

# Prospectus

## ***This is what Doddiscombsleigh Community School Wants to be***

A centre of excellence in education

A community in which all members work in partnership

A community where everyone is valued and respected and has the confidence to achieve their best

## ***These are our aims***

- To develop self-awareness , a positive self- image and the confidence to take advantage of opportunities
- To develop each child's own initiative, talents and personalities
- To help children develop lively and enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical skills
- To support and promote attitudes, practices and understanding conducive to good health
- To help children acquire knowledge and skills relevant to adult life and employment in a fast changing world
- To help children use language and number efficiently
- To help children develop a respect for religious and moral values, other races, religions and ways of life
- To consolidate the importance of the school in the life of Doddiscombsleigh and for the community to be actively involved in the activities and development of the school
- To establish the importance of positive, active citizenship and provide the motivation to join in
- To help the children understand the world in which they live and the interdependence of individuals, groups and nations
- To help children recognise and appreciate human achievements and aspirations
- To help children develop appropriate relationships with other children and adults in both the school and wider world

## ***Pre-School group***

A few years ago the governors of the school felt there was a need in the Teign Valley area for quality pre-school provision. They set up the Doddiscombsleigh Pre-School group. The group has been very successful and many children from outside the area have transferred directly into the school as a result of their happy time at the Pre-School. Details of the times and cost of the group are available from Mrs Lancaster, the school administrator. Mrs Viv Lygo runs the Pre-School at present and will be delighted to offer prospective parents a visit by prior arrangement.

Because Pre-School and the school are linked so strongly, the children start school with much more confidence. They know the building, the teachers and the routines, so that starting school is less daunting. Ms Tong works closely with Pre-School in planning the curriculum and in sharing events and activities.

## ***Preparing for School***

Before starting school, children can meet staff and other pupils within the school environment. Ms Tong involves the new children in a thorough and enjoyable induction programme. This includes visits into school and visits in the home from Ms Tong. The school uses baseline assessment information which is collected by observation to inform the report to parents at the end of the child's first year, before they go into class1, KS1. This gives us a good understanding of the child's learning needs as he or she begins school. In the term prior to entry, the children are invited to come to school on certain mornings and to share a school lunch so that they are familiar and comfortable with the routines and people before they start.

## ***Part of the Community***

We have strong links with the community and indeed the children are taking part in the ongoing Village Appraisal. They have written to members of parliament and are encouraged to become citizens of this community, thinking of others as well as themselves. The Nobody Inn shared their vegetable garden with us so that we could grow our own vegetables. Mums and dads help us to run clubs such as Nature Club,

and Art Club.

We have a school council in which children can learn to represent others and take their ideas and difficulties to adults both in the school and the local community.

### **Part of the family**

We believe that if parents and teachers work in partnership, the children will truly be able to grow in confidence and we will all be able to ensure the best for their education. We encourage an 'open-door' policy where we hope that parents will feel happy to approach teachers with any problem no matter how big or small. Information about the children and their learning should flow both ways in and out of school. We hold parents' evenings, for consultation and to discuss individual children's progress and achievements, but we also hold informational meetings to help parents understand the way that the school operates and update them on governmental changes to curriculum or teaching methods.

### **Working with "Friends"**

We have an excellent and supportive Parents, Teachers and Friends Association called "The Friends". All those involved work hard to support and raise funds for the needs of the school. Many parents and governors help in school by hearing reading, or helping with subjects in which they have particular skills or knowledge. We always value their contribution of commitment, time and effort.

### **Part of the Teign Valley Schools Group**

The school shares many activities with other schools in the Teign Valley Academic Council, from a concert with Teign School, to sporting fixtures with Christow, Chudleigh Knighton, Dunsford or Hennock. At the age of eleven your child will transfer to secondary education. Doddiscombsleigh is a feeder school for Teign School, Kingsteignton, though some do transfer to other schools. Teign School is aware of the demand for information and provides excellent induction procedures for prospective pupils with both information and opportunities to 'taste' activities at the school. The head at Teign offers each new pupil a personal tour of the school, with time for parents to talk to staff.

### **Admission Criteria**

These Criteria are applied only if there is a shortage of spaces

Priority

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

Notes

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). In the case of children below statutory school age, priority will be determined by date of birth (i.e. the earlier the date the higher the priority)

- Priority will 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 SEN Support Centre at the school in question.
- The admission arrangements may be modified to meet the particular requirements of a trust deed.

### **School Hours**

Morning

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KS1: 9.00 a.m. - 12.15 p.m.

KS2: 9.00 a.m. - 12.30 p.m.

Playtime

10.30 a.m. - 10.45 a.m.

Afternoon Hours

1.25 - 3.30

### **Holiday Arrangements**

Leave of absence for annual holidays is governed by the Education Regulations 1981 which states that:

1. A parent or guardian may make an application to the school requesting leave of absence for a pupil during term time, to enable him or her to take part in a family holiday.
2. Except in exceptional circumstances, a pupil shall not be granted more than two weeks leave of absence in any year.

Parents should make early applications for leave of absence during term time, to the Headteacher. The school generally does not encourage parents to take children out of school during term time.

### **Holiday Dates**

School Term Dates.....

### **Special Educational Needs**

Children's learning difficulties may stem from physical and sensory disabilities or behavioural and medical problems, or reading and communication difficulties.

Children who are experiencing difficulties in an area of the curriculum are quickly identified and given as much support as possible. Parents of such children will be kept up to date with the efforts being made by the school and the child. They will be involved in discussion of progress on a regular basis.

The Special Needs Co-ordinator has responsibility for special educational needs throughout the school. She works closely with the class teachers within the Code of Practice and where necessary, with outside agencies such as County Special Educational Needs Team, Educational Psychologists and Social Services. Children who require extra support are usually given that support within class, but may work in groups or individually to programmes designed for them, such as the Additional Literacy Support Programme and Early Literacy Support Programme suggested by the Government.

The school is also aware of the needs of very able children and every effort is made to extend them by offering appropriately demanding and challenging work in the context of the classroom and also, on occasion, by withdrawal on an individual or small group basis.

### **Homework**

As children progress through the school they are given tasks to complete or do at home. These tasks support work being done in the classroom through preparation, follow up or research.

KS1 children are required to read on a regular basis and perhaps to learn words and spellings.

KS2 children are required to learn tables, spellings and other work in English and Maths in addition to reading and another subject, increasing in expected time length and challenge as they progress to the top of KS2.

### **Visits**

During the course of the year class teachers may arrange educational visits, which are designed to enhance the classroom work and give greater impact or significance to studies in progress. Each Year children are offered a residential visit for a week. This experience gives them a wonderful opportunity to extend their learning. We have visited Beam House at Torrington, a PGL adventure centre, and Pixies' Holt on Dartmoor. We have not yet made our plans for 2006! We ask parents to give an annual consent for children to be taken out into the immediate locality at unspecified times during the year.

### **School Meals**

Nutritious 'Fresh start' dinners are available daily. These meals are brought into school from a central kitchen at Dunsford. Dinner money should be paid on a weekly basis on a Monday. Current prices are available from Mrs Lancaster in the school office on request. If you wish you may provide your child with a packed lunch.

### **School Uniform**

Our school uniform is bright and cheerful and helps to create our identity as a school. It consists of:

Red sweatshirt with school logo

White polo shirt

Grey trousers or skirt

Girls may wear trousers.

There is a suggested PE kit of red polo shirt and black shorts

Details of local suppliers and prices are available from the school office.

### Newsletter

The newsletter is the main channel of communication between school and parents and is produced once a fortnight. It contains information about arrangements and events that affect you or your child. The newsletter is usually sent with the oldest child in each family. Please check your child's bag, as newsletters have been known to hide at the bottom!

### What can parents do if there is something wrong?

If parents have a complaint, we hope that it can be resolved as amicably and quickly as possible. Please approach the class teacher or the Headteacher in the first instance in the hope that we can settle the problem at this informal level.

A quick phone call during the day will allow us to make arrangements to see you in private and give your complaint our full consideration.

We would ask that you do not approach staff while they have a class responsibility as this can be very disruptive for classroom organisation and it does not allow teachers to give you and the problem their full attention.

If you are not satisfied that your complaint has been dealt with to your satisfaction by this informal method, there is an agreed Complaints Procedure that should be followed. Parents should submit their complaint, in writing, to the Clerk to the Governors who will acknowledge receipt of it and inform the Local Education Authority (LEA) that a complaint has been received.

If the Governing Body cannot resolve the matter the complaint can be referred in writing to the LEA, which will arrange for an investigation to take place.

We really do hope that all problems can be dealt with and resolved between us at school level. Please contact us immediately if you have any concerns.

### A Healthy School

We are most concerned that our children should be healthy and fit, as well as academically skilled. To this end we have been working towards the Healthy Schools Award, and have gained the certificate and right to bear the Healthy Schools Logo in the areas of Citizenship, Sex Education and Health and Safety. We are encouraging fitness by allocating 20 minutes per morning to exercise and physical activity designed to raise the heart rate, and have designated Friday as Fruit Day. Children are asked to bring only fruit for a snack that day! KS1 children are provided with a free fruit or vegetable snack every afternoon.