E School we believe that every child has a right to access the full curriculum and we welcome applications from children with special needs. We include all children in all aspects of school life and give the support necessary to help them succeed. We work closely with professionals from many different specialist areas and monitor individual needs and progress closely.

Provision is led and monitored by our designated Special Needs Co-ordinator (SENCO), the headteacher and by the Governor responsible for Special Needs, but all members of staff and teaching assistants have experience of working with children with a range of needs. The school works hard to ensure that it is well prepared to meet the needs of all its children. Above all, our policy of inclusion

means Kenn C of E School is a particularly caring environment where children respect and accept difference and welcome all newcomers into the school community.

The school's Special Educational Needs Policy is held in the School office and can be viewed at any time.

Gifted and Talented

Some children may be working at a much higher level than would be the expectation of their age group and experience. We identify such children and work with parents to provide a stimulating and appropriately challenging curriculum. It is not always advisable to move children onto a higher level of work but rather give them investigations and challenges that broaden their knowledge.

Travel to School

The provision of free transport is generally limited to those who don't live within walking distance of the school designated by the LEA to serve their address. Walking distance is defined as two miles for children under the age of eight and three miles for eights and over. Where parents disagree with a transport decision they have the opportunity to make representation to the School Transport (Appeals) Sub-Committee. Parents are responsible for their children's safety in getting to and from the notified picking up/setting down point. They are also responsible for their children whilst they are waiting for transport and when they leave the transport at the end of the school day. Children are collected from school at the end of the day and if there is a problem, the children are taken into school and parents contacted.

Parents, schools, transport contractors and the LEA all have an interest in the behaviour of children on school transport. Drivers are asked to liaise with schools, the Area Education Officer, the Transport Co-ordination Centre and Education Welfare Officers on behavioural problems. No children will be made to leave the vehicle anywhere on the route other than the normal setting down point. If problems are such that the safety of other children is endangered, bus passes will be withdrawn. The school encourages good behaviour on buses, but cannot take responsibility for disciplining children's behaviour out of school hours, unless they are on a school visit with staff.

The decision on whether or not transport will operate during periods of severe weather rests with transport operators who will be aware of local conditions.

The Curriculum



Early Years:

Kenn Primary has close links with 'Kenn Playbox' the local Pre-school, and together both settings work closely to ensure a smooth transition into school taking into consideration the child, family, and continuation of the Early Years Foundation Stage (EYFS) framework.

Children bring a wealth of learning experiences when they begin school and as a school we provide a curriculum which nourishes and fulfils those experiences and where the four principles: A Unique Child, Positive Relationships, an Enabling Environment and Learning and Development are at the heart of our curriculum.

We believe that many learning experiences can be taught through structured play activities when they first start school. This makes all learning as meaningful and motivating as possible. We encourage children to be active independent learners and frequently involve them in problem-solving situations. Working a great deal from observation and first hand practical experience enables children to be actively involved in the learning process.

We work towards the following Early Learning Goals to help us all work within the framework:

Personal, Social and Emotional Development: Helping to build confidence, concentration, independence and respect.

Communication, Language and Literacy: Developing speaking and listening skills and beginning to read and write.

Problem Solving, Reasoning and Numeracy: Focusing on number work, mathematical ideas and thinking.

Knowledge and Understanding of the World: Developing children's awareness and familiarization with the world around them and past events.

Physical Development: Developing physical skills and understanding through dance, gymnastics, games, small and large construction, bikes and equipment for outdoor play.

Creative Development: Encouraging children's creativity through music, drama and art.

The National Curriculum does not formally start until children have completed their reception year. The curriculum is made up of the following subjects in line with the National Curriculum:

Core Subjects

English
Mathematics
Science
Religious Education
Information & Communication Technology (ICT)

Foundation Subjects

History
Geography
Art
Music
Design and Technology
Modern Foreign Languages (MFL)
Physical Education
Personal, Social & Health Education

English

Language development holds the key to success in many areas of learning. All children learn the skills of reading and writing for a range of purposes on paper and on screen. English is mainly taught through the structure of the literacy hour, which is part of the National Literacy Strategy.

Reading:

Children learn to read with accuracy, fluency and understanding, using a variety of approaches including phonic (sounds) skills, word recognition and context clues.

Speaking and listening:

Children learn to express their ideas and opinions with clarity and confidence, and to listen and respect the views of others.

Writing:

Children are taught to write confidently and fluently for a variety of purposes. In order to achieve this, they learn to develop proficiency in spelling, punctuation and grammar. We encourage children to develop a fluent cursive style in handwriting from an early age and attempt their own spellings using their knowledge of letter sounds.

Mathematics:

The school follows The National Numeracy Strategy, which is taught through a daily lesson.

Daily lessons will develop oral and mental calculation, and includes a large amount of direct teaching, and activities for pupils, either as a whole class, groups, pairs or individually.



Lessons conclude with a plenary which can summarise learning, check misconceptions or target further learning.

Pupils at Kenn C of E School are encouraged to see the importance of maths in everyday situations and will be given a wide range of mathematical opportunities to apply their knowledge.

Science:

Science is a core subject. We aim to provide each child with a broad range of experiences, dealing with the world around them. Three main areas are covered:

- Life processes and living things
- Materials and their properties
- Physical processes

We encourage children to develop an enquiring and investigative approach.



Information and Communications Technology:

Children have access to the internet, digital cameras and a wide variety of software to develop their expertise. They are taught to make decisions as to when it is appropriate to use technology to enhance their learning and rules for using IT safely. We want to prepare your children for life in this increasingly technological world. There is a developmental scheme of work and children are encouraged to apply their ICT skills across the curriculum.



Modern Foreign Languages

All Key Stage 2 children have entitlement to a modern foreign language. At Kenn School, all children gain knowledge of French language and culture through a range of speaking and listening opportunities.

Design and Technology:

Design and Technology prepares pupils to participate in tomorrow's rapidly changing technologies. Children are encouraged to:

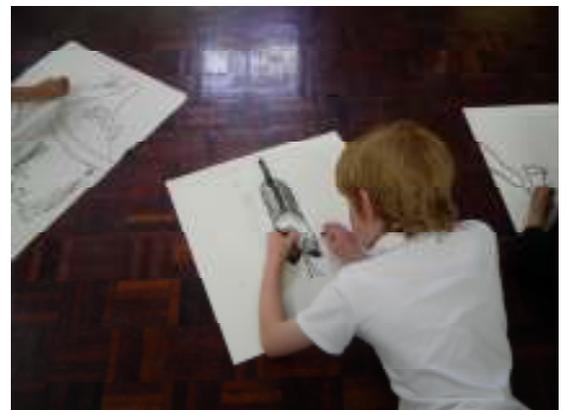
- Learn skills and techniques to assist in their design and making
- Explore existing products
- Make and design using the above acquired knowledge

Links with other areas of the curriculum are encouraged and children are taught to handle tools and materials safely.

Art:

Art should be an enriching, exciting experience. Developing children's creativity is very important.

From Reception we encourage children to access a wide range of materials, media, tools and techniques. There is a planned programme of work, linked to other areas of the curriculum. Using a variety of stimuli, children need to have the opportunity to look, see, touch and enjoy, experiment and be taught as they produce their work throughout the school.



Physical Education:

Our aim in PE is to promote physical activity and healthy lifestyles.

The National Curriculum requires pupils to plan, perform and evaluate a range of physical skills. All our pupils study games, gymnastics, dance and swimming. Key Stage 2 pupils also study athletics, outdoor and adventurous activities. In all activities we encourage positive attitudes, high attainment, good sporting behaviour, co-operation, health awareness and safe practice. It is essential that appropriate PE kit is in school at all times.

At KS2 we compete in a range of sports with our other learning community schools, and beyond.

The school holds an Activemark and the Football Charter Standard award.

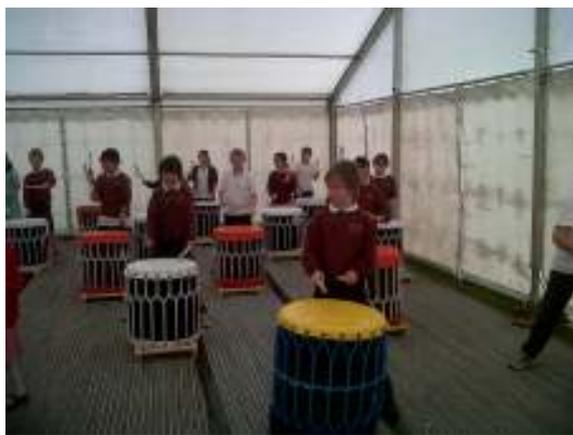


Music:

The areas covered are:

- Performing and composing
- Listening and appraising

At Key Stage 1 children are encouraged to focus on maintaining a steady beat and rhythm, pitch and composition. At Key Stage 2 children extend the skills already acquired and develop an understanding of graphic scores and notation.



Children are encouraged to learn an instrument. Currently woodwind, brass, guitar and piano are taught in school by arrangement with the relevant tutor.

Religious Education:

R.E. is taught throughout the school in accordance with the diocesan guidelines. It helps the children to gain a better understanding of Christianity and other faiths. As a church school, our local vicar Father John leads an Act of Collective worship on a weekly basis as part of our daily Collective Worship cycle in school.

Religious Education at Kenn C of E is concerned with putting our children on a pathway to understanding religion and with making a contribution to the development of their own beliefs and values.

The school follows the RE curriculum agreed by Devon. There are two strands:

- Feelings and emotions
- Knowledge of particular religions

Children undertake a focused study of Christianity across both Key Stages and at Key Stage 2 there are also in-depth studies of Hinduism, Judaism and a focus on Islam.



Most Fridays , there is a sharing assembly; parents are invited to share in the celebration of work and achievements by the children. This is an informal occasion, bringing the school community together to reflect on the week's learning.

Parents have the right to request that their child should be partly or wholly excused from either the act of worship or Religious Education. Any request should be made to the Headteacher.

History:

Through learning about different periods and cultures, children develop a sense of time and an understanding of how the past affects our lives today. Opportunities will be given to all children to find out about the past from a variety of resources available in the school; artefacts, books, internet, picture slides and videos. Fieldwork and visits are encouraged to extend this knowledge.



Geography:

The children investigate and learn about people, places and the environment in the UK and abroad. They study how and why physical and man-made features are arranged and how places are linked to each other. They also recognise how people are influenced by and affect the environment. A wide variety of resources are available for them to utilise – maps, videos, photographs, and the internet.



Kenn C of E School aims to develop children's geographical skills, enabling them to observe, record and to communicate their ideas and information.

Personal, Social and Health Education

Our delivery of a Sex Education programme is set in the whole school context of a Health Education Programme, which is planned through Personal, Social and Health Education, Physical Education, Science and Religious Education.

The school will endeavour to ensure that it is presented in such a manner as to encourage children to have due regard to moral considerations and family life.

Throughout their time in school our children are taught using video material 'Living and Growing' (as recommended by Devon Curriculum Services) together with supporting topic work. Parents are welcome to view this material at any time.

Parents have the right to withdraw their children from all or part of any sex education provided (but not from teaching of the biological aspects of human growth and reproduction necessary under National Curriculum Science).

Residential Experience

Kenn C of E believes that every child should have the opportunity to attend a residential during their time at school. We try to plan a programme to appeal to a wide variety of pupils. A residential encourages children to be independent and co-operative, broadening and enriching their time at school.

One year pupils in Year Five/Six visit a specialist centre on Dartmoor to undertake a variety of activities, the following year they participate in a two day intensive event at Haven Banks that includes opportunities for the pupils to engage in kayaking and sailing.



Interpretation of National Curriculum results and teacher assessment

Each year children from Year 2 and Year 6 are required to sit National Curriculum Tests in order to monitor individual progress and to monitor progress of the school compared to other schools.

Tests are a snapshot of the children's progress during the test week; teachers are also required to make an assessment of each individual child's level of attainment through the year.

Key Stage 1 (age 5-7) Years 1 and 2

At the end of Key Stage 1, a child is expected to achieve a Level 2. Level 2 is incredibly broad and is therefore split into 2a, 2b, 2c. A child who achieves a 2b is thought to be broadly average. Level 3 is above average and Level 1 is below average.

Key Stage 2 (age 7-11) Years 3 to 6

At the end of Key Stage 2, a child is expected to achieve a Level 4. Level 5 is above average and Level 3 is below average.

In Years 3, 4 and 5 pupils also undertake Optional SATs. These offer the opportunity for teachers to monitor progress of individual pupils. This information is then used to set individual targets.

Our results for 2011 are shown at the end of this document.

Health and Welfare

The school nurse checks your child's hearing, eyesight, height and weight when they start school. The nurse is also available to advise and support parents and pupils.

Healthy Eating

Devon operates a Freshstart Menu; meals specifically designed for their nutritional value. School meals are cooked on site by Miss Hirst. A termly menu is available from the office. For parents on Income Support, Income based Job Seeker's Allowance or Child Tax Credits, free school meals are available. Please contact the office for further details and do take up this entitlement.

Children may also bring packed lunches and a healthy snack is allowed at break time (a piece of fruit or vegetable). Please note that we do not permit any nuts in snacks or packed lunches, due to the presence of pupils with nut allergies.



How will I know what is going on?

Kenn C of E School believes that a strong partnership between home and school is paramount to a successful education. Once your child is admitted into this school we have the privilege of sharing with you in the continuing and exciting process of their education. As parents you will always be welcome at Kenn C of E but even more importantly, you will be needed.

We want to keep parents informed of what their children are doing during the day and how and why they are doing it. At the beginning of each term you will be given a curriculum information letter; this will provide details on each subject and how you can help.

All children have reading diaries, which allow for two-way communication. At Key Stage 2, children have homework diaries.

In the autumn and summer terms there will be consultation meetings when parents will be given the opportunity to talk to teachers individually about the progress their child is making.

In the spring term there will be a written report to inform you of your child's progress.

At any time parents are welcome to come into school to discuss any concerns or queries they may have about their child's schooling. There will also be open afternoons from time to time. Please feel welcome to come into the classroom to share your child's work on a regular basis (preferably after school).

Weekly newsletters are sent to all parents and governors. These will be brought home by the children and will keep you informed of events happening in the school. Copies of all newsletters are held in school and can be viewed on the school website.

Homework

We recognise that the time and resources available limit the educational experience that any school by itself can provide; children benefit greatly, therefore, from the mutual support of parents and teachers in encouraging them to learn both at home and at school. Indeed, we see homework as an important way of establishing a successful dialogue between teachers and parents. One of the aims of our school is for children to develop as independent learners. We believe that homework is one of the main ways in which children can acquire the skill of independent learning.

Homework plays a positive role in raising a child's level of attainment. We also acknowledge the important role of play and free time in a child's growth and development.

Whilst homework is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organizations that play an important part in the lives of many children. We are well aware that children spend more time at home than at school, and we believe they develop their skills, interests and talents to the full only when parents encourage them to make maximum use of the experiences and opportunities that are available outside of school.

How do you ensure all children are well behaved?

We operate a simple reward and sanction system which we make clear to anyone who comes to our school. Our rules are:

- Smile – it makes the school a happier place.
- Treat everyone as you would like to be treated.
- Listen to one another.
- Use things wisely – reduce, reuse, recycle.
- Look after the school – everyone and everything.

The school council, a group of children, representing each year group decided on the rewards and sanctions.

If you do something well – work or behaviour:

Earn a class point.

20 class points lead to a star certificate. This will be handed out in Friday afternoon sharing assembly.

Certificates will build up over the year. 5 star certificates lead to a shooting star certificate, 5 shooting stars lead to a super nova.

Golden phone call – a child's parent will receive a special phone call from the headteacher when they have made an outstanding effort. It may be they have achieved something they found difficult (academic or behaviour).

If you misbehave –

Any adult may feel it necessary to give a sanction but the class teacher will decide on the amount.

The child will either write out the school rule that they have broken, as many times as is appropriate, or carry out a positive action i.e. write an apology, help in some way.

The class teacher will keep a personal record of frequency and type of misbehaviour in case further action is needed.

Any further action will be taken in consultation with headteacher, classteacher and parent.

Please remember if you have any concerns about your child's welfare you must contact the school. We are unable to act if we are not informed.

How can I help in school?

We are very grateful for the help given by parents, grandparents, governors and many other friends who come into school.

You might be able to help with reading, cooking, computers, art, working in the library, educational visits, gardening. You might have specialist skills that we can tap into. If you have a hobby, interest or skill you would like to share, please let us know. If you feel you could help on either a regular basis or a one-off, come and tell us. Criminal Record Bureau checks are essential; please ask at the Office.

Clubs

We offer a wide variety of extra curricular activities to all children across the school either at lunchtime or after school. We firmly believe they enhance and extend the learning opportunities within school. Clubs vary according to the season and to provide opportunities for as many children as possible to participate. There may be a charge for some activities which are run by outside providers.



Clubs have included: Drama, Computing, Football, Rounders, Dance and Art, Cycle Safety, Gym, Craft, guitar and Lego.

Friends of Kenn / Parent teacher Association

Friends of Kenn C of E Primary raise money for the school through a variety of fundraising activities. The parents of all children in the school are members of this group and are welcome to attend all meetings.

Community links

The school has very good links with the community and values the contribution it makes to children's learning. We liaise with the church and celebrate Christian Festivals together.

The school is regularly represented in the village magazines, Haldon Views and The Fisherman.

The School Day

School starts at 9.00am and finishes at 3.30 p.m.

Lunchtime is: 12.15 – 1.15 p.m.

We have a range of traditional and modern games to encourage children to play co-operatively, develop physical skills and enjoy their playtime. The school field is used whenever possible and the children enjoy using the large equipment or building dens among the trees.

When it is wet, the children stay in their classrooms under the supervision of the play leaders. Activities are provided.

Drop off and collection

Children should go to the playground on arrival in the morning, from where they are collected from the playground by their teacher at 9.00am. If it is wet, they may go straight into school from 8.45am. Children should not arrive before 8:45 am as there is no supervision on site before this time.

At the end of the school day (3.30), you can meet your child outside the Foundation class, or if KS2 at the side gate. The class teacher will ensure all pupils have been picked up. Please let us know if collection arrangements change for any reason.

School Uniform

Wearing school uniform creates a sense of belonging and pride for children. Kenn C of E School pupils are proud to wear their uniform.

Dark grey trousers or school shorts (no jeans, jogging bottoms, leggings or fashion trousers)

Grey pinafore dress or skirt

White shirt

Burgundy Sweatshirt with school logo (obtainable from school)

Burgundy cardigan

Grey or white socks or plain tights

Black shoes (only plain black trainers)

Summer dress red/white check or stripe

All children: Art/craft shirt or smock

PE and games kit

White T-shirt

Black shorts

Plimsolls or trainers

Track suit or trousers and sweater for outdoor wear

PE kit should only be taken home during school holidays

Swimming kit

A swimming kit is needed for the summer term, including a swimming cap. Goggles are not recommended by Devon County Council but may be worn if a letter is sent into school by a parent.



Please mark all school clothing and equipment clearly

Contagious diseases

If you are in any doubt, please consult us before sending your child into/back to school.

Headlice

Headlice are unfortunately a constant problem in most schools. Parents are asked to check children's hair frequently. If found, please consult your local chemist for advice and inform the class teacher.

Medication

If your child is taking medication prescribed by a doctor, please inform the Office staff and complete the medical consent form. Medicines are to be handed into the Office in named, sealed containers and kept in the office or fridge. At the end of each day they will be returned.

Illness at school

If your child becomes ill during the day, we try to make arrangements for him or her to be sent home. When your child starts school we ask for a telephone number where you can be contacted during the day and a contact number of a friend or relative who would look after your child if you were not available.

Accidents

In the event of an accident, a member of staff will render first aid. If it is felt that a visit to hospital is necessary, parents will be informed immediately. Do make sure we have an emergency telephone number if you are not regularly at home.

We have a trained first aider on site. If your child has an accident on site, a note will be sent home, informing you of the accident and the subsequent treatment.

Attendance

Regular attendance at school is extremely important and any absence has an impact on your child's learning.

Illness: please phone the office as soon as possible and leave a message if your child will not be in.

Doctor's/dentist's appointments should be arranged out of school time, whenever possible.

Necessary absence: due to extreme circumstances, e.g., family bereavement, severe weather.

Annual Holiday: The law says that parents do not have an automatic right to take their child out of school for holiday during term time. Schools may authorise, in exceptional circumstances in advance, periods of leave of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday. The form should be obtained from the office and a letter outlining the exceptional circumstances attached on completion.

If the school does not authorise an absence in term time for the purpose of an annual family holiday, then the school is required to notify the LEA if holiday is taken and a Penalty Notice may be issued. A Penalty Notice is a fine of £50 is paid between 1-28 days after issue, increasing to £100 if paid between 29-42 days.

If a child then stays away from school for more than ten days, this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

The Head Teacher is responsible for approving absence from school.

Following consultation with the Education Welfare Officer and other schools within the Dawlish Learning Partnership we have adopted these common principles, for our school, in relation to considering holiday requests.

1. Holidays will not be sanctioned in the first two weeks of a new term. (These times are important for strengthening friendships groups and introducing new learning within the curriculum)
2. Holidays will not be sanctioned during the schools assessment period in the month of May. (The data from this time is essential for us to plan learning objectives that meet individual needs)
3. Generally, holidays will not be sanctioned if overall attendance stands at less than 94%.
4. Generally, only one period of holiday will be approved in each academic year and only up to a maximum of 10 school days.

Details about holiday dates and non pupil days are available from the school office or on the website.

If the Head Teacher does not sanction an absence, any absence by the pupil will be treated as unauthorised.

Absence request forms are available from the school office.

Absence Rates

2010/2011 Authorised: 4.5% Unauthorised: 0.1%

Charging Policy and payments to school

The 1998 Education Act requires us to publish our policy on charging. The following activities may be charged to parents in full:

- Music lessons given in or out of school time
- Education provided after school hours as an optional extra

All trips out of school and extra activities are offered to all pupils. Such activities can only take place, however, if financially supported by parents. If a trip involves board and lodging, you may not have to pay that part if you are in receipt of Income Support. Parents are often given the opportunity to make payments in instalments. This may be agreed through the office.

To pay for school meals, at present £2.05 per day. Our preference is to pay on line at <http://shop.devon.gov.uk> or by cheque. Payment should be sent to the school each Monday morning in an envelope marked with your child's name and the days meals are required. If you wish to send a cheque to school, it should be made payable to Devon County Council.

Unless otherwise stated, all cheques made to the school for trips etc. should be made payable to Devon County Council.

Insurance

The Authority is insured against its legal liability for any injury, loss or damage caused to pupils as a result of negligence on its part or that of its employees, servants or agents.

Pupils attending the Authority's schools and colleges are not insured for personal accident benefits whilst on education premises or taking part in recognised activities outside the school/college.

The Council expects all employees and pupils to accept full responsibility for their personal possessions, including money, and to consider taking out insurance themselves to cover any risks.

Complaints Procedure

We hope and expect that we will be able to deal informally with any concerns you may have. The first point of contact is your child's teacher. If you wish to take the matter further, please make an appointment to see the Headteacher. In the event of any unresolved difficulty, please contact the Headteacher, who will tell you how to proceed with a formal complaint in accordance with Government legislation.

PRIVACY NOTICE
***Pupils in Schools, Alternative Provision and Pupil Referral Units
and children in Early Years Settings***

Privacy Notice - Data Protection Act 1998

We **Kenn Primary School** are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you then please contact **Mrs Sue Whittaker**.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.devon.gov.uk/j4s-privacynotice.htm> and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Information Compliance Office
Information Management Team
Devon County Council
Room L 10
County Hall
Exeter
Devon
EX2 4QX
Website: www.devon.gov.uk
Email: dpoffice@devon.gov.uk
Tel: 01392 384682
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2011) and nationally (2010) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 17

Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT											
Percentage at each level											
			W	1	2	2C	2B	2A	3 or above	Disapplied Children	Absent Children
Speaking and listening	Boys	School	0	0	63	-	-	-	38	0	0
		National	3	13	66	-	-	-	18	0	0
	Girls	School	11	0	22	-	-	-	67	0	0
		National	1	8	65	-	-	-	25	0	0
	All	School	6	0	41	-	-	-	53	0	0
		National	2	11	66	-	-	-	21	0	0
Reading	Boys	School	0	50	-	0	0	13	38	0	0
		National	4	15	-	14	24	22	22	0	0
	Girls	School	11	0	-	0	22	0	67	0	0
		National	2	9	-	11	22	26	30	0	0
	All	School	6	24	-	0	12	6	53	0	0
		National	3	12	-	12	23	24	26	0	0
Writing	Boys	School	0	38	-	25	25	13	0	0	0
		National	5	19	-	23	27	16	8	0	0
	Girls	School	11	0	-	11	11	22	44	0	0
		National	2	11	-	18	29	24	16	0	0
	All	School	6	18	-	18	18	18	24	0	0
		National	4	15	-	21	28	20	12	0	0
Mathematics	Boys	School	0	0	-	25	38	25	13	0	0
		National	2	10	-	16	25	24	23	0	0
	Girls	School	11	0	-	11	11	22	44	0	0
		National	1	8	-	16	28	29	18	0	0
	All	School	6	0	-	18	24	24	29	0	0
		National	2	9	-	16	26	26	20	0	0
			W	1	2	2C	2B	2A	3 or above	U	
Science	Boys	School	0	0	63	-	-	-	38	0	
		National	2	11	65	-	-	-	22	0	
	Girls	School	11	0	22	-	-	-	67	0	
		National	1	8	70	-	-	-	20	0	
	All	School	6	0	41	-	-	-	53	0	
		National	2	9	68	-	-	-	21	0	

W represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.
U represents children for whom it is not possible to determine a level.

COMPARATIVE REPORT

These tables show the percentage of year 6 pupils achieving each level in 2011, compared to national end of key stage 2 teacher assessment levels and test results for 2010.

The number of eligible children is: 13

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENTS										
		Percentage at each level								
		W	1	2	3	4	5	6	Pupils disapplied	Pupils absent
English	School	0	8	0	8	46	38	0	0	0
	National	1	1	3	14	49	32	0	0	0
Mathematics	School	0	8	0	8	31	54	0	0	0
	National	0	1	3	14	46	35	0	0	0
Science	School	8	0	0	8	46	38	0	0	0
	National	1	0	2	12	49	36	0	0	0

TEST RESULTS							
		Percentage at each level					
		Below level 3*	3	4	5	Pupils not entered [#]	Pupils absent
English	School	15	0	46	38	0	0
	National	6	13	48	33	0	1
Reading	School	15	0	31	54	0	0
	National	8	8	33	51	0	1
Writing	School	15	0	38	46	0	0
	National	5	23	50	21	0	1
Mathematics	School	15	8	31	46	0	0
	National	5	14	46	35	0	1

W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

* represents pupils who were not entered for the tests because they were working below level 3 in English or mathematics, pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

represents pupils working at the levels of the tests, but unable to access them.