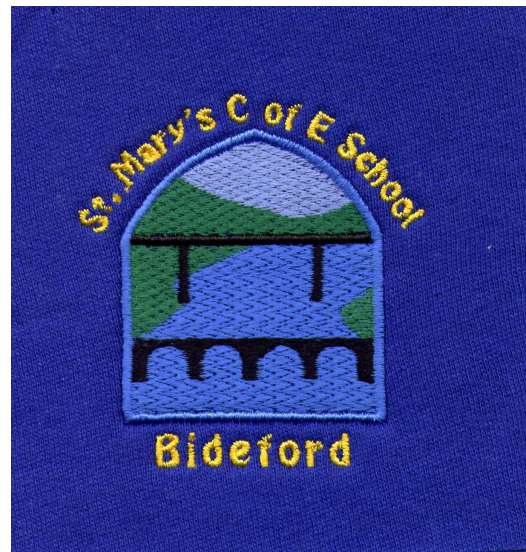


# St Mary's

C of E (VC) Primary School

Bideford, Devon



## Prospectus

2010 - 2011

## St Mary's C of E Primary School

St Mary's C of E (Voluntary Controlled) Primary School opened on its present site in 1975. It replaced separate infant and junior schools which had been situated close to St Mary's Church in Bideford.

The main building is of semi-open plan design and consists of five classrooms, three practical areas, a library, ICT suite and a hall. Seven mobile classrooms are situated close to the main building.

The school is set in pleasant grounds of grass and flowerbeds, and an environmental area is being developed for the children's use. A 12.5 metres by 5 metres outdoor swimming pool is situated close to the main building and is used by all pupils during the summer months. The school has its own football pitch and netball court as well as two playgrounds. Outdoor activity areas and picnic benches are sited adjacent to each playground.

As the school has grown it has become evident that the buildings need to be remodelled in order to accommodate the larger numbers of pupils and to provide them with the maximum opportunities.

There are at present 353 children on roll, divided into twelve classes. There are two Foundation Stage classes, two year 1 and two year 2 classes which form Key Stage 1, whilst children in Years 3 to 6 are in Key Stage 2. We are committed to providing a stable and caring environment for each of our pupils between the ages of 4 and 11. The importance of family life in the upbringing and education of children is fully recognised, and the school seeks to be an extension of the home and its values, working in partnership with parents.

## **Ethos Statement.**

The school aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice.

### **THE AIMS OF ST MARY'S C OF E PRIMARY SCHOOL**

Our aims at St Mary's are:-

- i) that the highest achievable standards of learning and teaching are aimed for throughout the school;
- ii) that each child develops positive attitudes to learning;
- iii) that each child will be encouraged to achieve the highest standard of which he or she is capable particularly in literacy, numeracy and science;
- iv) that each child develops tolerance and understanding of others, and values his/her own and others' achievements;
- v) that all members of staff share the common aim of trying to raise standards working together as a team to achieve this;
- vi) that children develop wide interests and not just academic ones;
- vii) that children feel happy and secure at St. Mary's;
- viii) that the school caters for all individuals whatever their needs;

### **HOME-SCHOOL AGREEMENTS**

From September 1999 all schools have had to have a written 'Home-School Agreement' in place. The governing body feels that a 'Home-School Agreement' should encourage the partnership between school, parents and the children. A written agreement will remind parents and teachers of the commitments they have made. Expectations should be a two-way process and this should help standards to improve. Each year teachers, parents and pupils will sign the agreement.

## The Curriculum

The governors of St Mary's have adopted the Devon Curriculum statement and a copy of that document can be obtained from the school office. Children in each year group are taught the following subjects in the National Curriculum:-

English	Mathematics
Science	Religious Education
Design and Technology	Information and Communication
History	Technology
Music	Geography
Art	Physical Education

Each class has one or two computer systems and there are a further thirty two systems in the ICT room.

Children are encouraged, at whatever level of achievement, to develop their varied abilities and potential in all areas of their lives. They are enabled to progress at their own rates through the programmes of study in each of the subjects in the curriculum. In Year 6 children are taught in ability groups for some English and Maths lessons. We encourage our pupils to be independent and self-motivated, with an ability to work in co-operation with others. Academic attainment is important, but equally so is an awareness of moral and spiritual values. Christian teaching and a secure moral framework help children to develop personal responsibility and self-discipline in their approach to life.

### Equal Opportunities

St Mary's operates an equal opportunities policy which aims to ensure that no child is denied access to any area of the curriculum or to any other aspect of school life.

### Acts of Worship

Each child in the school participates in a daily Act of Worship which is of a predominantly Christian nature. Key Stage 2 children participate in a Eucharist twice a term. Some Acts of Worship involve the whole school coming together, whilst others are held on a Key Stage or class basis.

### Denominational Teaching

As St Mary's is a Church of England school, parents may ask for their children to receive denominational teaching. However, at present, no parents ask for this and the governors of the school believe that the County's agreed syllabus for Religious Education provides an excellent framework for the teaching of the subject.

## Religious Education

Religious Education in the school is taught in accordance with a syllabus agreed by the Local Education Authority on the recommendation of the Standing Advisory Council for Religious Education. This council includes representatives of the various denominations of the Christian Church in Devon as well as representatives of the Authority and of the teaching profession.

### Withdrawal of Children from Acts of Worship and Religious Education

Parents have the right to withdraw their children from Acts of Worship and Religious Education but as St Mary's is a church school it is expected that all pupils will participate. However, if you do wish to withdraw your children from these activities, please make an appointment with the Head Teacher in order that alternative arrangements can be discussed.

### Homework

From the time your child starts school he or she will be given some homework to do on a regular basis. In the early years, this will involve mainly reading at home to parents. From Year 2 onwards your child will have spellings to learn each week and from Year 3 they will also have to learn multiplication tables. In addition, from Year 3, your child will be given some research or problem solving work to do. The average amount of time which children are expected to spend on homework each week is:-

<b>Years 1 and 2:</b>	<b>1 hour</b>
<b>Years 3 and 4:</b>	<b>1½ hours</b>
<b>Years 5 and 6:</b>	<b>2 hours</b>

### Provision for Children with Special Educational Needs

At St. Mary's School we fully support the principle of inclusion for all children in mainstream schools. Inclusion is about engendering a sense of community and belonging for all pupils. To this end we try to provide early identification of problems using Teaching Assistant groups so that most children with special educational needs can have their needs provided for them within their classes. Our Special Educational Needs Co-ordinator Mrs O'Dell oversees this and ensures that there is extra support to certain children who are experiencing learning difficulties.

Mrs O'Dell works with the teachers and parents of children with special educational needs and helps them to develop Individual Education Plans for the pupils concerned. Part of her role also includes liaising with outside agencies for extra advice and support.

Children with exceptional needs may be given a Statement of Special Educational Needs and there may be funding for extra staff from the local education authority.

During the past year the policy has changed only to the extent that Louise Arscott is now the governor responsible for SEN, there are 21 Teaching Assistants employed in the school, many of them with SEN children.

Children with disabilities have had steps taken to ease their transition to full time education such as meetings between support staff, parents, pre-school advisers, and induction for pupils. The Educational Psychology Service works with Teaching Assistants on Social and Early Literacy Skills.

Following advice from the LEA we now have painted steps to aid vision, but generally the school site in its present form can have little done to it to enable greater use by disabled pupils. We are continuing to urge the LEA to remodel the building to enable facilities for the disabled to be improved.

A copy of our Special Educational Needs Policy is available on request from the school office

### **OFSTED Inspection.**

The last inspection was in October 2009. The inspection teams findings in summary were:

#### **What the school does well**

Good leadership and management and the hard work and enthusiasm of the staff and governors have resulted in considerable improvement in standards and achievement since the last inspection.

Improvements have been made in Foundation Stage.

The school has improved in writing and mathematics.

There is an excellent system of recording pupils' progress.

Care, guidance and support is rated as good, pastoral provision is especially strong and pupils' personal development is good.

Pupils behave well, enjoy all activities, feel safe in school and have a good knowledge of how to lead healthy lifestyles.

Curriculum provision is good with many initiatives under way to make it even better.

The school provides a good range of extra-curricular activities and staff do very well in ensuring that pupils enjoy a full range of activities.

We also had an inspection from the Diocese of Exeter ( the body responsible for C of E schools' inspections) in December 2009 and in that report St Mary's was rated as 'good'. The summary judgement says that we are a 'good C of E school in which the positive Christian ethos and character provide an efficient and distinctive learning environment for spiritual and moral growth. The Christian values on which it is built provide a family ethos where pupils, parents and staff are very happy.

Copies of the whole reports are available from the school office and can be viewed on the school website.

## Teaching Staff

Mrs R O'Dell	Foundation Stage
Mrs S Malcolm	Foundation Stage
Miss J Ayres/Mrs K Taylor-Short	Year 1
Mr J Leigh	Year 1
Miss S Prince	Year 2
Miss E Gill	Year 2
Miss J Skinner	Year 3/4
Miss K Stacey	Year 3/4
Mrs L Blincow	Year 3/4
Mr A Scarrett	Year 5/6
Mrs S Bunting	Year 5/6
Miss S Gibbons	Year 5/6

## Teaching Assistants

### **Foundation Stage**

Mrs S McKay-Roper  
Mrs S Tithecott  
Mrs C Runeckles  
Mrs L Bines

### **Year 1 Team**

Mrs R Sweeney  
Mrs L Dark

### **Year 2 Team**

Mrs C Townshend  
Mrs S Oke

### **Year 3/4 Team**

Mr J Wines  
Mrs J Bazell  
Mrs S Rowe  
Mrs C Douse  
Mrs R Wines

### **Year 5/6 Team**

Mrs C Barnes  
Mrs C Bignell  
Mrs L Stoneman

**SEN:**

Mrs R Cullingham  
 Mrs B Trapnell  
 Mrs M Johnson  
 Mrs M Burrows-Bryan  
 Mrs A Hockin  
 Mrs V Gibbons  
 Mrs K Mclean  
 Miss E Hladkyj

**First Aid:**

Mrs B Trapnell

**Meal Time assistants:**

Mrs L Stoneman  
 (Senior MTA)

Mrs M Slocombe  
 Mrs C Townshend  
 Mrs M Johnson  
 Mrs C Douse  
 Mrs A Ashmore  
 Miss L Courtney

Mrs R Wines  
 Mrs M Burrows-Bryan  
 Miss S Jenkins  
 Mrs C Runeckles  
 Mrs S Tithecott  
 Mrs M Stoneman

**Administrative Staff.**

Mrs S Westlake  
 Mrs D Milner

Administrator  
 Admin Assistant

**Catering Staff**

(Employed by Devon Direct Services)

Mrs L Barlow    Kitchen Manager  
 Mrs P Kendall    Catering Assistant  
 Mrs K Short    Catering Assistant

**Caretaking and Cleaning staff**

(employed by Devon Direct Services)

Mr D Cairns	Caretaker
Mrs A Ashmore	Cleaner
Mrs J Cairns	Cleaner

## The Governing Body

### **Governors and Nominations.**

Mr R Fancourt	Head Teacher Governor
Mr K Bines	Governor
Mrs S Bunting	Staff Governor
Mr J Hope	Parent Governor (Chair)
Ms L Arscott	Parent Governor
Mr B Evetts	LEA Governor
Mr S Gaskin	Parent Governor
Mr M Richards	Parent Governor (Vice Chair)
Mrs M Channon	Foundation Governor
Mrs L Beer	Foundation Governor
Mrs P Dunn	Parent Governor

### Chair of Governors

Mr J Hope c/o St. Mary's Primary School Tel: 01237 477288

### Clerk to the Governing Body

Mrs S Westlake c/o St Mary's Primary School Tel: 01237 477288

### Children and Young People's Services

Director of Young People's Services Anne Whiteley,  
County Hall,  
Exeter. EX2 4QG.

Tel: Exeter (01392) 377977

### Divisional Officer

Mr D Blower  
North Division Education Office  
Civic Centre  
North Walk  
Barnstaple  
Devon EX32 1EG

### School Hours

Key Stage 1 (Reception, Years 1 & 2 )	9.00 a.m. - 12 noon 1.10 p.m. - 3.10 p.m.
Key Stage 2 (Years 3 - 6)	9.00 a.m. - 12.15 p.m. 1.10 p.m. - 3.10 p.m.

### Term and Holiday Dates for 2010-2011

Autumn Term 2010	Monday 6th September - Friday 17th December
Half-term break	Monday 25th October - Friday 29th October
Spring Term 2011	Wednesday 5th January - Thursday 8th April
Half-term break	Monday 21st February - Friday 25th February
Summer Term 2011	Tuesday 26th April - Wednesday 20 <sup>th</sup> July
Half-term break	Monday 30th May - Friday 3 <sup>rd</sup> June

### Non-Pupil Days 2010-2011

Wednesday 1st September 2010  
Thursday 2nd September 2010  
Friday 3<sup>rd</sup> September 2010  
Tuesday 4th January 2011  
Thursday 21<sup>st</sup> July 2011  
Friday 22<sup>nd</sup> July 2011

### Teaching Time

The following hours are spent on teaching the children after time has been deducted from the length of the school week for daily Acts of Worship, registration and breaks.

Key Stage 1	-	22.25 hours
Key Stage 2	-	23.5 hours

## Professional Development of Staff

We believe that all staff have a right to good professional development opportunities and that good training leads to good teaching and support. To this end we try to maximise the opportunities for all staff to further their skills and knowledge. Therefore, we have:

- ✚ established an Induction Day for all staff and Governors where key policies are covered, there is discussion about the coming school year and there are elements of staff training, not least the opportunities for 'learning discussions';
- ✚ invited all staff to staff meetings and training sessions;
- ✚ ensured that subject co-ordinators regularly attend 'top-up' training;
- ✚ provided regular 'in house' training on aspects of the School Improvement Plan;
- ✚ ensured that all new Teaching Assistants receive Induction Training from Devon LEA;
- ✚ provided opportunities for Governors to attend training

The impact of this training is monitored by the Leadership Team, progress is reported to the staff and then to Governors who make a judgement about the value for money provided.

## Admission of Pupils

St Mary's has to adhere strictly to the county's admission criteria for voluntary controlled schools which clearly states the priority for admissions:

1. Cared for children
2. Children living in the school's designated area with a sibling who will be attending the school at the time of admission.
3. Other children living in the school's designated area.
4. Children living outside the school's designated area, but with a sibling who will be attending the school at the time of admission.
5. Other children living outside the school's designated area.

### **NB**

- ✚ If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school along the shortest available walking route (i.e. the shorter the distance, the higher the priority) except that in the case of children below statutory school age in priority categories 1 and 2 priority will be determined by date of birth (ie the earlier the date, the higher the priority).
- ✚ Priority may be given to the admission of a child for whom a particular medical or social justification is demonstrated.

- ✚ Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school in question.

Children are admitted to our reception classes at the beginning of the academic year in which they reach their fifth birthday.

Before officially starting school, children are invited to visit St Mary's for three mornings as part of the induction programme.

If you are considering sending your child to St Mary's, please make an appointment to have a look around the school and talk with the Head Teacher. As from September 2006, Devon LEA will be managing the admissions to all the county's primary schools. Further details are available from the School Office or on-line at: [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline).

Once you have decided that you would like your child to be educated at St Mary's, it is advisable to make an early application. St Mary's is a popular school and demand for places is high.

### **School Uniform**

All children in the school are expected to wear school uniform which consists of the following:

School sweatshirt, gold polo shirt, grey or black trousers/skirt. During the summer term girls usually wear blue and white striped dresses.

The St Mary's uniforms are available from Daws, Cross Street, Barnstaple.

### **Sports kit**

Each child needs to bring the following sports kit to school each day: white polo shirt, royal blue shorts and plimsolls. Your child will also need to bring a swimming costume or trunks and a towel for swimming lessons during the summer months.

### **Protective Clothing**

It is essential that each child has some protective clothing for art and craft and other activities. An old shirt would be perfectly adequate. Children participating in food technology lessons should bring a clean full-length apron.

### **The Naming of Items of Clothing**

It is essential that all items of clothing, including shoes and boots, are properly labelled with your child's name. It is extremely difficult to identify items of school uniform unless they are named.

### **Lost Property**

Lost property is collected in a box in the parents' area in the main building. If you cannot find an item of clothing or other belongings, please check the box.

### **Second-Hand Uniform Shop**

A second-hand uniform shop is organised by a parent, Mrs K Coles, at 3.10 p.m. in the school hall on the first Thursday of every month.

### **Jewellery**

The Governing Body strongly discourages the wearing of earrings in school. However, it has been agreed that pupils will be permitted to wearing a maximum of one stud earring in each ear. Earrings should be taken out by the child for PE lessons. The school will not accept responsibility for lost earrings or injury to pupils caused by the wearing of earrings. The only other form of jewellery which pupils are permitted to wear at school are wristwatches.

### **House System**

Children throughout the school are allocated to one of our four 'houses'. House points are awarded to children to motivate them in their work and attitudes. Inter-house matches, competitions and quizzes are held and all children in Year 6 are given the opportunity of becoming a house captain or vice-captain. Each house is named after a saint: St Anne, St Catherine, St Christopher and St Francis.

## Extra - Curricular Activities

Children are encouraged to take part in extra-curricular activities at lunch times or after school. A wide range of activities is offered to cater for the varied interests of our pupils. The details vary each term and are available from individual teachers or the school office.

## Instrumental Tuition

We are able to offer St. Mary's children the opportunity to play various musical instruments, e.g. flute, clarinet, guitar, recorders, drums, cornet, trumpet, keyboard etc. Some tuition is arranged on a payment basis through Normans Music or Keith Chivers, and some through lunchtime and after school clubs. Please ask at the School Office for further details.

## Health and Safety

As part of the school's Health and Safety procedures, all pupils are reminded regularly that they are expected to:

- ✚ Exercise personal responsibility for the health and safety of themselves and others;
- ✚ Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- ✚ Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- ✚ Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## School Meals and Break Time Snacks

Excellent meals are cooked on the school premises. The current price is £2.05 per meal which represents very good value for money. There is always a choice of main courses and an emphasis is placed on healthy eating. Milk drinks are available for an extra charge. Water is also freely available.

At St Mary's we operate a ticket system for school meals. Tickets are sold from the School Office between 8.45 am and 12.00 noon. If your child does not bring a meal ticket, you will be telephoned and asked to provide a packed lunch. Application forms for free school meals can be obtained from the school office.

It is our school policy that children should only eat fresh fruit or vegetables at morning break. KS1 pupils are provided with these items free of charge through the Schools Fruit and Vegetables Scheme. Children are also allowed to drink water in class (at the teacher's discretion). This should be provided in a clear plastic bottle from home, clearly marked with the child's name.

Provision will be made for your children to eat packed lunches if you do not wish them to have school meals.

### **School Attendances and Absences**

If your child is absent from school please telephone the school office on the first day of absence by 9.30am. If we have not received a telephone call we will try to contact you by midday. If you have not made contact (either by telephone or in writing) within a short space of time you will be referred to the Education Welfare Officer who follows up unexplained absences.

We have a very good record of attendance at St. Mary's - please help us to maintain it.

### **Medical Information**

The school doctor make inspections of pupils periodically and in the case of very young pupils, parents are invited to be present. The school nurse makes frequent visits to the school to carry out routine checks on hair, eyes, ears and feet and you will be informed by letter about any problems that are discovered.

**If your child needs to take a prescribed medicine whilst at school, you will need to complete an appropriate form in advance. These forms concerning the administration of prescribed medicines are obtainable from the school office. No child can be given any prescribed medicine without such a form having been completed by the child's parent. Please note that all prescribed medicines must be in their original packaging and contain the child's name and dosage.**

**Children who are asthmatic, should keep their inhalers with them and use them as necessary.**

If your child is taken ill or is injured whilst at school, we will make every effort to contact you so that your child can be taken home to be looked after. Our facilities for caring for children who are ill are very limited. In the case of a serious injury an ambulance may be called or your child may be taken to hospital by a member of staff. Obviously should we deem this action necessary, every effort will be made to contact you.

### **Parental Consultations.**

Parent & Child consultations take place in October with the class teachers. These will highlight the 'Next Steps' for your child and what you can do to help them at home. A review will take place in February. You will receive your child's National Curriculum levels

at the end of each term. Parents are welcome to speak to the class teachers most days at 3.10pm about any concerns. During the Spring Term parents will be invited to attend an Open Evening to see how the teaching of one area of the curriculum is developed throughout the school.

### **Parental Assistance**

We welcome parental assistance in the school as many parents have talents which add to the breadth of the curriculum. If you would like to help in any way, e.g. by helping with art and craft activities, by accompanying the children on outings, by mending and covering books, etc., please do not hesitate to contact us. We do ask that all helpers in school are police checked. Details are available from the school office. All helpers in the school must be police checked through St Mary's school and have their details included in our Central Record of Checks.

### **Charities**

At St Mary's we raise money on a regular basis for a number of charities. Children are asked to contribute at least 10p per week for charity. This money is collected on Monday mornings. We also donate the entire proceeds of the entrance fees of our Christmas concerts to the three charities supported during the year.

### **Parking Outside the School**

Parents are asked not to park their cars outside the school in Chanters Road when they bring their children to school and when they collect them at the end of the day. Please drive into the car park opposite the school and help us to keep the area around the crossing safer for your child. A Concession ticket for use in the car park is available from the School Office for use between 8.45am - 9.15am and 3.00pm-3.30pm and should be displayed in your vehicle. If your child is brought to school and collected by taxi, please ensure that the taxi firm is aware of our request.

### **School Trips**

During the course of an academic year your child will be given the opportunity of participating in day or residential trips. These provide a very valuable contribution to the work of the class, so please make every effort to support them. Trips in school time operate on a voluntary contribution basis. The Governors operate a policy for Charges and Remissions which is available from the School Office.

## Secondary Education

The majority of our pupils transfer to Bideford College at the end of Year 6. There is an established process of transition where the staff of Bideford College and St. Mary's work together to ensure that moving to secondary education is as smooth a process as possible. Details are available nearer the time.

### 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 are not insured for personal accident benefits while on educational premises or taking part in recognised activities outside the school.**

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

### Behaviour of pupils

Our aim at St Mary's is to encourage children positively to take responsibility for their own behaviour. Within the school, pupils are expected to behave in a quiet, orderly and sensible manner at all times, to respect other children's rights to learn and play effectively, to respect others (children and adults) and their property, and to respect the buildings and grounds. Pupils should not do anything to others which they would not wish to have done unto themselves.

Teachers should work towards and encourage a system whereby the highest standards of academic and social achievements are expected of the children, within a framework in which the curriculum and teaching methods are well-matched to the needs of their pupils.

We have five school rules which we expect all children to know and understand. They are:

- ✚ Always allow teachers to teach and children to learn
- ✚ Keep hands, feet and objects to yourself
- ✚ Respect yourself, others and the environment
- ✚ Leave other people's property alone
- ✚ Look after school property

**THE OVERALL AIM OF EVERY CHILD SHOULD BE ALWAYS DO YOUR BEST**

## Sporting and Physical Education Aims

### **At St. Mary's we aim to:**

1. give children the opportunity to take part in a range of sports and sporting activities.
2. provide a wide range of clubs and activities outside of the curriculum, but within the school grounds.
3. make sporting activities available to all children whatever age and ability.
4. develop and update the range of activities within each curriculum programme for each topic across the school..
5. Promote team spirit and fair play throughout the school.

### **We are implementing these aims by:**

- ✚ providing a full range of activities within the curriculum, and providing a daily period of exercise for KS2 pupils before the start of morning school;
- ✚ running a range of sporting clubs that the children are able to attend throughout the year: football, netball, tag rugby, mixed games, dance, gymnastics and rounders;
- ✚ all of our physical education lessons and clubs being available to all children within the school;
- ✚ we are lucky enough to have our own swimming pool that is available during the summer. We also benefit from grant funding from Bideford Bridge Trust which allows many of KS2 pupils 6 x one hour swimming sessions at the Torridge Pool;
- ✚ all children are encouraged to promote team spirit and fair play in physical education lessons and all of our after school sporting clubs. All of the children take part in a key stage sports day at the end of the year, with key stage 2 using the school houses as teams.

(The full Physical Education Policy can be viewed by request at the school office)

## Sex Education Policy

### **St. Mary's Sex Education Policy aims to:**

- ✚ encourage children to have regard to moral considerations and the value of family life
- ✚ prepare children to cope with the physical and emotional challenges of growing up and to give them an elementary understanding of human reproduction.

In both Key Stage 1 and 2 , up to Year 5 the work related to Sex Education is dealt with through the National Curriculum for Science, and through Personal, social and Health Education which is taught in every class.

In Years 5 and 6 the children receive a programme of Sex Education which is delivered by the School Nurse and class teachers. Parents are invited to view the materials before they are used, and have the right to withdraw their children after discussion with the Head teacher. (The full Sex Education Policy is available for inspection in the School Office).

### **School Security**

We take security very seriously and try to provide a safe and secure working environment for both staff and pupils, while at the same time trying to maintain an openness where visitors and parents are welcome. To this end we have a secure boundary fence and main access gate which is locked except for the beginning and end of the day, the door allowing access to the school from the reception area is always locked, visitors have to sign in and wear identification and children have to be signed in and out during the school day. In the past year these measures have not been abused.

(The full Security policy can be viewed by arrangement with the school office.)

### **Complaints Procedure**

The governors have agreed the Devon Model Complaints Procedure. Full details are available from the Head teacher, who will deal with any complaint in the first instance.

This prospectus and Governors' Report should not be considered as a binding agreement. The information contained in it is correct at the date of publication (September 2010) but may be changed in the light of changing circumstance

