



BISHOPS NYMPTON PRIMARY SCHOOL





Welcome to Bishop's Nympton School!

We are a rural primary school which promotes the development of our children's educational needs in a caring and secure environment. We aim to create an atmosphere in which self-confidence is balanced by respect for each other and the wider community.

Our emphasis is on teaching and learning which takes place in a variety of ways. By providing a stimulating environment, we aim to impart knowledge, teach skills and promote a positive attitude towards learning. Children vary in their abilities and needs. We aim to develop each to his/her potential.

This booklet is intended to be a helpful guide, but we are always happy for you to come and talk to us. For up-to-date information and pictures why not visit our website at www.bishopsnympton-primary.devon.sch.uk

Bishop's Nympton School,
Bishop's Nympton,
South Molton,
Devon.
EX36 4PU
Telephone: 01769 550387

Teaching Staff

Mr. T. Gurney - Headmaster
Miss. S. Chetham
Miss L. Guy
Mrs J. Scandrett
Ms A Hancock
Mrs A. Mulligan

Non-teaching Staff

Classroom Assistants: Mrs. A. Keighley
Mrs. S. Cockram
Ms. P. Alderman
Mrs K. Dart
Mr. G. Scandrett

Federation Business Manager: Mrs. L. Loftus
Administrative Assistant: Mrs. S. Allum

Kitchen Manageress: Mrs. J. Hamilton
Mrs D Tilbury

Midday Supervisors: Mr. R. Holloway
Mrs. S. Cockram

Caretaker/Cleaner-in-Charge:

Governors

Mrs. C. Baughan - Chairman
Mr. R. Thorne - Vice-Chairman
Mr. T. Gurney
Miss. S. Chetham - Teacher-Governor
Mr. C. Glasspool
Mr. J. Selley
Mr. J. Milne
Mrs. S. Partridge
Mr. I. Vigus
Mrs. S. Wilson
Mrs. K. Smith
Mrs. C. Bradley - Clerk to Governors

Area Education Office

D. Blower,
Head of Educational Effectiveness,
Civic Centre,
North Walk,
Barnstaple. EX31 1EG

County Headquarters

Ms.Sue Clarke
Head of Education & Learning
County Hall,
Topsham Road,
Exeter. EX2 4QJ

Educational Welfare Officer

Mrs. Katie Wilson is our Educational Welfare Officer. You may meet him if there are any problems connected with welfare and school transport. She

can always be reached by a message to this School or telephone South Molton Community College on 01769 572129.

Admission to School

The School operates a one-point admission system with children being offered a full-time place from the September following their fourth birthday. Parents may decide they wish their child to start part-time for the first term (or part thereof). In our School part-time is 5 mornings per week.

Parents are most welcome to make an appointment to visit the school and discuss arrangements.

The Local Authority co-ordinates admissions to schools and all parents need to complete a Common Admission Form (CAF) prior to their child being offered a place. This is usually done on-line at www.devon.gov.uk/admissionsonline. Advice can be sought by ringing 0845 155 1019.

Pre-School

The School works closely with the established pre-school which is located behind the school hall and called Bishops Nympton Little Owls Pre-School. Contact 01769 550162 or www.bishopsnymptonlittleowls.org.uk.

Absence and Illness

Good attendance at school is a vital ingredient of educational success. We would like to know - where possible - of your child's non-attendance on the first day of absence.

Please inform the School if your child is likely to be absent for a long period. It is very important that all children bring a note from parents explaining their absence on their return to school. If this is not done, we must mark the registers as "Unauthorised absence".

Holidays

In line with government regulation, there remains very limited scope to authorise absences where they are considered to be unavoidable. In all instances where a child is going to be away from school, permission is sought in advance of the absence.

A full copy of our school attendance policy is available on request.

Insurance

Pupils are insured against injuries caused by building defects, etc., and accidents which occur as a result of negligence by a member of the Authority's teaching or non-teaching staff.

Pupils attending the Authority's schools and colleges are not insured against personal injury or accident 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.

Medication

Should a child require medicine at school this should be administered by the parents. It is not the responsibility of school staff to administer medicines. However, in exceptional circumstances, this may be done at the discretion of the Headteacher, provided that the necessary form is completed by the parents.

School Hours and Supervision

Infants:	09.00 - 12.00 13.15 - 15.30	Juniors:	09.00 - 12.05 13.15 - 15.30
Playtimes:	10.30 - 10.45 14.15 - 14.30		

Supervision of the children is provided for ten minutes before and until ten minutes after each session, although there are teachers on the premises before and after these times.

A member of staff is on duty at lunch and break times, with mealtime assistants employed to look after the children during the lunch break.

Children are supervised to and from the buses.

Bringing Children To and Collecting From School

Younger children should be brought to School and collected by a responsible person. Children should generally not arrive at School before 8.45 a.m., unless prior arrangements have been made with the Headteacher.

After School, pupils in classes R / 1 and 2/3 will be escorted from the premises by staff. Parents/responsible persons should wait to collect them close to the school gate. Staff will endeavour to make sure young children wait with them until they are picked up by the responsible person. If you are unavoidably delayed, we will continue to look after the child(ren), but please notify us if possible.

Outside School is particularly busy at the end of the school day. Please ensure due regard is given to ROAD SAFETY. It is Devon County Council's policy to encourage parents and pupils to **walk to school wherever possible** (for environmental, safety and healthy exercise reasons).

Transport Arrangements

Devon County Council has a policy on the provision of school transport. It provides, for example, for free school transport where a pupil of compulsory school age lives beyond the statutory distance from the school designated by the Local Education Authority that serves the home address. The statutory distance is defined as 2 miles for children up to 8 years of age and 3 miles for those aged 8 and over. To qualify, the statutory distance is measured by using the shortest available route between the home and the school.

There are exceptions to this policy. Some pupils may be given free transport for special reasons when they live within the statutory distance - for example, on medical grounds.

It is a parental responsibility to arrange for children to travel in safety between the home and picking up and setting down points. They are also responsible for their children while they are waiting for transport and when they leave the transport at the end of the day.

Where the Authority is not obliged to provide transport, it is a parental responsibility to make arrangements for and meet the costs of travel between home and school.

Where spare seats on the County Council's school transport vehicles or contractor's vehicles are available, these may be occupied by children not entitled to free school transport on the purchase of a concessionary ticket. Adequate warning will be given to parents should the concession need to be withdrawn.

If parents are unhappy about the way in which the policy has been applied, staff at the Divisional Education Office will be willing to discuss any concerns. An appeal procedure exists.

Further information is available from the Divisional Education Offices. A full policy statement is available from the Divisional Office (0845 1551008).

Information

Dates for the school term and half term breaks are sent to parents in newsletters which give details of coming events.

In addition, the School keeps up-to-date copies of:-

- The National Curriculum Literature
- The Devon Curriculum Statement
- The Procedure for the Consideration of Complaints
- The Policy for Charging for School Activities
- The School Curriculum and other policies
- The most recent OFSTED Report

Parents may have access to this literature by applying to the School Secretary.

School Meals and Snacks

Free school meals are provided for children of parents in receipt of Income Support. An official application form (BR35) must be completed each term, copies of which are obtainable from the School or Area Education Office.

Meals are cooked in the school kitchen. School dinner money is collected on Monday mornings, sealed in an envelope and clearly marked with the child's name. Parents may provide their children with a packed lunch if preferred. Menus are sent out at the end of each term for the forthcoming term.

The School can supply cooled water to drink.

Sweets are not allowed in school, but a snack, e.g. fruit, vegetables or cereal bar, is permitted at the parents' discretion. We are keen to promote healthy eating and have consequently designated Friday's snack as "Fruity Friday".

Dress

The school colours are royal blue with grey or white. There is no compulsory uniform, although a sensible standard of dress is expected. The school sweatshirt is available in a variety of sizes with embroidered initials from Maritime Motifs in South Molton. They can also supply initialled blue shorts and yellow t-shirts for PE.

Make-up and jewellery should NOT be worn in school in the interests of health and safety. Children with pierced ears may wear simple studs or sleepers. Watches may be worn, but must be removed for P.E. Money or other valuable possessions should generally not be brought and responsibility cannot be accepted by staff for such items. It would be appreciated if an old shirt or large apron, could be provided to protect your child's clothing during art and craft activities.

All children will take part in P.E., games and swimming, unless excluded on Doctor's advice. Please would you provide them with shorts, T-shirt, plimsolls and a kit bag for P.E. In addition, junior pupils require kit suitable for outdoor wear for games activities, including those on the field. Football boots (not necessarily new!) are useful for both boys and girls. All equipment and clothing should be clearly marked with the owner's name.

Behaviour and Discipline

We expect children to be well-mannered, to respect each other, the adults they work with, school property and the property of others. Parents will be informed of any persistent, unacceptable behaviour. We have a formal procedure in this event. However, we hope that regular close contact

between home and school means this will be redundant. More detailed policies on discipline and bullying may be obtained from the School.

Organisation of Classes

There are three classes:-

Reception/Infants	5 - 7 years	Reception & Year 1 & Year 2
Lower Juniors	7-8 years	Years 2 and 3
Upper Juniors	9-11 years	Years 4, 5 and 6

Classes are of mixed ability and determined largely on the basis of age. Please note that alterations may be made in order to cater for special individual needs, or to keep class sizes at favourable levels.

Transfer to Secondary School

After the age of 11 children who attend our School normally transfer to South Molton Community College, with whom we have close links.

Charging Policy

The 1988 Education Reform Act clarified the position on charging for school activities. Basically, everyone is entitled to free education. This School, in common with all others, has the right to seek VOLUNTARY CONTRIBUTIONS from parents towards the cost of various activities, such as educational outings, visits and entertainment for children (e.g. visiting theatre groups). No child will be excluded from an activity on the grounds of his/her parents' unwillingness or inability to contribute. However, it must be pointed out, that unless a large proportion of the costs of such activities can be met from parental contributions, many will not be able to take place. More detailed information on this and other issues are available from the Headteacher.

Visits and Outings

We feel it is an important part of their education to take children out of school on occasions. Such visits will usually be in connection with projects being studied.

Children, adequately supervised, may sometimes be taken out of school for a walk in the locality. We ask your permission to do this generally, without notifying you on every occasion. If you do not wish your child to leave the school premises for such walks with out your prior consent, or you require clarification, please contact the Headteacher.

You will be informed of all school outings requiring transport and asked for your consent. (See Charging Policy) The School runs an annual residential experience (Monday-Friday) open to pupils in Years 4, 5 and 6.

Visits to School

Opportunities are provided for parents to visit the school each term. In the Autumn and Summer terms, parents' consultation evenings will be held. Usually there will be other opportunities for you to join us in assemblies or special events. Parents are welcome to visit the School at other times. If you have a particular problem you wish to discuss, please contact the Headteacher to arrange a mutually suitable time.

We are always looking for volunteers to help with school activities. Please let us know if you are willing and able to help in any way.

Parent Teacher Association

All parents of children in this School are automatically members of the P.T.A. A committee is elected at the Annual General Meeting held in September. This organises fund-raising and social events and has substantially aided the School in the purchase of equipment. Please involve yourself as fully as you are able.



THE CURRICULUM

The aim of the School is to extend the children's knowledge and awareness of themselves and the world in which they live; to provide the opportunity to develop new concepts and skills in order to become numerate and literate to help them face with confidence the needs of today and the challenge of tomorrow. We strive to provide a balanced curriculum which will meet the individual needs of the children and also engender a pride and satisfaction in their own achievements.

The National Curriculum is organised as follows:

Three core subjects: English
 Mathematics
 Science

Six Foundation Subjects: History
 Geography
 Technology
 Music
 Art
 Physical Education

Although not a foundation subject, Religious Education is part of the basic curriculum. The School also teaches a modern foreign language (French) to all children.

Schemes of work are followed in all areas and children's progress is carefully monitored throughout.

Children take National tests (SAT's) at the end of Year 2 (Key Stage 1) and Year 6 (Key Stage 2). Written reports will be sent to all parents annually (June) to inform on the children's progress within the National Curriculum.

National Curriculum documents are available for all parents to view at the School.

Reading

We aim to develop a variety of skills which will enable children to become fluent readers through the use of pictorial and textual clues, whole word recognition and phonic skills. The "Jolly Phonics" programme is used with young children. It is important that they should enjoy reading. Each class carries a wide and attractive range of books, both fictional and factual. Whilst a number of reading schemes may be used as appropriate, books are colour-coded in the earlier years to provide a greater choice and variety. Children throughout the School may take home books with the teacher's permission. One of the most important ways in which parents can help their children is to share books with them; read to them, read with them, listen to them and talk

about the story or information with them. The School runs a Book Club and an annual Book Fair.

Writing

The School recognises that writing is most likely to develop when children are interested in writing, have a purpose for writing and an audience for whom they are writing. The writing process may be individual, or shared and may involve drafting and re-drafting, using a variety of writing skills. Formal language rules are taught, including spellings.

Handwriting

The School has a structured handwriting programme which aims to teach a consistent basic style leading to a joined legible script, which will inevitably become a personal one as they develop.

Literacy Hour

Much English, but not all, is taught through the daily Literacy Hour, which provides a national framework for developing skills, knowledge and positive attitudes towards reading and writing.

Mathematics/Numeracy Hour

Our aim is to encourage your child to enjoy mathematics and to become confident in the use of mathematical skills. Investigation and problem-solving are important elements in our mathematics curriculum. Number facts and tables are an essential part of the learning process and parents' help in learning these is welcome. The children study maths for approximately one hour each day in the Numeracy Hour. This includes an important oral/mental session.

Science

The children will learn about living things, materials and their properties, forces and energy. Much practical work is undertaken in Science. Every opportunity is provided to promote skills in observation, testing, interpreting results and communicating them to others.

Information, Communications Technology (ICT)

ICT is an integral part of the curriculum. All classes have regular access to computers to develop pupils' skills in word-processing, data-handling, modelling and art/graphic design. Each class is connected to the Internet and carries a range of CD-Roms.

Much teaching and learning is delivered through the use of interactive whiteboards.

Religious Education

Religious Education is taught throughout the School in line with the Devon Agreed Syllabus. The emphasis is on the Christian religion and moral values, but also includes study of other faiths represented in Britain (e.g. Judaism , Islam and Hinduism). Assemblies are held daily. Parents who wish to withdraw their child from religious education and/or collective worship should see the Headteacher.

Design Technology

Children are taught to plan, design and make a wide variety of things for differing purposes. These may include devising questionnaires, making models or artefacts, cookery and working with textiles.

History and Geography

Our community is an inspiring focal point for much historical and geographical study and is used quite extensively.

They also learn about the wider world, contrasting locations, and significant historical periods (e.g. The Ancient Egyptians, Tudors).

Creative Arts - Music, Art and Craft, Drama

We recognise the important role played by these elements in contributing to a child's development.

In Music, children are taught the rudiments of pitch and rhythm, leading to an appreciation of conventional notation. They are given opportunities to play and compose as well as sing, and also to appreciate a wide variety of music from differing periods and cultures.

Art and craft work is incorporated into much classroom work and includes working with a variety of media and techniques. Observational and presentation skills are developed alongside the appreciation of art.

Physical Education and Sport

A broad programme of activities is provided, centred on gymnastics, dance, games, athletics and swimming.

We have a strong sporting tradition for a school of this size. We aim to encourage fitness, develop skills and enhance the pleasure of taking part in both competitive and non-competitive sports. The School has large field and hard surfaces on which to practice skills and play matches. A variety of games are played by all children in the junior classes. These include football, netball, hockey, rounders and touch-rugby. Teams represent the School,

particularly in football and netball, and we play competitive matches against other schools when we can.

In the summer there is an athletics club in which children are coached to achieve bronze, silver and gold awards in running, jumping and throwing activities. There are also lunch-time clubs for other team games. Swimming takes place during the Spring Term.

Sex Education

Sex Education is taught formally to Year 6 Juniors. This focuses on the changes which occur during puberty as well as outlining human reproduction. The issues are tackled sensitively and set within the context of caring relationships. Aspects of sex education also arise during other project studies of animals and plants. Parents have the right to withdraw their children from formal sex education.

Special Educational Needs Provision

Some children passing through school may have Special Educational Needs. This may be the result of a physical disability (e.g. hearing impairment), emotional/behavioural difficulties or learning difficulties. It is not uncommon for children to have learning difficulties which are sometimes general but sometimes more specific. A register of children having S.E.N. is kept by the Co-ordinator (Mr. Blackmore). Children may be at one of 2 stages: "School Action" where the school uses some differentiated resources/activities to help meet targeted improvements or, "School Action Plus" where, in addition to the above, help is sought from outside agencies, such as the Educational Psychology Service. Parents of pupils at any stage are kept informed of progress and invited to participate in regular review meetings.

In extreme cases, a child may have a Statement of Educational Need drawn up by the Authority which may formally entitle that child to a specific amount of extra support.

Homework

The School has a detailed Homework Policy available upon request. There is both formal (specific set) and informal homework. The latter may include reading, follow-up and on-going activities(e.g. learning tables).

From the earliest days in the Infants, children are encouraged to take home books to share with parents. These may be supported by worksheets and word lists to learn to read and spell.

Maths and "find-out" tasks are also set from time to time.

The amount of homework increases throughout Key Stage 2 and incorporates a variety of tasks, particularly in English and Maths.

We hope that parents will support their children with homework throughout their school life and remember the importance of regular reading and discussion.

Complaints

A complaints procedure is available in school for parents who feel that their child is not receiving his/her entitlement under the National Curriculum. Any complaint should be taken up in the first instance with the Headteacher.

Clubs

The staff run a variety of clubs and lunch-time and after-school activities to enable children to exercise and improve particular interests. These may vary from time to time, but usually include music, games and art or craft.

Assessment

During your child's first year in full-time education, he/she will be assessed in a variety of areas using a nationally approved scheme. This is to help establish their capabilities so we can better meet their needs.

The pupils are formally tested with National SAT's (Standard Attainment Tests) in May when they are in Yr. 2 and Yr. 6. Tests are in Maths and English, also Science for Yr. 6. Individual results will be contained in the pupil's Annual Report and can be discussed at Parent Evenings. We also use "Optional Tests" towards the end of each of the intervening years to help us monitor progress. Test results help define the level a child has attained in the National Curriculum. At the end of Yr. 2, the broad average is Level 2 and in Yr. 6 it is Level 4. The majority of pupils should attain these levels, but often some will be lower and some higher.

Results are also aggregated and published, both at the end of this booklet and also for Yr. 6 locally/nationally where over ten pupils take them. Please note that statistics must be treated with great caution when only a small number of children are involved.

Teacher Assessment

Teacher assessments are formally reported with SAT's levels in Yr. 2 and Yr. 6 and offer a more rounded view of the level which the teacher assesses the pupil to have reached. Naturally, pupils' progress is regularly assessed as part of an on-going process and will be communicated to you by report and consultations.

HOW YOU CAN HELP YOUR CHILD

You as parents are the child's first teacher.

We therefore believe that education is very much a partnership between children, parents and teachers.

When your child starts school, the teacher will build on existing experiences and provide new opportunities to develop and extend them

Ways you as parents may help

When your child starts school it would be helpful if he/she could:

- Go to the toilet unaided
- Wash and dry his/her hands
- Dress and undress
- Use a handkerchief or a tissue
- Use a knife and fork
- Tidy up after him/herself
- Listen to stories
- Concentrate on picture/story books
- Talk fairly clearly
- Know some nursery rhymes
- Recognise colours and simple shapes, e.g. circle, square
- Use and hold correctly pencils and crayons
- Use scissors

Do not worry if your child cannot do some of these; help will be given in school.



TERM DATES

Autumn Term 2013

Monday, 9th September - Friday, 20th December 2013 (inclusive)

Half-term - Monday, 28th October - Friday, 1st November 2013
(inclusive)

Spring Term 2014

Tuesday, 7th January - Friday 4th April, 2014 (inclusive)

Half-term - Monday, 17th February - Friday 21st February, 2014
(inclusive)

Summer Term 2014

Wednesday 23rd April - Thursday, 24th July, 2014 (inclusive)

Half-term - Monday, 26th May - Friday, 30th May, 2014 (inclusive)