



GREENWOOD TREE
ACADEMY TRUST

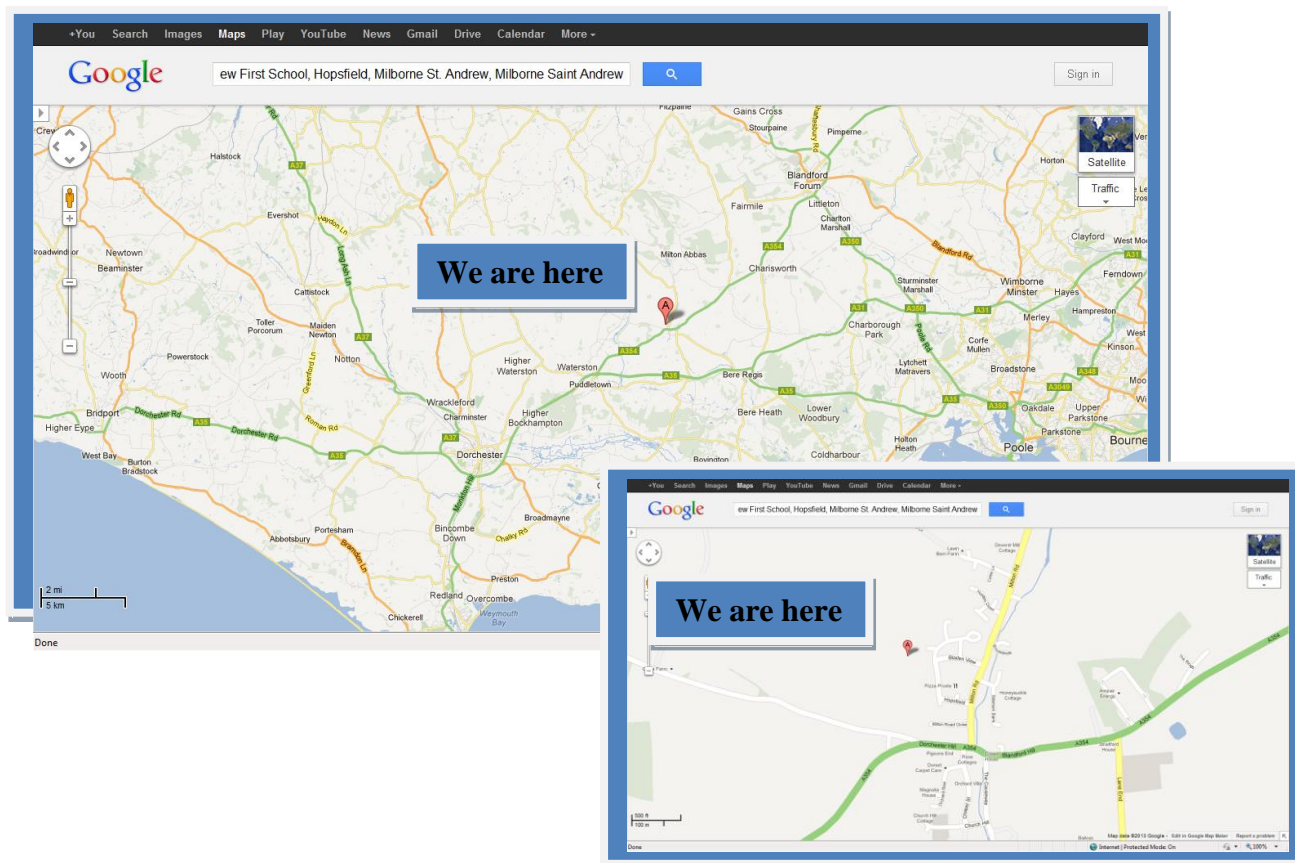
Milborne St Andrew First School Prospectus

Academic Year 2019/20



Where to find us

Milborne St Andrew First School is situated in the village of the same name, mid way between Blandford Forum and Dorchester, in mid Dorset. The school itself is located to the northern part of the village occupying a site bordering fields and accessed via Hopsfield.



Contact details

Address: **Milborne St Andrew First School**
Hopsfield,
Milborne St Andrew,
Blandford Forum,
Dorset
DT11 0JE

Website: **www.milborne.dorset.sch.uk**

Email: **office@milborne.dorset.sch.uk**

Dear Parent / Carer

Welcome to Milborne St Andrew First School. We are very pleased that you are sending, or considering sending your child to our school and we hope that the information given in this prospectus will be helpful in providing you with an insight into issues which we consider to be important. This prospectus will give you lots of information about our school, but you are also very welcome to visit us to look around and ask any questions which are not answered in the prospectus.

The Governors and staff aim to create a caring community where children can flourish in a stimulating environment. The children's academic and personal development is a central part of the school's aims. Children are given opportunities to reflect on and celebrate their achievements in all areas of school life. We have high expectations of all our pupils and we are committed to developing every child to the best of their ability.

Our school is a very secure place to learn, a place where children are encouraged to thrive and develop into young people, in a school community where learning, both academic and personal, will continue regardless of age, ability level, race, gender or physical disability.

I hope you will take time to look through our prospectus. If you have any questions or would like to visit the school please contact the school office and arrange an appointment. Our school website also provides additional information about the school.

Yours sincerely,

Sharon Hunt
Headteacher

David French
Chair of Governors

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A brief history of our school

The original school, an old flint and cob building, was built in 1859 on the site of the old tithe barn and pond in the centre of the village. The first school mistress appointed to the school was Miss Eliza Vivian who was assisted by two teachers. The school grew from these humble beginnings on the same site until 2001, when the school moved to its present purpose built building to the northern side of the village.

Some of the features of the old school were incorporated into the new building. The flint and cob walls are a feature of the new school's facades. The school has also retained its school bell which was originally hung over the old school's entrance. It is thought that the original bell was first removed during the 1914-18 war. The new bell was presented to the school by the Royal Navy from R.M.A.S. *Freshburn*, and was dedicated to those who lost their lives in the Falklands campaign in 1982. Since this time the bell, called the 'Freedom Bell', has traditionally been rung on the last day of term by year 4 children.



Today, the school building is an excellent learning environment and is well kept and decorated throughout. The school has 4 class bases, an ICT room, a set of laptops and iPads with wireless access, a well stocked lending library, a group room, and a well equipped main hall. The classrooms provide a stimulating and attractive learning environment. All are large, light and bright and carpeted throughout. Classrooms are fully equipped with interactive whiteboards and all have their own cloakroom and access to the playground. The school's extensive grounds provide a hard surfaced playground with wide-ranging play equipment, a musical playground, an outside play area for the sole use of our Reception children and a large grassed field to the side of the school, which has extensive habitats for wildlife including a school pond.

Milborne St Andrew First School is the first tier in a three tier school organisation within the Dorchester area. In 2015 the school became part of an academy called The Greenwood Tree Multi-Academy Trust (GTAT). This is made up of four First Schools in the local area and St Mary's Middle School. The school educates children in the 4-9 age range (Reception to Year 4). Most children who attend school come from the local village although approximately 40% of our children travel into school from surrounding small hamlets and villages. The children within the school's catchment area will normally transfer to St. Mary's Middle School, Puddletown, and then on to The Thomas Hardy Upper School in Dorchester. Excellent liaison with St. Mary's and extensive transition activities ensure children make a successful transfer to middle school.



Character and ethos

The Governors and staff of Milborne St Andrew First School aim to provide a caring and friendly community in which children can flourish and where both their educational and their personal development will be promoted.



Our school community prepares pupils to be caring, sensitive and responsible members of the community in which they live, and of any other communities into which they may move. Children are encouraged to develop into confident, capable individuals who enjoy life thoroughly and help others to enjoy it. The school curriculum, which is matched to children's needs and levels of understanding, supports this development, encouraging children to reflect upon their own lives and their friendships and relationships with others.



Central to the ethos of our school is high achievement in all areas of school life. We strive for high standards of academic success and behaviour. All of our staff are committed to creating an atmosphere where children are encouraged to do their best, and to enter wholeheartedly into all that the school has to offer. We reward achievements as well as

celebrating learning behaviours which promote success such as resilience, perseverance, creativity and problem solving.

Milborne St Andrew First School takes pride in its reputation for friendliness and hard work. Children wear the uniform of Milborne St Andrew First School with pride, and try to present themselves smartly, and to be worthy ambassadors of our school community. During the year, there are opportunities to represent our school through various sports teams and events. Children take great pride in being ambassadors for our school.

Safeguarding

Our school's priority is to ensure pupils are safe, healthy, well supported and cared for. The school has a named person with responsibility for Child Protection. This is currently the Headteacher. The school has a governor with responsibility for Safeguarding and this is a permanent agenda item on all Full Governing Body meetings. The Bournemouth, Dorset and Poole Area Child Protection Committee have determined the procedures we follow. If you would like to know more about these procedures please contact the Headteacher or access our website.

Our school follows the 'Safer Recruitment Procedure' and ensures that all staff have a clear DBS certificate.

Rights Respecting Schools (RRS)

The Rights Respecting Schools Award (RRSA) recognises achievement in putting the United Nations Convention on the Rights of the Child at the heart of a school's planning, policies, practice and ethos. Our school is a rights-respecting school and not only teaches about children's rights but also models rights and respect in all its relationships: between adults and pupils, between adults and between pupils.

Our school charter agreed by everyone in school underpins our successful behaviour for learning policy.

Our rights

To learn ...

To be safe ...

To have friends ...

To be listened to ...

To have a nice environment ...

To be trusted ...

Our responsibilities

to do our best

to learn and play safely

to look after each other

to respect others views

to look after everything

to be honest

School Behaviour

Our school has high expectations of behaviour. In promoting good behaviour all members of our school community recognise the importance of setting a good examples and take responsibility for their own behaviour. Our Behaviour for Learning Policy was developed in consultation with all staff and children, and highlights the responsibilities of all members of our school community in creating positive relationships and an ordered, safe and comfortable place to learn. An effective anti-bullying policy is in place and we are proud of our effective communication with parents.

Our Year 4 children take added responsibility in the school. As well as role models for the rest of our children they volunteer to be 'peer mediators'. Following training our peer mediators work with children across the school to resolve low level disputes at playtime and lunchtime and help children understand the views and feelings of others.



All our children join one of our school houses on entering school. Each house elects two house captains. Children earn team points for their house for displaying positive behaviours for learning. The children are encouraged to develop an affiliation with their house and a desire to strive for the success of their teams meet. Teams meet regularly and participate in activities within school to reinforce children's sense of belonging and teamwork.



Children's achievements are celebrated throughout the week. Class based achievements are celebrated at the end of each day and once a week the school takes time to come together as a community and celebrate the achievements of individuals who have demonstrated a notable success or children who have displayed behaviours to enable them to learn successfully. Our children take pride in their own achievements and also celebrate the successes of others.

Policy on Care and Control

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to use positive handling . In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

School Council



Children are elected onto the council by their peers. The school council is a central part of the life of the school and influences many decisions that affect the running of school. For example the school council has been consulted regarding, school behaviour policy, library use and playground games. The school council meets bi-weekly and communicates with the rest of the school through class, and whole school presentations and discussions. The aims of the School Council are:

- To help make school life better for everyone
- To care for everyone in our school
- To give pupils a voice and a way of helping to make decisions in school.

Wear Bright for sight fund raiser: Wear something bright to school



Sport Relief Fundraiser: Stepathon and Hoolathon



The Curriculum

Teachers plan units of work based on the Early Years Foundation Stage for our Reception aged children and National Curriculum Programmes of Study for Years 1 to Years 4. The school prides itself in delivering an exciting and engaging curriculum which challenges and supports all our children whilst responding to their individual needs and interests. Our aim is to enable all children to learn and achieve, promote their spiritual, moral and cultural development and prepare all children for the opportunities and responsibilities of later life. Skills in literacy and numeracy are developed progressively throughout the school as part of a comprehensively planned curriculum.

We believe that the key to children's academic and personal future success is the development of literacy skills. We pride ourselves on providing a rich language environment daily, and high quality phonics within our Reception, Year 1 and 2 classes. As a result our

children make significant early progress in their early literacy skills enabling them to access our rich curriculum effectively.

Throughout the school, teachers take every opportunity to enhance the curriculum through guest speakers, specialist teachers and visitors, who are invited into school to share their special knowledge, expertise and enthusiasm with the children. The school curriculum is well supported through educational visits within the local area and the educational facilities of the excellent museums and exhibits in and around Dorset. Our teachers also take advantage of our extensive outside environment to enhance children's learning. Children in Key Stage Two have the opportunity to participate in a residential trip which not only challenges them with outdoor adventurous activities but also builds their team work and social skills.



Children are offered a wide variety of opportunities to participate in creative activities including Art, Music and Drama and many of these are celebrated through public performance or display.



The school has a number of visiting peripatetic music teachers who lead sessions for individuals and groups of children in a wide range of musical instruments. Children participate in a wide range of sporting activities and have the opportunity to represent the

school frequently in sporting festivals and competitions. In Key Stage 2 all children learn French. Special curriculum weeks are a feature of curriculum planning, and during these the focus is on a particular curriculum subject or a topical theme.



Sex and Relationship Education

Our philosophy is the development of the whole person and specifically to give children a wider understanding of themselves, of personal relationships, social responsibilities and to enable them to make effective and responsible choices in matters of personal behaviour. Our policy is available on our website. Following consultation with the Headteacher, parents have the right to withdraw their children from these sessions.

JIGSAW and Philosophy for Children

These are two schemes that are used across our school to teach children about their emotions and managing these emotions; getting on with others; learning to work as a team; create and manage relationships and deal with changes in life. Philosophy for Children helps them think deeply about key questions in life.



Religious Education

To be able to understand their own beliefs and values, children need to learn about and respond to the beliefs of others. In religious education children learn about the main religions in this country, particularly Christianity. Teachers aim to help children respect the beliefs and practices of others as well as discover more about their own.

Collective Worship

Collective worship is not distinctive of any particular denomination or religious group, but is closely linked to the Christian faith and directly linked to the children's spiritual and moral development. The school has close links with Milborne St Andrew's parish and our local vicar is a regular visitor to school to lead assemblies.



Assessing and reporting progress

Assessment is concerned with collecting information about children's performance to ensure their potential is fully developed. Information is used to measure progress and to set future targets for individuals, groups and year groups.

We encourage parents to have continued dialogue with the school about their child's progress. Formal opportunities to discuss a child's progress take place during the autumn and spring term and a written report is produced at the end of the school year.

Whilst the children are at school they are formally assessed at a number of points and parents are informed of the outcomes by way of the end of year report.



Ongoing 'T' assessments are made in all areas. These are discussed and shared with the Headteacher and Governors to measure progress and outcomes. This ensures that each child accesses support when needed to enable them to achieve their potential.

At the end of the Foundation Stage of learning (end of Reception) children are assessed against the 'Early Learning Goals' which cover a full range of areas of learning. At the end of Year One children take part in a phonics screen and at the end of Key Stage One Assessment Tests take place. More information can be found on the DfE website accessed at:

<http://www.education.gov.uk/schools/teachingandlearning/assessment/>

Home learning

We believe that homework can make an important contribution to pupils' progress and develop an effective partnership between home and school.

The type and amount of homework will alter as the children progress through the school. In the early years in school, homework may be given on an individual basis for a very specific purpose or occasion, as a need is perceived; often there may be no written outcome. In Key Stage One, one of the key purposes is developing a partnership with parents and involving them actively in their children's learning. As children move through the school, teachers may use homework to encourage independent research and imaginative follow up to class

work. A copy of our homework policy is available from school or downloadable from our website.



Provision for children with Special Educational Needs (SEND)

We recognise that some children have Special Educational Needs. These may be physical, emotional, learning or behaviour difficulties. The class teacher has overall responsibility for all children in the class but extra help and support is provided by our SEND leader. Occasionally outside agencies are involved where difficulties are more severe. At all stages parents are involved and encouraged to work closely with the school.

We also recognise that some children have special needs because they are more able. The class teacher has overall responsibility for planning to meet the needs of these children and support is given where necessary.

We are fully committed to the inclusion of all children and will take appropriate measures to admit pupils with disabilities and ensure everyone is treated equally. One member of the Governing Body has responsibility for all special needs in school.

Equal opportunities

Milborne St Andrew First School is committed to promoting understanding of the principles and practices of equality and justice. We aim to equip our children with an awareness of our diverse society and to appreciate the value of difference. This may be considered as gender, beliefs, culture, race, sexuality, disability, and/or ability.

Accessibility

We are very fortunate in that our school is on one level and has ramps where there is a change in height. We have wide doorways and a disabled toilet. We are able to cater for the needs of pupils with a disability. We review the accessibility plan to ensure that we meet the needs of all children attending this school.

Extracurricular activities

The school, parents and private providers operating in association with the school, run an extensive number of activities outside lesson times targeted at different year groups. These include tennis, dance and science clubs. These activities change throughout the year and parents and children are informed of clubs on offer at the beginning of each term.

Wild Art Club:



Construction Club:



Kwick Cricket:



Early years

Children begin school in the September prior to their fifth birthday. Our school encourages parents to admit their children full time in September. We feel that for the vast majority of children this enables children a full and active role in their learning and school life from the start of term.



The majority of our children transfer from 'Ladybirds' pre-school based at Milborne St Andrew village hall. Transition into school is well planned with many events throughout the summer term. Parental feedback is highly positive about their children's induction into school and children settle into their new school environment happily. All admissions into our Reception class are subject to the provisions of the Dorset County Council's Admissions Policy.



The Reception class base offers a full range of provision to deliver the Foundation Stage curriculum and includes a large outside play area specifically for our Reception children. Staff make it an exciting and challenging place to be. There are opportunities for a full range of creative activities and for structured play. Children's needs are assessed carefully so that

appropriate tasks can be designed, and reading and number work are introduced through a variety of activities which involve and interest the children.

Links with home and the community

The school takes an active role in the life of the local community through taking part in local events and supporting local celebrations. We also have a number of visitors from local groups.

The school hall is used extensively by local groups in the evenings providing a valuable resource for the local community.

Milton Abbey School, which is in Milton Abbas give us the opportunity to offer our Year 3 and Year 4 children the chance to learn to swim with fully qualified instructors. They came and pick the children up in their mini bus and bring them back after their lesson.



During the year parents are invited into school to help out with various activities such as the Music Extravaganza; Egg Rolling competition at Easter; phonics and maths lessons in their child's class with the class teacher.



This year our Friends of School team and the Year 4 children have started up a termly 'Maths Café'. Parents and the local community are invited into school for a cup and tea or coffee and a slice or two of cake. This service is run purely by our Year 4's and helps them learn the value of money as well as help them with their mental maths and social skills.

Every couple of years, Milborne hold a 'May Fair' in the school grounds. This is widely publicised within the community as well as with other schools within the DASP group and our Academy. This is a great opportunity for locals to come and support our school.

Linking with Communities

At school we appreciate the nature of the changing global world and the need to ensure children have an awareness of their place in global society.

This year we ran an 'Inspiring Dorset' event. This involved volunteers from all walks of life and careers coming in to our school and answering some Yes/No questions from the children so they could try and guess what they all did for a job. Then they ran some workshops with the children showing the children the type of tools they might use in their



day to day duties or gave them an insight into the type of planning and systems they might use. The children, we hope, were inspired about their future careers.



Parental Involvement

The school appreciates the importance of good relationships with parents, and strives to create a strong working partnership. The school values parents' support with homework activities and maintains a regular dialogue through reading diaries. Teachers are available for informal discussion at the end of the school day and are always willing to make suitable arrangements so that parents may discuss particular concerns. Our website, school diaries, weekly school newsletter, notice board, half termly class newsletter, half termly curriculum newsletters, regular curriculum information sessions for parents, parent consultations and reports keep parents informed of school events and their child's learning.

The school in partnership with parents has written a home school agreement which outlines the school's commitment to effective relationships with parents and clearly states the expectations of school, parents and child that will ensure each child's enjoyment and success at school.

Parents are welcomed into school to help with a wide range of activities, such as reading and creative work. Other parents support the work of the school by volunteering to help on school trips and extra-curricular activities. There are many opportunities for parents to see the work of the school on open days, assemblies and other informal occasions.

Parent Forum

Our Parent Forum is a group of parent representatives who meet once a term to discuss school-related issues. The Parent Forum provides a valuable way to listen to parents' ideas and concerns; seek parent views about strategic planning for our school and helps to make sure the needs of children and their families are met. Meetings are led by the Headteacher, are informal and a genuine opportunity for open discussion.

Friends of School

The school has a thriving Friends of School which organises a variety of social events which provide an opportunity for all parents to meet together and support the work of the school. Funds raised are used to support a wide range of projects to support the work of the school, such as supporting school trips and funding play equipment. The Friends of School provide a regular newsletter and hold meetings which all parents are welcome to attend.

The most popular of these is undoubtedly the Christmas lunch. This is cooked by the parents and served to the Children, Staff, Governors and Volunteers who have helped throughout the school year. This is closely followed by a Christmas Party and a visit from Santa, which the children look forward to.



Charging policy

Children often have the opportunity to go on trips or visitors are invited into school to enhance children's learning. To fund these events school may ask for a voluntary contribution towards the cost of arranging these activities. No child will be excluded from any planned activity through being unable to contribute. However if the school does not raise enough funds to enable the activity to go ahead, then it may be necessary to cancel.



Access to information

Our website holds a number of important school documents which are downloadable. These are also available in our school office. Requests to view documentation as permitted by the 1988 Education Reform Act, should be made via the Headteacher who will make the necessary arrangements. Please note that the Headteacher and Governors are registered under the Data Protection Act.

Dorchester Area Schools Partnership (DASP)

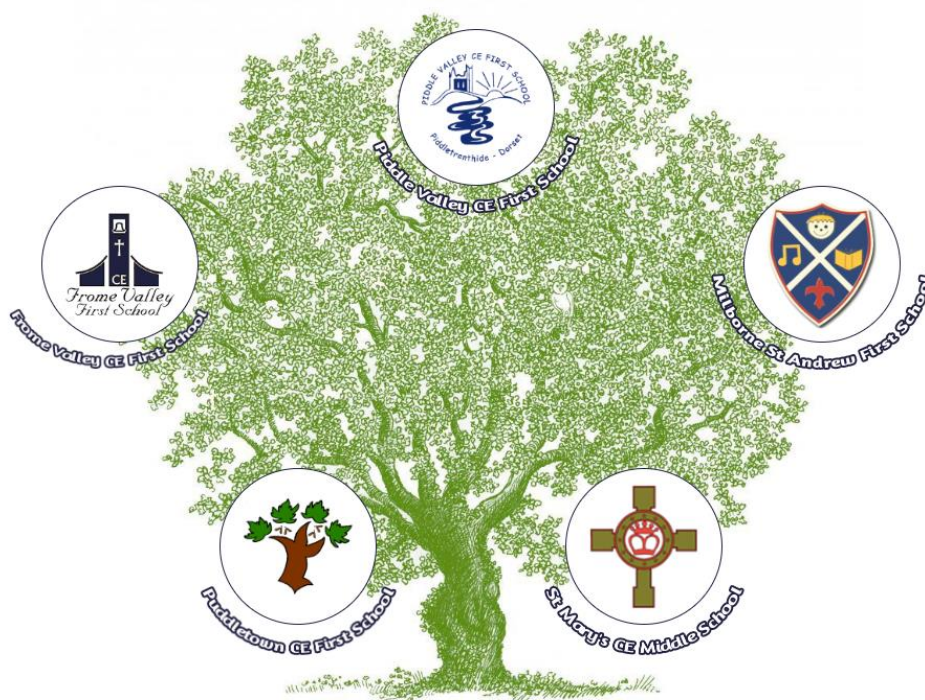
Our school is part of the Dorchester Area Schools Partnership (DASP). This is partnership of 17 schools in the Dorchester area and includes all 13 first schools which feed the 3 middle schools which in turn feed the one upper school. DASP schools work together to ensure all children in the area enjoy an education that is appropriate to their age, needs and ability. All schools are committed to working together to ensure smooth transition between phases and share expertise and resources to enable children to access an enjoyable and engaging curriculum. <https://www.daspltd.com/>



Greenwood Tree Multi-Academy Trust (GTAT)

Milborne St Andrew First School is also, since April 2015, part of an Academy called the 'Greenwood Tree Multi-Academy Trust', otherwise known as GTAT. This is made up of four First Schools (Puddletown First School, Frome Valley First School, Piddle Valley First School and Milborne St Andrew First School) and one Middle School (St Mary's Middle School in Puddletown). <https://www.greenwoodtree.co.uk/web>

We all work closely together to improve the outcomes for all of our children.



School organisation

Our school's admission number is set by the local authority at 23 children. This means the school may admit up to 23 children into any year group. Being a small village school our intake numbers fluctuated from year to a year and as a result the organisation of our classes may change from one year to the next. For example during 2017/2018 we had a Reception class, Year 1, Year 2 and a mixed Year 3/4 class.

The Governors and Headteacher meet to decide on the class organisation of the school based on pupil numbers, the school budget and the needs of groups and individual children. All decisions are made to ensure the best possible context for learning for our children.

Our School Day

Children should be at school in good time for the start of the morning session. The cloakroom doors are opened at 8.45am each morning. There will be a member of staff at the door to take any messages and they are happy to take responsibility for children from this time. All parents / carers must leave the school grounds by 8.55am to ensure a prompt start to the school day. The times of the school sessions are as follows:

Morning Session:	8.55am	-	(12.00pm KS1)12.10pm
Afternoon session	12:50pm	-	3.00pm

The school encourages walking to school and car sharing. When arriving by car parents should ensure that they park responsibly, and should avoid parking on the yellow road markings. Parents may park in the designated bays in the school car park. However parents do so at their own risk. The school takes no responsibility for any damage or loss that may occur whilst using the school car park. There is also a Drop Off zone where children can be dropped and can walk to their classroom. The riding of cycles or scooters in the school grounds is prohibited for safety reasons. However cycle racks are provided for children who wish to cycle to school. There is an unofficial one way system in place around Hopsfield at school drop off and pick up times.

Supervision by staff can only be guaranteed between 8.45pm and 3.00pm. On safety grounds it would be appreciated if children did not arrive at school too early, and were collected promptly at the end of the day.



Attendance

Regular attendance at school is vital if your child is going to get the best from their education. The school is legally obliged to record the reason for any school absences. In view of this it is essential that the school knows the reason for a pupil's absence from any session prior to the day of absence. In the event of sickness the school should always be informed by telephone as soon as possible. If no contact is made by 9.15am, the school will send a text and if not contact received, phone the child's list of contacts to establish a reason for the absence. The school monitors children's attendance closely and contacts parents when attendance levels are low.

The Governing body requests that any family holidays are arranged to coincide with school holidays wherever this is possible. Any request for leave for exceptional circumstances must be applied for in person to the Headteacher.

School Uniform

All items of school uniform should be **clearly labelled** with your child's name. For safety reasons the wearing of jewellery other than watches and ear studs, is not allowed. It is school policy that all children wear school uniform. Items marked * may be purchased direct via My Clothing, Brigade and School Trends websites and can be delivered Free of charge to the School. These items are embroidered with the school's logo. For more information please contact the school or on our website under Key Information for links to the uniform providers.

Girls

- Grey tunic, pleated skirt or pinafore dress
- White blouse or polo shirt.*
- Royal blue sweatshirt/cardigan*
- Royal blue pullover, jersey or cardigan
- Summer dress gingham material - royal blue and white
- Grey / White tights or socks

Boys

- Grey trousers or shorts
- White shirt or polo shirt*
- Royal blue sweatshirt *
- Royal blue pullover or sweater
- Grey or Black socks

Miscellaneous Must Haves

- **Named** water bottle
- **Named** wellies (especially during wet winter months)
- Hat – hot weather
- Weather appropriate coat – especially in cold weather

Shoes: Black or Brown but please ensure they are comfortable and fit correctly. For safety reasons shoes with heels; Boots; trainers and open toe shoes or sandals with open backs are not allowed.

PE Kit

- Royal/Navy Blue shorts (summer) / joggers (winter)
- White t-shirt (logo t-shirt for school events)
- School sweatshirt / cardigan
- Trainers for outside work.

OE Kit: Long-sleeved t-shirt; long trousers/leggings; sturdy outdoor shoes or wellies and weather appropriate waterproof coat and trousers for wet weather.

Extended school provision

Our school breakfast club operates out of the school hall each school day from 7.45am until 8.45am. Breakfast is provided for the children that attend the first session 7.45am -8.15am.

Our after school club operates daily from 3.00am until 5.30pm, where children are engaged in a wide range of activities, e.g. football, art, cooking etc. The club is split into 2 sessions, 3.00pm-4.00pm and 4.00pm-5.30pm providing parents with flexibility. A snack is served to those children attending the second session.

To book a place at our extended school, please refer to our website – under Before and Afterschool Clubs.

You will also need to set-up an account on our School Gateway system. To do this, please download the School Gateway app for free via apple store or google play store. Just search *School Gateway* in your App store and download.

Your login details will be automatically generated using the contact information the School Office already has for you, so please ensure this is correct.

Health and safety

The school has an effective Health and Safety Policy and all school activities are risk assessed and documented. Designated staff are Paediatric and Emergency First-aid trained.

School Security

The school is a working environment which we have tried to make as safe and secure as possible. The school's main playground gates are locked each day at 8.55am and opened again at 3.00pm. All parents / carers bringing children to school must leave the school site via the playground gate by 8.55am each day.

The school grounds are left accessible to parents and children after school until 3.10 (unless they are in use by the after school club). After school and until this time, children of school age are allowed to use the school grounds and fixed play equipment at the discretion of their parent or carer. The school takes no responsibility for any injury that may take place

as a result. Please note, the fixed play equipment is unsuitable for children of pre-school age.

Entry and exit to the school building for all visitors is by the main entrance only. All visitors must report immediately to the school office where they will be asked to sign in, receive a visitor's badge and provided with information regarding the school's safeguarding arrangements. Any child that arrives late to school must also enter the school via the main entrance and report to the school office.

No child should bring toys, games, mobile phones, jewellery or any object of significant value to school as we cannot accept responsibility for these.

Contact details

On the admission form the school asks for certain information and this is updated every year in September. This is for record purposes so that school knows where to contact parents in case of an emergency and also provides the school with information regarding illness, disability or allergy which could affect them in school.

This information is also used to contact parents via eSchools (our school communication system), School Gateway (our school booking and payment system) and our Parents Evening booking system. Therefore it is very important that this information is kept up to date and will be treated in strictest confidence.

Medicines

Occasionally the school is asked to administer medication on behalf of a parent. The school does this at its own discretion and considers each request on an individual basis. All requests must be preferably made in person and accompanied with clear written instructions as to the dosage and time required. Parents are responsible for informing the school if their child has any medical needs. Please see our Medicines in School Policy for more information.

Emergency closures

Whenever possible, any emergency change in the school's normal opening or closing arrangements will be broadcast on the DCC website at <http://mapping.dorsetforyou.com/closedservices/schools>. In addition parents who have an email contact will be notified electronically. No child will be sent home early unless accompanied by his or her parent/guardian or a responsible adult nominated to look after the child in this situation.



School food and drink

The school provides cooked meals with a choice of courses, and vegetarian and other dietary requirements can be accommodated. There is always a choice of menu which provides a healthy balanced diet. Children may also bring packed lunches. All children are offered drinking water or milk with their lunch. **Fizzy drinks, chocolate bars, nuts or sweets may NOT be included in the packed lunch.**

If you wish your child to access school dinners, this is an online process via Local Food Links. Please see <https://www.localfoodlinks.org.uk/> Your child will already be pre-registered and an access letter with instructions and unique code is handed out at the New Parent's meetings, or sent home with the children on their first day. There is an online menu to assist you and your child in choosing their school dinner, but each term a paper copy of the menu's are sent home as this is changed each term.

School milk, drinks and snacks

Milk is currently available free for all children up to and including their 5th birthday and is offered to all children at lunch time. Children are welcome to bring in a piece of fruit for morning break. Pupils are not allowed to bring sweets and chocolate into school.

The school is part of the Government fruit scheme. This provides every child in Key Stage 1 and Reception with a free piece of fruit each day. Children are encouraged to bring a named, full bottle of water (sports top) to school each day. These can be refilled with chilled water when necessary at school. After holiday periods this is may not be available as delivery will not have been received, so it is always worth sending a snack for the first couple of days.