



Charmouth Primary School



School Prospectus 2017/2018





Welcome to Charmouth Primary School.

Our school is uniquely located right by the beach that is part of the ancient Jurassic coastline. We take full advantage of this privileged position and try to ensure that our natural environment is fully embraced in all our learning.

Creativity is at the heart of our approach to learning at Charmouth. The children's topics are chosen with their learning experiences in mind, through following lines of enquiry that capture their imaginations and interests.

The school has a caring and nurturing ethos that ensures every child is valued and their learning is encouraged, recognised and celebrated. There is a strong sense of mutual respect and value between teachers, pupils and peers.

With an established reputation for high academic achievement and a strong team of experienced staff, we constantly strive to excel in every aspect of learning.

We are committed to ensuring that every child fulfils their potential and has the broadest range of experiences during their education. We provide an exciting and innovative curriculum along with a wide range of extra-curricular clubs and activities.

We pride ourselves on our open communication and partnerships with parents, teachers, governors and the wider community. We acknowledge that nurturing, educating and supporting the children during this stage of their life's journey is a team effort.

If you would like to visit the school or speak to us in person, please get in touch.

Best wishes

Gillian Morris
Headteacher





Admissions

The school typically caters for children in the Charmouth, Monkton Wyld, Wootton Fitzpaine, Whitchurch Canonorum, Ryall and Morcombelake and further afield from the ages of 4 - 11 years.

An induction programme during the first few weeks of a child's school life in Reception is offered. The children are gradually introduced to the routines of the school day by attending school on a part-time basis for the first few weeks of term. Whilst it is recognised that parents have the right to send their children to school full-time from the first day of term, nearly all children take part in the graduated induction scheme which ensures that they are happily settled into school life after four or five weeks.

An Admissions Information pack is available from Dorset Local Authority, which explains the application process for new children.

www.dorsetforyou.com/schooladmissions

Although we have tried to explain the unique and special qualities of our school in this prospectus, we feel that a personal visit with a chance to see and experience the school first hand is the best way to understand what makes Charmouth Primary School such a very special place to send your child. We very much encourage visits and we are able to provide 'taster' sessions for your children to help you make your decision. Please contact the school office if you would like to take advantage of these offers.





The School Day

Children can arrive from 8.45 am and registration is at 8.55 am We encourage all children to be punctual as this helps them to settle into the school day.

Children walking to school should enter the north gate (the entrance at the far end of the school near the pond) and enter their classrooms via the classroom doors that face the front of the school. Children in Reception will enter their classroom from the top of the school steps and children in Year 6 will enter the school from the rear of the school building.

Those arriving by bus or car should be dropped off at the lay-by in front of school and then enter via the main entrance. A member of staff will 'meet and greet' your child from your car in the drop of zone area and ensure they get safely into the school.

School Organisation

There are currently five mixed-age classes and two classes with single age cohorts. The classes are named as follows:

Starfish	Reception/Year 1
Seahorses	Year 2
Dolphins	Years 3/4
Turtles	Years 4/5
Sharks	Year 6





Timings

Arrive 8.45 am

Register 8.55 am

Lessons/Assemblies start at 9.00 am

Break	All classes	10.45 am – 11.00 am
Lunch		12 noon - 1.00 pm
Break	Reception, Year 1, Year 2	2.15 pm - 2.30 pm
End of school day	Reception, Years 1, 2, 3, 4, 5 and 6	3.25 pm

Children in Key Stage 1 will exit their classrooms via the outside doors that face the front of the school and will be handed over to their parents. Children in Key Stage 2 who are walking home will be dismissed by their class teachers and will exit the side doors nearest the caretaker’s office. Parents usually wait by the notice board and paved area to the right hand side of the front of the school building to collect their children.

Parents collecting children by car are asked to wait until the buses have left before driving into the school grounds. In the interests of safety, children will wait at the top of the steps in front of the main entrance until their transport has arrived. A member of staff will be present at all times and will call children to the appropriate cars. If you need to come into school to talk to a member of staff, please park your car away from the school and walk in. Parking is available at St Andrews Car Park in the mornings and the Beach Car Park in the afternoons and free parking passes for the half hour needed to drop children off or collect them are available through the school office. Please note these free passes are only valid during term time for the dropping off and collecting of children. They are given by the kind generosity of the Parish Council and the owner of the Beach Car Park.

We would like to encourage as many parents as possible to walk to school with their children. This is healthier for your children and will help to reduce congestion around the school and make it safer for all those using the roads and pavements in the vicinity.





Please note: Dogs are not allowed in the grounds. Scooters, bicycles, roller skates etc. should not be ridden or used on the premises.

Healthy Eating

As a school we are committed to promoting a healthy lifestyle including healthy food choices. At break times children are encouraged to eat fruit and water is always available in the classroom. For children who are in Reception, Year 1 and 2, a piece of fruit is provided daily through the Government's Fruit for Schools initiative.

School Lunches

Hot school meals are provided by Bridport Local Food Links. Each meal costs £2.30 except for those children who are in Reception, Year 1 and Year 2, when school meals are free. There are two choices for the main course including one vegetarian option and also a dessert. School meals are block ordered by the school for all children in Reception and Years 1 and 2 as part of the free meals scheme by the Government for these year groups. School meals will need to be purchased for children in Years 3, 4, 5, and 6 unless parents are receiving financial support (see below). There are a variety of options available and if parents wish their child to have a different meal choice or not to have a hot meal on a particular day of the week, parents need to change/cancel the order online. Unless parents change the choice online the standard meals are chosen. If you do not have Internet access, please ask at the school office and the staff will be happy to help. We can only cancel/change/order meal(s) with at least 7 days notice.

Supervision is provided for those children staying at school for lunches. Children staying at school during the lunch hour are not allowed to leave the school premises without bringing a note from a parent or guardian, and once they have left the school they become the responsibility of the parents.

Please can we remind parents that free school meals are also provided for those children in Key Stage 2 whose parents are in receipt of Income Support. Parents wishing to take advantage of this offer need to fill in an application form. Those requiring application forms for





free school meals can obtain these either from school or online through the Dorset for You website (www.dorsetforyou.gov.uk). Please be assured that confidentiality is always maintained in these matters. Please note that if any child is entitled to lunches that are free of charge due to financial circumstances, the school is also able to provide some school uniform, payment towards swimming lessons, residential trips in Years 5 and 6 and attendance at breakfast club (free of charge).

School Transport

Transport is currently provided free of charge for all those children living in Monkton Wyld, Wotton Fitzpaine, Whitchurch Canonorum, Ryall and Morcombelake. If a child normally travels on a school bus, he or she will be placed on the bus at the end of the school day unless the school is notified of alternative arrangements. No child other than those authorised by the County Council is allowed to travel on school transport.

The National Curriculum

The National Curriculum is made up of 13 subjects.

English, Maths, Science and Computing are core subjects.

Computing is a strong feature of our school curriculum and it aids the teaching of all subjects. The school is extremely keen to use computing as an integral part of learning and therefore have provided networked computers in each of the classrooms together with a number of laptops, mini iPads and mobile devices.

Religious Education follows the Dorset Agreed Syllabus. Parents have the right to withdraw their children from Religious Education and Collective Worship.

The foundation curriculum comprises of History, Geography, Design and Technology, Music, Art, French, PSHE (Personal, Social and Health Education) and PE.





Assessment

Throughout their school career, children are assessed both informally and formally by their teachers. We regularly monitor progress and use this information to move children's learning forward.

Formal assessment occurs at the end of Key Stage 1 and 2 when children are aged 7 and 11. At the age of 11, children sit the national Standard Assessment Tests (SATs). Annual reports are issued towards the end of the summer term, whilst formal individual consultations are offered three times a year.

Sex Education

This subject is taught as part of the Science scheme of work in Years 5 and 6 although some aspects are taught at an earlier stage. Parents will be given the opportunity to see the teaching materials for themselves and be given an explanation as to how they are used. Staff will ensure that any visitors' contributions are consistent with the governors' policy and statutory requirements. Parents can withdraw their children from all or part of the sex education provided, except that which is required as part of National Curriculum Science.

Music

There is a range of music on offer at our school currently run by an independent company called West Country School Music that offers piano/keyboard, wind and guitar tuition by Pete Wild, an accomplished local musician. All information for music lessons on offer can be obtained from the school office. Lessons are usually open to children from Year 2 and beyond. One of our teachers who specialises in music also teaches music throughout the school from Year 1 to Year 6. If you are interested in arranging some music lessons for your child, please contact Mr Jacobs, the music leader for our school, who will be happy to help and advise.





Home Learning

The Home Learning (homework) policy includes guidelines from Reception through to Year 6. The policy is in line with and follows government recommendations. Teachers inform parents of Home Learning expectations in their termly letters. Home Learning is distributed each Friday and returned to school every Wednesday.

Swimming

During the year, children in Year 2, Year 4 and Year 6 usually take part in swimming lessons. The children are transported by coach to and from the swimming pool. The PTFA generously contributes towards the cost of transport and parents are asked to make a small voluntary contribution to the costs of transport and specialised swimming tuition and coaching.

School Clubs

We have a thriving set of extra curricular activities. These can include football, netball, hockey and tag rugby during the winter months followed by athletics, cricket and rounders in the drier weather. The school has a specialised PE teacher who provides free sports clubs during lunchtimes and after school. These clubs are funded by the Sports Premium Grant that is provided the Government. The school is also a participant in the English Cricket Board's 'Chance to Shine' initiative. In addition to the range of sports activities, there are other after school clubs available such as Construction, French, Spanish, Choir and Recorders. Most clubs that are organised after school start at 3:30pm and run until 4:15 pm.

School Productions

We put on a major production in the summer term, in which every child in the school is involved. The children all work very hard and invariably make both teachers and parents very proud! An annual carol service is held in the local church in Charmouth at the end of the autumn term. Special assemblies are also presented at Easter and Harvest.

Open Assemblies

We present Open Assemblies throughout the year. Classes take turns in presenting these assemblies, and parents are invited to attend. Parents are then able to go into the classrooms





to see their children's work. These occasions are not intended for discussions with the teachers but a chance to have a look at your child's learning environment and some of the work they have been doing. Teachers are always available for discussion about urgent matters, but it would be helpful, whenever possible, if parents could make an appointment. On other days, a daily act of worship takes place.

Open Evenings

We hold three parent-teacher consultation evenings each year.

The first is early in the autumn term when parents can meet their child's new class teacher. This is a chance for a good relationship to be formed at the beginning of the year between parent and teacher, which will benefit the child's progress and development throughout the year.

The second is held during the spring term so that parents can examine work completed and discuss progress.

The third meeting is held in the summer term after the school reports have been received by parents. Obviously this is a chance to discuss concerns as well as celebrate success. It means that teachers and parents can discuss the best way forward for their children as they progress to another year group.

Illness or Accidents in School

First Day Absence

On the first day of a child's absence from school, parents are asked to contact the school before 9.15 am on 01297 560591 and leave a message or speak directly to a member of the office staff. If a message hasn't been received by 9.30 am, the school will contact the parents/carers to ascertain the reason for the absence. If the absence is longer than one day, the school should be contacted each day by a parent until the child returns to school. A letter detailing the reason for absence should be delivered to the class teacher on the child's return.





A pupil's absence from school will be considered as unauthorised until a satisfactory explanation is received.

If a child is unwell at home, parents are requested to keep their child away from school that day. If a child has been sick, parents are asked to keep their child away from school for **48 hours** after the last bout of sickness.

If children need to be administered medicine during the school day, parents are asked to fill in a medical permissions form and hand it to the member of staff responsible for the administration of medicines. Please ask in the school office where to hand the medications over. The class teacher will then be informed who is on medication. Parents are requested to collect the medicine from the class teacher at the end of each day. In order for medication to be administered by a member of staff, the medicine needs to have been prescribed by a doctor. It should be in a named bottle or box with the child's name and date, as prescribed by the pharmacy.

If a child becomes unwell at school, parents will be contacted and asked to come and collect their child. In the case of an accident or more serious illness, attempts will be made to contact the parent of the child but immediate action may be taken if this is deemed necessary. This may include consulting a doctor, taking the child to hospital or calling for an ambulance.

The school nurse visits the school during the school year. Parents of the children involved in medicals are informed well in advance and are invited to attend the examinations. The school nurse carries out hearing and sight tests and parents will be informed if further tests are considered necessary.

School Uniform

Boys

Royal blue pullover or sweatshirt (available from school); white polo shirt; grey trousers or shorts; brown or black shoes or sandals, (we do not consider trainers suitable), dark socks. We do not allow jeans to be worn in school.





Girls

Royal blue cardigan, pullover or sweatshirt; white polo shirt; grey skirt or pinafore dress or black or grey trousers; black or brown low heeled and soled shoes or sandals; white socks or grey/navy tights. Closed toe sandals are advised to prevent accidents.

PE (boys and girls)

White T-shirt, navy blue shorts; plimsolls. Football is played during the winter months and it is expected that PE kit will be worn for games as well as gymnastics and dance.

In the interests of safety and security, it is preferable that jewellery is not worn – the school accepts no responsibility for such items brought on to the school premises. If earrings cannot be removed then they must be covered by tape. For reasons of hygiene, all children are expected to have a change of clothes for PE and Games activities.

Care of Possessions

It is helpful if all items of clothing, including footwear, are clearly marked with your child's name. Large sums of money or items of value should not be brought to school, but if at any time this is unavoidable, they should be given to the class teacher for safekeeping.

Residential Visits

Children in Years 5 and 6 go to Barton Hall in Torquay, or a similar establishment, for a multi skills activity holiday for three days and two nights in the summer term.

Charges for Educational Visits

Under the Education Reform Act, the Governors must decide on a school policy for charges for educational visits. This is a lengthy document, summarised by the following:

Parents will be asked to contribute the whole cost of the activity. They will be informed that by law this will be a voluntary payment, however if full payment is not received from all parents, the activity may have to be cancelled. A system of staged payments will be available for the residential trip for those who find it easier to pay this way.





Classroom Volunteers

We are delighted that parents, friends, governors and members of the community are so enthusiastic about supporting the children in their learning at Charmouth. At times mutually agreed with the school, volunteers come into school to help with a specific topic or activity e.g. cooking or to hear children read. We are extremely appreciative of this help, whether it is on a regular or ad-hoc basis. Please contact the class teacher if you feel you have something to offer and would like to know more.

Parents Teachers Friends Association

Charmouth Primary School PTFA is an enthusiastic and active body comprised mostly of parents, staff and friends of the school whose aim is to help promote the school. This is done through an active social calendar of events. An equally important role of the PTFA is to fundraise to enable the school to provide extra facilities and resources beyond those provided by the local authority. In recent months the PTFA have put money towards transport for swimming, Beach School, sponsored a visit by a “Life Education Van” which promoted personal social and health education for the children across the curriculum and reading resources in the Early Years. All parents, staff and friends of the school are automatically PTFA members. Charmouth PTFA is proud of their association with the school and their achievements and contribution to school life.

The Annual General Meeting is held in September/October when a committee is appointed for the forthcoming year.

If you are able to help in any way with fund-raising events or perhaps becoming a member of the committee, please inform the school office. The staff will put you in contact with the relevant person.

Communication

All teachers operate an “open door” policy and usually it is possible to have a quick chat with your child’s class teacher at drop off in the morning. However, if more time or privacy is





required, an appointment should be made for a mutually convenient time. This will usually be at the end of the school day.

The online service, "Parent Mail" is used to distribute information and we encourage all parents to opt and sign into this service.

Typical emails include weekly newsletters, PTFA announcements and information regarding school closure during bad weather etc.

If you do not have access to email, please advise the office so that paper copies of information can be provided via your child's book bag.

All newsletters and other information about our school are published on our school website.
<http://www.charmouth.dorset.sch.uk>

If parents' contact information changes at any point, please inform the school as soon as possible so that records can be updated.

Barnacles Group

This group meets in the school each Monday afternoon from 1.10 pm. to 3.10 pm during the summer term prior to children starting in reception.

It is open to all children the year prior to joining the Starfish (Reception) Class. We have found that this greatly helps the transition from home to school by familiarising children with the school environment.

Getting Ready for School

The idea of "Getting ready for school" is to make sure that, from the beginning, school is an enjoyable next step for your child. Starting school could be both difficult and alarming if everything that children do here is strange and new. It would be helpful therefore, if before your child starts school, he or she could have experienced as many of the following suggested activities as possible:





Try to make sure that he or she has lots of opportunities to meet people, play with other children and make friends.

Some sort of pre-school group experience can be invaluable if it provides a good variety of play and interesting things to do to stimulate your child's curiosity and imagination.

Children need messy play, pretend play, construction play, energetic play and peaceful play, as well as lots of chances to use scissors, pencils, paintbrushes and other tools to develop finger strength and dexterity and hand/eye co-ordination.

Do interesting things you enjoy with your child, so that you have lots to talk about together, to plan for, and to tell other people about. This helps develop language, imagination and memory.

In school, the children need to be able to manage practical things for themselves and ask for what they need. Independence in these things is a great boost to self-confidence.

You can do lots of little things to help:

- Make sure your child can manage the toilet without help, likewise hand washing and drying.
- Make sure he or she can manage independently at mealtimes.
- They are familiar with the idea of "taking turns".
- You can make dressing and undressing at school (often a long and difficult task for little children) easier, if he or she has clothes that are easy to take off, put on and do up.
- If possible, choose shoes that do up easily, and slip-on plimsolls.
- Please have all clothes (and bag for PE kit) clearly marked with your child's name.





Transfer to Secondary School

In the September following their eleventh birthday, children from our catchment area normally transfer to The Woodroffe School, Lyme Regis.

During the year before the transfer, staff from Woodroffe visit us on at least two occasions to talk to children. The Year 6 children take part in an induction day at Woodroffe School and parents are also invited to Woodroffe during the summer term to look around the new school environment. Liaison between our two schools is effective and we endeavour to make the transition as smooth as possible.

There are other secondary schools in the area and parents should watch the local press or contact the specific schools for details of their 'Open Days.'

School Policies

Copies to read are available from the office or on our school website.

All activities and daily routines, such as playground arrangements, are organised with the safety of the children in mind, with members of staff on duty at all times.

The security and safety of the children is of great importance to us and the Governors seek to maintain a balance between this and having a welcoming school.

External agencies are involved periodically and parents informed where applicable. Where recommendations concerning, for example, dental treatment or immunisation programmes are made, no action is taken unless parental consent is given.





Special Educational Needs

We encourage and support all children to fulfil their potential.

If a child has learning difficulties, we believe that partnership between school, child and parents/carers is the most effective way of working to overcome these.

Similarly, we have a commitment to ensuring that the needs of the more able are met and work with parents in this area as appropriate.

Initially, any concerns are discussed with the class teacher and the SENCO. We can arrange visits from the Speech and Language Therapist and Educational Psychologist. However no child is assessed by any external agency without the prior consent of parents.

Disability Arrangements

Our Equality Policy clearly states that all children will be treated in the same way, with equal opportunities for learning, regardless of their physical abilities. Charmouth Primary School is equipped to meet the needs of disabled children. This includes ramped access to all areas and disabled toilet provision.

The school supports the principle of integration and seeks to communicate effectively with parents and other professionals in order to implement this.

Conclusion

To be successful, education must be a partnership between all those involved with bringing up children. We believe that Charmouth School is a very special place where children are encouraged to learn and flourish and to be the very best they can be. We greatly appreciate the strong links established between home and school, and hope that you will find pleasure in watching your child grow with us, and having his or her full potential realised.





School Governors

Mr A. Ragbourne	Chair of Governors & Community Governor
Mr A. Bateman	Vice Chair of Governors and Chair of Resources Committee
Mrs C. Stamp	Chair of Performance and Standards Committee and Community Governor
Mrs G. Morris	Headteacher
Mrs L Blackshaw	Community Governor
Mr D. Barton	Parent Governor
Mr R. Dyer	Parent Governor
Mr E. Jacobs	Staff Governor
Mrs S. Allen	Clerk to the Governors

Teaching Staff

Mrs G. Morris	Headteacher
Mrs C. Kerr	Deputy Headteacher
Mrs C. Dare	Teacher/SENCO/KS2 Leader
Mrs S. Corrigan	Teacher
Mrs S. Hopson	Teacher
Mr E. Jacobs	Teacher
Miss E. Morrison	Teacher/EYFS and KS1 Leader
Mrs K. Parsons	Teacher
Mr R. Parsons	PE Teacher





Support Staff

Mrs N. Vercoe	Senior Finance Officer
Mrs A. Cobb	Receptionist
Ms K. Taylor	Receptionist
Mrs L. Bellworthy	Teaching Assistant
Mrs.V. Davy	Teaching Assistant
Ms C. Dixon	Teaching Assistant/Meal Time Assistant
Mrs B. Gillan	Teaching Assistant
Mrs L. Grinter	Teaching Assistant
Mrs R. Haley	Higher Level Teaching Assistant (HLTA)
Mrs J. Kennedy	Teaching Assistant
Mrs J. McGinlay	Teaching Assistant
Mrs K. Snellgrove	Teaching Assistant/Mealtime Assistant
Mrs L. Whyman	Teaching Assistant
Miss L. Higgs	Mealtime Assistant
Mrs L. Whyman	Cook/Teaching Assistant
Mr. A. Sparks	Caretaker/Cleaner
Ms B. Caldicott	Cleaner

Our school is a Community school according to Government guidelines.





Term Dates for the Academic Year 2017/2018

AUTUMN TERM 2017	
Monday 04th September	Staff training day
Tuesday 05th September	Staff training day
Wednesday 06th September	Pupils return to school
Thursday 19th October	Half Term starts at 3.25pm
Friday 20th October	Staff training day
Friday 20th October-Friday 27th October	Half Term
Monday 30th October	Pupils return to school
Friday 15th December	Last day of Term- pupils finish at 3.25pm

SPRING TERM 2018	
Tuesday 02nd January	Pupils return to school
Thursday 08th February	Half Term starts at 3.25pm
Friday 09th February	Staff training day
Friday 09th February-Friday 16th February	Half Term
Monday 19th February	Pupils return to school
Wednesday 28th March	Last day of Term- pupils finish at 3.25pm

SUMMER TERM 2018	
Monday 16th April	Pupils return to school
Monday 07th May	May Day Bank Holiday
Monday 28th May	Spring Bank Holiday
Monday 28th May-Friday 01st June	Half Term
Monday 04th June	Staff training day
Tuesday 05th June	Pupils return to school
Wednesday 25th July	Last day of Term- pupils finish at 3.25pm





TRAINING DAYS 2017/18	
Monday 04th September	Staff training day 1
Tuesday 05th September	Staff training day 2
Friday 20th October	Staff training day 3
Friday 09th February	Staff training day 4
Monday 04th June	Staff training day 5





Charmouth Primary School

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