

*"A small school with high expectations..."*



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# Welcome to Bishops Tawton School.

Bishops Tawton is a small Devon village two miles from the busy market town of Barnstaple. We are a small school set in the middle of the village with views across the river valley. The original building dates back to 1860. Our grounds are extensive and include a large playing field, nature area, forest school and orchard.

We are part of a friendly community and our school aspires to a tradition of excellence. Our pupils' achievement is above national average by the time they leave.

Although our data is very impressive there is a lot more to school life than this. Our children are proud of their school and of their achievements. They take pride in helping each other and have the benefit of building friendships across all age groups. The children consistently demonstrate exceptional behaviour when taking part in the many activities and sporting events that they access, their sportsmanship is second to none!

The school runs a small and friendly pre-school that is situated a short distance away. Our transition process is extensive; we succeed in making the journey to 'big school' as smooth and exciting as possible for both children and parents!

We teach a thematic curriculum that is practical and rich; it is underpinned with the development skills in literacy, numeracy and ICT. We encourage outdoor learning, visits and visitors and hands on experience as much as possible. Many of our themes are whole school and result in an exciting shared outcome.

There is an active school council who are involved in activities and experiences that they wish to develop. The school council are proud to have been able to support many charities including enabling a child in Uganda to attend school for the past 7 years.

*'A broad and interesting range of subjects enables pupils to achieve well and contributes successfully to their personal development. Pupils particularly enjoy the wide range of clubs, visits and residential excursions.'* (OFSTED 2015)

## Safeguarding Statement 2018/19

At Bishops Tawton Primary School we define safeguarding and promoting the welfare of children as:

- Protecting the children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.....and undertaking that role so as to enable those children to have optimum life chances such that they enter adulthood successfully.

We work with all agencies supporting children and young people and take appropriate action when we feel school cannot completely answer difficulties faced by our children.

### **Criminal Records Bureau (CRB) Checks (DBS)**

All adults working with children need to be DBS checked, forms and information are available in the office.



## Aims and Vision

### *"A small school with high expectations..."*

Bishops Tawton Primary School is a place where...

- Everyone is valued for who they are and what they do. We care about each other and do our best to help.
- Everyone is a learner, whose achievements are praised, celebrated and rewarded at all levels.
- Everyone has strengths, if one finds something challenging another will help and support; we always have a go and try our best! We are part of a team who support and respect each other.
- We believe in ourselves and encourage each other to do well; we have high expectations of ourselves and each other. We develop into independent, confident and responsible learners.
- Everyone is equal and yet unique, we are all special. We know that we can all do special things; we respect and protect each others talents, skills and capabilities.

We make mistakes and we learn from them. We work hard, have fun and accept responsibilities; we trust, respect and rely upon each other to improve.

We promote fundamental British values in order to be prepared to live well in modern Britain and the wider world.

We are friendly, polite and welcoming; our school is vibrant, has energy and enthusiasm and is a safe and happy place to be.

*'The school successfully fosters qualities and values such as friendship, honesty and respect for others. Pupils are well prepared for their next school and for life in modern Britain.'* (OFSTED 2015)

## Staffing

<b>Teachers</b>	<b>Teaching Assistants</b>
Mrs Melanie Smallwood - Head Teacher	Mrs Debbie Passmore - HLTA
Mrs Helen Hughes - Lead Teacher	Mrs Sharon Spear
Mrs Donna Clark - SENco	Mrs Teresa Kirk
Mrs Elizabeth Paul	Mrs Karen Darlington
Mr Russ Constant	Mrs Cheryl Furse
Mrs Karen Lintin	Mrs Lucy Lane
Ms Liz Burnell	
Miss Chloe Gilmartin	
Mrs Chantelle Crispin	
Mrs Joanne Grant	

<b>Administrators</b> Mrs Sue Lake Mrs Louise Smale	<b>Learning Support Assistants</b> Mrs Cheryl Furse Miss Leanne Olnor	
<b>SITE MANAGER</b> Mr Stephen Burrridge		
<b>Kitchen Staff</b> <b>Senior Assistant:</b> Mrs Jacqui Johnson <b>Assistant:</b> Mrs Cheryl Swan	<b>Mealtime Assistants</b> Mrs Louise Smale (play leader) Mrs Cheryl Furse Mrs Catherine Fitzpatrick	Mr John Campbell Mrs Liz Worth Mrs Tamsin Marshall

### Our Pre-school

Name	Role	
Chloe Gilmartin	Team Leader	QTS
Mrs Natalee Enns	EY Senior Practitioner	NVQ 3
Mrs Marriana Clatworthy	EY Practitioner	NVQ 3
Miss Suzanne Holland	EY Practitioner	NVQ 3
Mrs Kim Allchorn	EY Practitioner	NVQ 3
Mrs Ailey Haigh	EY Play assistant	NVQ 3 Equiv
Miss Mollie Birch	EY Play assistant	NVQ 2
Mrs Louise Smale	Admin	-
Mrs Liz Worth	MTA	-

### Governors

Name	Position	Role	Name	Position	Role
Mrs Louise Smale	Clerk		Mr Steve Minall	Safeguarding	Parent
Mr Chris Norman	Chair	Foundation	Mr Simon Mills	SEND	Parent
Mr Peter Ong	Vice-Chair, H&S	Co-opted	Mr Jamie Murray		Parent
Mrs M Smallwood	Head teacher	Staff/HT	Vacancy		LEA
Miss Chloe Gilmartin	Teacher	Staff	Vacancy		
Mrs Hannah Harrington		Parent	Vacancy		Co-opted

The role of the Governing Body is:

- To form close links with the school and to give encouragement and support to the school in pursuit of its aims and objectives.
- To monitor the performance of the school and to oversee the conduct and the content of the curriculum.
- To administer the financial resources of the school
- To assess the needs of the school and monitor the fabric of the building.
- To represent the legitimate concerns and interests of the pupils, parents, staff in the wider sense, thus serving the school and the community.
- To oversee health and safety in the school.
- To support and celebrate positive developments in the school.

*'Members of the governing body possess a good range of expertise and skills which benefit the school'*  
(OFSTED 2015)

## Admissions

Please telephone school or apply for a school place online at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) alternatively phone no 0845 155 1019. All school admissions are administrated via The Admissions Team, Devon County Council, Exeter.

## School times

School opens at 8.35am after which time children go into class where they settle to an activity. KS1 parents are welcome to join them until 8.45am. Please do not arrive at school before this time. School finishes at 3.15pm and children are not permitted to be playing in the grounds after this time.

## Class Groups

There are 6 classes in our school and 7 year groups. The classes have mixed age groups. Some times the year group that your child is in may need to be split. There is detailed information about this on our website.

## Term dates

This year's term dates are available on our website and displayed on the school notice board. Non -pupil days are dates when the school is open for staff training but not for children.

## Absences

All absences must be notified by telephone or letter. Any children absent when the registers have been completed will be telephoned at home to ensure parents know the child is not in school, and that the school knows the child is safe.

## Absence during term time

Attendance at school is important, good attendance is a measure used by OFSTED to judge the effectiveness of the school. You must complete an absence form requesting authorisation from the Head Teacher if there is an **exceptional** reason for you to take your child out of school during term time. The law regarding absence during term time is stated on these forms. Holidays are not to be authorised by the school.

## School uniform - Please label all uniform.

Our uniform is maroon and grey. Sweat shirts, tee shirts, book bags and PE bags with the schools logo can be purchased at Samuel Daw in Cross Street, Barnstaple. Named school caps also available.

**\*All items must be school uniform and not fashion items.**

<b>Uniform:</b>	<p>Girls:</p> <p>Maroon sweatshirt or cardigan/fleece with school logo</p> <p>Grey skirt/trousers/knee length uniform shorts</p> <p>White blouse or white or maroon polo shirt (available with school logo)</p> <p>Summer dresses are red check.</p> <p>Socks/tights should be white/black or grey. NO leggings</p> <p>Black school shoes- low heeled (not fashion footwear)</p> <p>Boys:</p> <p>Maroon sweatshirt/fleece with school logo</p> <p>Grey trousers or knee length uniform shorts in grey</p> <p>White shirt or white or maroon polo shirt (available with school logo)</p> <p>Grey or black socks</p> <p>Black School Shoes (not black trainers) <i>Please help your child to tie their laces</i></p>
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<b>PE Kit:</b>	Shorts- plain black Tee shirt - Grey marl with school logo Grey Marl Hoody with school Logo (optional) Long sports trousers plain black (optional) PE shoes - trainers are recommended All to be kept at school in a labelled PE bag to hang on child's peg please. Long hair <b>MUST</b> be tied back. No jewellery at all is to be worn.
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A selection of aprons are provided which children can wear for art work/water play There is a lost property tub in the hall foyer.

## Hair

Hair must be in an appropriate/conventional style for school. It must not reflect any extreme of fashion. Unnatural hair colours are not acceptable. 'Over-sized' hair accessories are not permitted. Hair must not be less than grade 3. Tramlines and patterns are not acceptable for school.

## Jewellery

Jewellery should not be worn to school other than watches. Small/plain stud earrings worn conventionally one in each ear lobe are permitted. These must be removed for PE lessons by the child. \*No member of staff is allowed to remove, replace or cover jewellery.

## Makeup

No makeup or nail varnish/nail extensions are allowed. No visible transfers/tattoos.

## Meals

We provide our own school meal service onsite. A cooked meal, light bite and vegetarian option is available. All children from Reception until the end of Year 2 are entitled to a free school meal. There are free meals available for families on income based job seekers allowance and income support. Forms and advice are available from the school office.

\*Preferred payment is via 'school money' or Cheques made payable to 'Devon County Council', for the week, half term or full term ahead.

Children who bring packed lunches should leave them in a **named** box in their class room 'trug' Packed lunches must not include confectionary or fizzy/sugary drinks and should be balanced.

## Healthy Snacks

At break-time Key Stage one children are provided with fruit or vegetables for their morning snack. Key Stage two children can bring their own fresh or dried fruit snack from home. Please note that we **do not** allow fizzy drinks, chocolate or sweets in school. Processed cereal bars/crackers etc are not considered fruit or vegetable snacks.

## Health

SEN co-ordinator	Mrs Donna Clark		School Nurse	Christine England
Child Protection	Mrs Melanie Smallwood Mrs Karen Lintin Mrs Debbie Passmore Mrs Donna Clark		Education Psychologist	Mr Chris Wardle
PSHE, SMSC and Healthy Schools	Mrs Chantelle Crispin		Education Welfare Officer	Mrs Linda Webster
Health and Safety Leader	Mrs Melanie Smallwood Mr Stephen Burridge Mr Russ Constant		First Aid  Paediatric	Russ Constant Debbie Passmore Mrs Karen Lintin Miss Chloe Gilmartin

Please inform the school immediately of any change of medical condition or allergies.

### **School Nurse**

The school nurse visits regularly and carries out routine checks for weight, hearing and vision. Parents will be notified of such visits.

### **Health education**

It is the agreed policy of Governors of this school to include sex education in the curriculum. The programme is run by the school nurse. Parents will be invited to meet the nurse and discuss the contents of the programme before it takes place. Parents have a legal right to withdraw their children from Sex and Relationship education. Please inform the school if you wish to exercise this option.

### **Asthma**

We are an asthma friendly school. Each child, who needs one, keeps their own inhaler in their own possession. Please complete an asthma form.

### **Medication**

The Head Teacher or her nominee will only administer medicines prescribed by a doctor to be taken 4 times a day. An Administration of Medicines in Schools form should be completed by the parent or guardian of the child and be delivered personally, together with the medicine to the teacher or the office

The medicine should be in date and clearly labelled with: its contents, the patient's name, dosage and the prescribing doctor's name. Forms are available from the office.

### **Contact details**

Up to date contact telephone numbers are important. This allows us to contact you in an emergency. Please let the office know of any changes.

### **School Council**

Our School Council consists of all our year 6 children and two representatives from each class who have been voted into their place by the children in their class. We have a formal 'Election Day' and a celebration with the Governors of the school when the votes are read out and the winners announced. Each class has one boy and one girl representative.

### **Parents meetings**

We are always happy to discuss your child at a mutually convenient time. We have a parent consultation meeting in the Autumn Term, written annual report in the spring term and a further consultation meeting in the summer term.

If you have any concerns please make an appointment to see your child's teacher or make contact via the contact book

### **PTFA**

We welcome parental involvement on our school. The Parent, Teachers and Friends Association are very active both in providing social activities and in fund raising. They regularly organise a variety of events. We are very grateful for their support. All parents are welcome to join.

### **Parent Forum**

This comprises of two representatives from each class, we meet once a term to share ideas, and involve parents in the development of the school.

### **Discipline/behaviour**

We have high expectations of behaviour in school and have a comprehensive system as outlined in our behaviour policy.

## **Safety**

We have a Health and Safety policy in the school which is regularly checked and updated.

**Parking** and access can be hazardous. The police regularly check parking so please do not park on the yellow zigzags at the front of the school. We also ask you not to block driveways when dropping children off at school.

We have a travel plan and a programme as part of the curriculum which helps children to recognise safety procedures near traffic, and in any environment on route to/from school.

## **RE**

We follow the Devon agreed syllabus. Children develop an understanding of the Christian faith and other world religions. Children participate in a daily act of worship. You may remove your child from assemblies on religious grounds, but you may be asked to help supervise your child.

**Promoting Fundamental British values link:**

[https://www.gov.uk/.../SMSC\\_Guidance\\_Maintained\\_Schools.pdf](https://www.gov.uk/.../SMSC_Guidance_Maintained_Schools.pdf)

## **Transfer at secondary stage**

We have close links with our secondary school. The children at Bishops Tawton usually transfer to The Park Community School at the end of Year 6. There are many contacts in place to make this transfer as comfortable as possible so that the secondary school is already a familiar environment for the child when they arrive at the beginning of year 7.

## **Off-site activities**

There are regular visits made by each class. There will be a residential in Year 5 and Year 6 there is also a residential option in Y2 and 3. Risk assessments are completed by teachers who take children off-site.

## **Clubs**

During lesson times keyboard, piano, flute, clarinet and violin lessons are available for children from Year 1 upwards. Parents pay the music teachers directly.

After school and during some lunchtimes members of staff/volunteers run a variety of clubs. A table of clubs available is issued each term.

## **Special Educational Needs and Disability (SEND)**

At Bishops Tawton Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities. Not all pupils with disabilities have Special Educational Needs (SEN) and not all pupils with SEN meet the definition of disability but our policies cover all of these pupils.

"Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them."

We have an Equal Opportunities policy which states that the school will cater for all children and all adults in the school fairly. All documentation will be available in a range of formats, as requested by parents, eg. large print (for partially sighted) or in a foreign language as required.

\*Please see our SEND policy and guidance for further information.



## **HOME- SCHOOL- CHILD Expectations:**

### **As a school we:**

- Care for your child's safety, well-being and happiness and value his/her self esteem.
- Ensure that your child is taught about internet safety
- Provide a balanced curriculum and meet the individual needs of your child
- Keep you informed about general school matters and about your child's progress
- Be open and welcoming and offer opportunities for you to become involved in the school
- Encourage and reward children's pride and commitment to their work
- Encourage children to take care of those around them and their surroundings
- Encourage children to be independent and to take responsibility for themselves
- Encourage an atmosphere of mutual trust, respect and responsibility among all children and adults
- Provide care for your child's hygiene in the early years

### **As a family we expect you to:**

- See that your child comes to school regularly, on time (no earlier than 8.35am or later than 8.45am) and appropriately dressed in labelled school uniform, and has suitable labelled PE kit at all times
- Leave the classroom before 8.45am so the teacher can start the lesson promptly.
- Notify the school of reasons for absence
- Collect your child at 3.15pm or straight after a club ends
- Make the school aware of any concerns or problems that might affect my child's work or behaviour
- Support the school's policy and guidelines for behaviour
- Support your child in homework and other opportunities for home learning
- Attend parent consultations and discussions about your child's progress
- Encourage your child to be independent and to take responsibility for him/herself
- Help to keep your child safe online when using technology at home

N.B. If you have a concern you should speak to the CLASS TEACHER in the first instance, then the HEAD TEACHER, if necessary.

### **As a child we expect you to:**

- Use a quiet voice, be polite and use friendly words
- Share space and equipment sensibly without hurting others
- Follow the 'golden rules'
- Do your best in lessons
- Listen to the person who is speaking
- Take care of our school equipment, buildings and grounds
- Do your homework and bring all you need for school
- Respect all children, adults and their property
- Keep yourself safe when using the internet

## **Complaints procedure**

**Bishops Tawton is a maintained school; please refer to Devon County Council for further details on complaints procedures.**

If you wish to make a complaint please follow the following procedures:

**1. Class teacher**

Most concerns are easily resolved informally by discussion with staff at school: more difficult or complex concerns may take more than one discussion.

**2. Investigation by the Headteacher or Chair of Governors**

The Headteacher will make an investigation and respond to the complaint. If the complaint is directed at the Headteacher, then the Chair of Governors should take on this stage.

**3. Complaint to the Governing Body**

If after careful attempts a resolution is not achieved, a panel of at least three governors will hear the complaint.

**4. Complaint to the Local Education Authority (Devon County Council)**

If, and only if, the complaint falls under the arrangements set up under Section 409, Education Act 1996, it can be referred to a Local Authority Panel. In other cases, the Governing Body's decision will stand.

**5. The Secretary of State of Education and Employment**

He or she will give direction if the Governing Body or the County Council have acted unreasonably or have failed to make provision. If the complaint is against action taken, or not taken, by the County Council, it is possible for that complaint to be referred to the Local Government Ombudsman

