



Heatherley Primary School

Prospectus 2020-2021



Headteacher: Mrs S James

Address:

Heatherley Primary School, Heatherley Drive, Forest Town,
Mansfield, Nottinghamshire. NG19 0PY

Telephone:

(01623) 420244

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office@heatherley.notts.sch.uk

Website:

www.heatherley.notts.sch.uk





Welcome to our School

Thank you for your interest in attending Heatherley Primary School. I would like to welcome you to our school by giving you a brief insight into the workings of the school.

This brochure aims to give you the information we feel you will need to know about life at the school, whether your child is already in a school or whether you are still deciding on your choice of school.

Here at Heatherley, we passionately believe that all children, whatever their individual circumstance, should feel secure, valued and challenged in all aspects of their school life by being at the centre of every decision we make. We strive to enable our children to leave Heatherley as skilled and well-rounded individuals, who consistently make the right choices and are successfully prepared to make a positive contribution to society.

Our Values and Ethos

At Heatherley Primary, we believe that through the provision of outstanding teaching, we inspire children to love learning by providing opportunity and challenge to allow our children to aspire to succeed.

We are proud to engage with all school stakeholders and aim to provide a broad and balanced educational curriculum and environment that encourages high expectations and the belief that we can all work together to be the very best we can be.

We strive to promote a culture of mutual respect and tolerance to one another through honest communication and transparently motivating community contributions.

Most importantly, our children remain at the centre of all we do. We nurture their safe and happy development; celebrate achievements of all kinds; and embrace pride and commitment to provide opportunities for all.

If having read the brochure you would like more information or would like to talk to us personally, please get in touch. New parents are always welcome to visit to see the school's facilities and the children at work and play. Please telephone a member of our office team to make an appointment to be shown around. Alternatively, explore our website, especially the class pages to find out what the children have been busy doing.

I look forward to meeting you.

Yours sincerely,

Sarah James
(Head teacher)

Meet Our Team

Mrs S James	Headteacher (currently on maternity leave)
Mr L Harrison	Acting Headteacher
Miss C Wilson	Assistant Headteacher
Miss J Swinscoe	Assistant Headteacher
Mrs S Brocklehurst	Assistant Headteacher

Mr T Herring	Year 5 & 6 Teacher
Mr M Walker	Year 5 & 6 Teacher
Miss P Wilson	Year 5 & 6 Teacher
Miss C Wilson / Mrs S Brocklehurst	Year 3 & 4 Teacher
Mrs J Hague	Year 3 & 4 Teacher
Miss B Backhouse	Year 3 & 4 Teacher
Miss T Ainsworth	Year 2 Teacher
Miss J Lee	Year 1 & 2 Teacher
Miss R Hooper	Year 1 Teacher
Miss J Swinscoe	EYFS Leader
Miss G Unwin	EYFS Teacher
Miss S Achillea	EYFS Teacher
Miss A Lindley, Mrs A Rickard, Miss H Wells are all on maternity leave.	

Mrs J Woodhouse	Year 5 & 6 Teaching Assistant
Miss C Rick	Year 5 & 6 Teaching Assistant
Mrs S Robinson	Year 3 & 4 Teaching Assistant
Mrs D Moore	Year 3 & 4 Teaching Assistant
Mrs V Barton	Year 3 & 4 Teaching Assistant
Mrs E Unwin	Year 3 & 4 Teaching Assistant
Mrs J Rouse	Year 1 & 2 Teaching Assistant
Mrs T Plastow	Year 1 & 2 Teaching Assistant
Mrs E Robinson	Year 1 & 2 Teaching Assistant
Mrs M Chambers	EYFS Teaching Assistant
Mrs L Nussey	EYFS Teaching Assistant
Mrs S Morgan	Teaching Assistant & Speech and Language Lead

Mrs T Smith	School Business Manager
Mrs D Stainton	Admin Assistant
Mrs H Morris	Admin Assistant

Mr S Bray	Site Manager
Miss R Ellis	Cleaner

Midday Supervisors:

Miss S Wood, Mrs K Spencer, Mrs K Poole, Mrs J Gillott, Miss R Ellis, Miss S Salt, Mrs K Clapperton, Mrs J Dooley, Mrs L Sargent, Miss D White

Our Governing Body

Headteacher: Mrs S James
Heatherley Primary School
Heatherley Drive
Forest Town
Mansfield
Nottinghamshire NG19 0PY

Chair of Governors: Mr P Collins
Heatherley Primary School
Heatherley Drive
Forest Town
Mansfield
Nottinghamshire NG19 0PY

Clerk to the Governors: Meadow House
Littleworth
Mansfield
Nottinghamshire NG18 2TA

Members of the Governing Body

Name	Representing
Mr P Collins (Chair)	Co-opted
Mr C Burgess	Co-opted
Mr M Castledine	Co-opted
Mr P Croucher	Co-opted
Mr R Lyons	LA
Mrs C Ripley	Parent
Mrs K Bowell	Parent
Mr L Harrison	Staff Representative
Miss J Swinscoe	Co-opted
Mrs S James	Headteacher

School Accommodation and Grounds

Heatherley Primary School is a popular Nottinghamshire County Primary Community School for pupils aged 3 to 11 years old. It is a modern school set in pleasant grounds, near the town of Mansfield and enjoys a good reputation in the local authority.

It is built on a quiet, pleasant site and serves local residential housing estates. We attract children from out of catchment, with current numbers on roll around 330 and increasing.

The school was last inspected in October 2017 and judged to be good in all aspects.

Currently there are twelve teachers to teach our six Key stage 2 classes, three Key stage 1 classes and a Foundation unit for part-time 3 year olds and full-time children. Other staff includes the Headteacher, Deputy Headteacher, SENCO, additional staff to cover school development/NQT cover and PPA arrangements, Part-time Business Manager, two Part-time Clerical Assistants, Site Manager, twelve Classroom Teaching Assistants, nine Midday Supervisors and many parent helpers.

School Gates/Security

Please note that the school gates are closed and locked at all times for security reasons. An intercom system is in place.

Car Parking

Parents are advised to walk to school whenever possible but if you do need to drive please try and park at ASDA and walk to school via the pedestrian crossing, turn left towards the field to take the shortcut to school.

Please do not drive your car onto the school premises except in cases of emergency. Great care needs to be taken on and around Heatherley Drive as it becomes very busy during school drop off and pick up times and we are keen to remain considerate to local residents.

Admissions to school

Applications for primary school places (full time reception year/Foundation 2) can be made between November 2020 and January 2021 for those children:

- Who are 5 years old between 1 September 2021 and 31 August 2022

You must apply for a school place through Nottinghamshire County Council, not through the school and the best way to apply is online at www.nottinghamshire.gov.uk. If you cannot apply online, you can contact the school admissions team on 0300 500 8080 for help with making an application. For further information please refer to Nottinghamshire's Admissions to schools: guide for parents.

In the event of over-subscription, the following standard criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have either: an education, health and care plan or statement of special educational needs which names the school:

1. Children who are looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications and have a brother or sister attending the school.
3. Other children who live in the catchment children
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Other children.

Admission to school at all other times

Applications for school places at all other times known as in-year applications are dealt with differently. Please contact the school admissions team on 0300 500 8080 if you are moving into the school catchment area.

Heatherley Foundation Stage Unit (Full time and Part time Nursery)

The Governors are very pleased to inform parents and carers that we are now able to admit younger pupils into our Foundation Stage unit on a full or part-time basis. Children are able to attend the term following their third birthday, providing we are not full and staffing remains in line with the Local Authority ratios.

We see this as an exciting time at Heatherley, as we truly believe this will give your children the best possible opportunity to settle into life at Heatherley Primary, prior to entering full-time education.

Our part-time and full-time children work together in one unit called the Foundation Stage. This is staffed with three teachers and three teaching assistants, forming four key worker groups. Part-time children are called Foundation 1 (F1) and full-time children are called Foundation 2 (F2).

All schools and early years' settings are required to provide an appropriate education working towards "Early Learning Goals" to be attained by the end of the Foundation Stage.

From September 2018 we also started to offer 30 hours free childcare. Further information can be obtained from our school office if this is of interest to you.

Admission to Nursery

Please contact the school on 01623 420244 to register your child and your details as soon as possible, so that we can send out information to invite you and your child into school for visits prior to admission.

In the event of **over subscription**, admission to nursery follows the same criteria as admission to full-time school, as above.

As with all schools, admission arrangements for main school are dealt with separately by the Local Authority and admission to our Nursery class does not guarantee entry into main school.

Birth Certificates

We will need to see your child's Birth Certificate when they are admitted into school/pre-school.

The School Day – Current Timetable

Children should begin to arrive at school at 8.40 a.m. ready to start at 8.50 a.m. It is advised that parents supervise their children to and from school. Facilities and supervision are not provided at the school before 8.40 a.m. unless attending breakfast club.

Breakfast Club is currently open from 7.45 a.m. Monday to Friday for full-time pupils only. It is advisable to book a place as a regular user, though other arrangements can be accommodated, upon request, providing we are not full.

After School Club runs 3.30 to 5.30 pm Monday to Friday for full-time pupils only. We ask parents to sign a contract before attending and book a place in advance wherever possible. Please enquire at the school office.

School Attendance

A child's regular and prompt attendance at school is the responsibility of the parents, as well as the school and the Local Education Authority. We should all work together to make sure that there are no unnecessary absences or unauthorised absences. A table of authorised and unauthorised absences is included in the Appendix.

School must be notified as soon as possible by parents/carers concerning their child's absence, preferably by phoning the school on the 1st day of absence and leaving a message on our dedicated answer phone. A follow-up letter must be sent upon return to school.

School will follow up persistent absence and refer to support services should any child's attendance be of concern.

A list of school holiday dates is available to view on the calendar page of our website as well as on the Nottinghamshire County Council website. The Governing Body would like to advise you of changes to the Law around applications for authorised absences, which came into effect from 1st September 2013. The amendments to the 2006 regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The regulations also remove references to authorised absences for family holidays along with the removal of the 10-day threshold. Parents are advised that applications for authorised leave due to parental annual leave patterns in their employment are not considered to be “exceptional circumstances”.

To this end, the Governing Body will be supporting the Headteacher in implementing the new regulations. If you do decide to apply for an authorised absence and it is not deemed to be “exceptional” it will not be approved. If you decide to take the period of absence, which has not been approved, it will be classed as an “Un-authorised Absence”.

The schools target for annual attendance is 97%.

Home/School Partnership

School is an important part of our children’s lives, so it is vital that a genuine partnership between parents, children and teachers is formed. You are welcome to visit school, come along to social events and we encourage you to support your child’s education at home.

Learning Review Days are held in the autumn and spring terms followed by an open day during the summer term where you get the opportunity to talk to your child’s teacher about their progress. Other Meetings and workshops for parents are also held periodically throughout the year.

You are always welcome to come into school to discuss your child’s progress or to exchange important pieces of information with the class teacher at either end of the school day. It might be better to make an appointment if you want a long talk.

Shortly before the Learning Review Days, you will receive an annual written report informing you of your child’s progress. As in all schools, it is expected that parents support the work of the school for the benefit of all stakeholders and the wider community. Schools have worked together to formulate Home school agreements and local area conducts and charters which can be found in the appendices.

Parent/grandparent helpers are always welcome in school. There are a thousand and one ways in which you may be able to help. Please let us know if you are interested in helping with any of the following – baking, playing board games, sewing, artwork, reading stories, covering books, gardening, etc. Alternatively, you may have a special skill or talent yourself – please let us know. All of our regular volunteers will be DBS checked in line with current safeguarding procedures.

The Curriculum at Heatherley Primary School

At Heatherley Primary School, we aim to offer a creative curriculum which is relevant and focuses on the needs of our pupils. Our curriculum ensures that our pupils are prepared to meet the challenges of the 21st century and maximises their full potential.

At Heatherley Primary School, our curriculum has been developed taking into account the legal requirements of the Early Years Foundation Curriculum and the New Primary Curriculum, along with key principles.

These principles are:

1. Provide a classroom environment that allows all groups of children to succeed
2. Ensure that all pupils understand the learning objectives and the links to previous learning
3. Ensure that all pupils are willing and able to participate
4. Review, identify and celebrate learning throughout the lesson, to ensure that progress and success is recognised
5. Integrate basic and key skills

Across the school, English and Mathematics are taught as discrete subjects. Our pupils are given the opportunity to apply skills taught in these subjects across other areas of the curriculum, for example writing a historical report and producing graphs in science.

At the core of our English and Mathematics lessons are the key skills needed to operate in today's society. For example in English, spelling and grammar skills and in Maths, being able to carry out mental calculation.

Science is also taught as a discrete subject. Staff use learning challenges, usually based around a question, to develop pupil's scientific knowledge and understanding. Each of the learning challenges focuses on a different aspect of science, as well as incorporating elements of working scientifically.

History and Geography are taught within paired year groups through topics that where possible incorporate art and design and technology. The topics are planned in-line with the programme of study for the National Curriculum.

These topics are designed to develop an enquiring mind, thinking skills and encourage independent learning.

The skills involved in computer science, such as programming, are at the core of the new computing curriculum. Once these skills are taught, our pupils are given opportunities to apply them.

All aspects of PE are covered throughout the year. Each lesson is planned to maximise our active pupils. All year 3 and 4 pupils have swimming as part of their PE curriculum. Children in years 3 to 6 take part in the annual swimming gala.

RE is taught in line with the Notts Agreed Syllabus and takes into consideration the multicultural society in which we live. All our RE work enhances an understanding of different religious beliefs, customs and ensures pupils respect religious differences.

The statutory requirements are just one aspect of our curriculum. We recognise the importance in shaping children's long term life-style and therefore see citizenship and PSHE as essential elements to our school curriculum.

These elements are covered through:

1. The use of SEAL (social, emotional aspects of learning) themes
2. Year 6 participating in the DARE programme
3. Anti-bullying week / cyber bullying, e-safety
4. Incorporating current issues into lessons/themes
5. Participating in inter-school activities, for example; football, swimming
6. Residential visits for years 3-6
7. Extra-curricular clubs
8. Using and supporting our community, for example St Albans church, Mansfield museum

Sex and Relationship Education is taught in accordance with guidelines issued by Nottinghamshire Education Authority and approved by the Governing Body. It is taught in the context of Health Education and Science in the National Curriculum.

Foundation Stage Curriculum

Our pre-school and reception classes follow the Foundation Stage Curriculum covering varied areas of learning within the nationally established Early Learning goals, these are:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

School Visits and other opportunities are undertaken to enhance many different areas of the curriculum and to give children the chance to learn in different settings and in a variety of ways. Parents are asked to make contributions to the cost of these visits but no child is prevented from going through financial hardship. (Evidence of income support etc. would be required). Annual residential trips are arranged for children in Years 3, 4, 5 & 6 whenever possible. Money raised through fundraising is used to subsidise the cost of transport for these visits. The school's charging and remissions policy is listed in the Appendices at the end of this brochure.

Special Educational Needs Policy

We have a detailed policy for meeting the needs of pupils with special educational needs. This is in line with the local Authority agreements and the Local Offer.

Detailed information is available by clicking on the S.E.N.D. link on the school website.

Should your child have any additional needs, please contact the school to arrange an appointment with the school SENCO or Headteacher.

Gifted and Talented Children

Children who are gifted are those with academic ability which places them significantly above the average for their year group and nationally. These children are identified in school in a variety of ways as they go through the school and as a parent, you would be made aware of your child's abilities, through discussions with the class teacher. We do not 'label' children or use the terminology in class.

The Governors ensure that staff make provision for our most able pupils through the daily curriculum. Should we have a child in school working at exceptionally high levels, advice or further support would be sought from the feeder secondary school.

Talented children are those whose abilities in art, music, drama, dance or sports are significantly above average. Children are identified through the curriculum but we may not see the extent of children's talents in school compared to the outside activities children attend, e.g. dancing classes, swimming, gymnastics, football and music clubs. We ask parents to make us aware of any talent that you feel your child has so that we can utilise this within their learning and teaching opportunities.

Sport in School/Other Clubs

At Heatherley Primary School we believe in giving all children the opportunity to participate in a wide variety of sporting activities, at the appropriate level for their age and abilities. We take advantage of as many professional coaching opportunities available which may take place during P.E. sessions or after school.

Many extra-curricular activities take place in school throughout the year and are run by either specifically employed staff or school staff. Other extra-curricular activities depend upon the talents and skills of current staff who volunteer their time.

Children are encouraged to attend regularly and places will be offered to other children waiting to join an activity if this is a concern.

Some after school activities are chargeable and subsidised by school funding.

School Discipline, Behaviour in School and Anti-Bullying

We have very clear Behaviour and Anti-Bullying policies in school with firm guidelines and sanctions. We encourage self-reliance, resilience, respect for the rights of and property of others and understanding of those less fortunate than ourselves. Should any child's behaviour disrupt the learning of other children, parents will be asked to come to school to discuss the problem in order to achieve a helpful solution. If any child damages school property, parents would be asked for recompense.

We do not tolerate bullying and unkindness to others under any circumstances. At Heatherley we believe that a child who has positive interactions with those around them, leading to positive self-esteem and who has an age appropriate developing sense of right and wrong rarely exhibits behavioural problems or emotional distress.

We want children to be happy and interested in their learning and to be able to enjoy school life to the full. As such, a fundamental school aim is to develop a positive school ethos of mutual respect whereby children are presented with opportunities to develop positive attitudes fostering positive self-esteem, confidence and emotional well-being.

All staff encourage all children to be caring, considerate and polite to others at all times. Children are taught to respect the world in which they live. Any children experiencing problems will be supported in school to the best of our ability and external services will be referred to as appropriate.

For further information, please refer to the policies section on the school website.

Equal Opportunities

The aims of our school talks of valuing the individuality of all of our children. We are committed to giving all our children every opportunity to achieve the highest of standards. Within this ethos of achievement, we do not tolerate bullying and harassment of any kind. This helps to ensure that this school promotes the individuality and differences of all our children, irrespective of:

- whether or not they are disabled
- whatever their ethnicity, culture, religious affiliation, national origin or national status
- whatever their gender or gender identity and sexual identity

Equal Opportunity in school is about:

- Ensuring high quality of education for all
- Recognising and valuing individual similarities and differences
- Supporting the development of personal and cultural identity
- Preparing children for full participation in society
- Fair, non-discriminating treatment of all
- an absence of harassment
- creating positive attitudes, positive interactions and good relationships and mutual respect

For further information please refer to the School's Equality Policy.

The Care of the Children

All of the children are in the Headteacher's care throughout the school day. Each Class teacher is responsible for the daily welfare of his/her class. Should any parent have any concern about their child, they are encouraged to come to school to discuss the matter with either the class teacher or the head teacher if available. Appointments may sometimes need to be made for a mutually suitable time.

At lunchtime, Midday Supervisory Assistants care for the children. Except in exceptional circumstances all children who are well enough to be at school are expected to go outside at playtimes. If a child has a bump or accident, we make a note of it in the Accident Log and, if necessary, contact you via telephone/ letter home.

The School Nursing Team can be contacted at Ollerton Health Centre
Telephone – 01623 860471.

No child may leave the premises during school time without the Headteacher's permission following a direct parental request and signing out at the school office.

Medication in school

On occasion, a child may need medication to be administered during the school day to enable them to attend school. Please contact the school office staff for advice and complete a medication consent form, (available at the office) allowing staff to oversee the taking of medicines. We will not administer any medication without your consent. Should a child need regular medication over a longer period, this would need to be discussed with the Head teacher and a care plan agreed.

Child Protection and Informing Social Services

All parents/carers should be aware that the Government and the Education Authority place a duty on the Head teacher and school staff to be vigilant in observing and reporting concerns or any obvious and suspected cases of child abuse or neglect to Social Services for the protection of children. Staff log any concerns in order to create a full picture. The Head teacher, Deputy Head teacher and Senior Leader are the Child Protection Officers (DSL) and are informed by staff of any concerns.

Parents will be asked to discuss any concerns with the Head teacher prior to referral to Social Services, whenever possible and providing the child would not be put at risk in so doing. Safeguarding (DBS) checks are undertaken, regarding staff in school, in line with statutory duties, including regular parent helpers and parents attending residential visits.

For further information, please refer to the policies section on the school website (Safeguarding and Child protection)

School Uniform

The Governors require children to attend school appropriately dressed. School uniform comprises:

- Grey trousers/skirt/tunic.
- White shirt/blouse/polo shirt or Heatherley logo polo shirt available from school.
- Royal Blue sweatshirt or cardigan (logo optional).
- Suitable school shoes, not trainers.

Summer Uniform:

- Grey shorts/pale blue and white check or striped dress.
- Suitable sandals that support the feet when running around. (Not trainers)

Please name all school clothing.

P.E. Kit

P.E. kit should be in a named, drawstring bag (available from school) and brought into school on a Monday morning and taken home for washing on a Friday or when appropriate.

Your child will need:

- Shorts or short leggings (Royal blue, navy blue or black)
- White T-Shirt or polo shirt or a royal blue leotard
- Plimsolls/trainers (bare feet for indoor activities taking place on the carpeted hall floor)
- A sweatshirt or tracksuit would be useful for older children for outdoor activities in cold weather, but not for general P.E. wear.
- Key Stage 2 girls may wish to wear a P.E. skirt (royal blue or navy) for outside games.

In wet or snowy weather when boots are worn to school, children will be asked to bring suitable indoor shoes.

Jewellery

Please note that watches and stud earrings only are allowed in school for safety reasons. These must be able to be removed **by the child** for P.E. or plasters (Supplied by you) must be used to cover the earrings, otherwise sellotape will be used. During school swimming sessions, children are not allowed in the water wearing any jewellery (covered or not) unless it is for religious reasons.

School Dinners

We have a catering kitchen on site and the school meal service is able to provide a cooked meal for our children. The meals are planned by local authority nutritionists to ensure they are healthy and balanced within government guidelines.

Children in Foundation Stage 2 and Key Stage 1 are currently entitled to free school meals and we ask all parents to take up this provision, especially if you have a 'fussy eater' at home as children will often try new foods with their friends. (It will also save you money and time making sandwiches!)

Key Stage 2 children will need to pay for meals. If you wish your child to have a cooked meal, please pay via ParentPay and upload your funds by **Monday morning**. We cannot provide a school meal (except in an emergency) unless prior payment has been received. If parents prefer you may provide a packed lunch instead. Please ensure this is well balanced.

Free School Meals (All children regardless of age)

Parents in receipt of Income Support or an income based Job-Seeker's Allowance may be entitled to free school meals for their children, beyond the period of time when all children have free meals. Please apply as soon as your child is due to begin full time school, as the school will receive additional income to support pupils in school. This is called **pupil premium** money and is used to provide additional support in school to enable children from lower income families to achieve their best.

To apply contact the Area Education Office, Telephone – 0300 500 8080 or apply online at www.nottinghamshire.gov.uk.

School Milk

Milk is available free of charge to all children up until the age of five. Milk can then be ordered at a subsidised county rate for children up until the end of Year 6. Children who are entitled to free school meals are also entitled to free school milk until the end of year 6.

Eating at School – We try to be a healthy school!

In line with the government's Healthy Schools Scheme, we ask parents not to send sweets or treats into school with their child unless it is their birthday. We ask our parents to support this scheme.

Foundation and Key Stage 1 children have fruit provided by the Government Fruit in Schools Scheme for morning break. Other children are also encouraged to bring fruit, to eat during playtimes.

We ask parents to provide water bottles (sports type) filled with water, not juice, for use during the day. These are taken home daily so that parents can wash and refill them. Drinking water is always available in school to top up bottles in the day.

Complaints

There is a procedure agreed by the Local Education Authority for dealing with any complaints about the school curriculum and other related issues.

We aim to make our school a happy, safe and caring place so that pupils may benefit from the best possible education. All of our staff, both teaching and non-teaching, are dedicated to this aim. If you do have a concern or a complaint;

- Speak to your child's Class teacher.
- If he/she cannot resolve the matter or you feel reluctant to speak to the Class teacher you should then discuss with the head teacher.

A copy of the full complaints procedure is available for reference in school and on the school website.

The School Fund

In addition to money provided by the Local Authority, there is a School Fund, which is managed by the Head teacher and consists of donations and other income raised in a variety of ways including fundraising. The purpose of the fund is to benefit the pupils of the school by the provision of facilities, equipment, activities and financial assistance, which cannot be made available for whatever reason from monies provided by the Education Authority.

Disclaimer

The information given in this brochure, which relates to the current school year, was valid at the time of printing. It should not be assumed that there would be no changes affecting either the arrangements generally described in this brochure or in any particular part of them before the start of the next school year or in subsequent years. Any anticipated changes have been included as part of the text.

1 General Principles

The School Governing body like the Education Committee is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document, the Governors have been mindful of the policy statement produced by the Nottinghamshire Education Committee and have also taken into account the Committee's Entitlement Curriculum.

The Governing body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of a pupils education. The Governing body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupil at our school.

2 Charges

The Governing body reserves the right to make a charge for the following activities which be organised by the school:

- Residential activities held during school hours. Parents will be notified in advance of these activities which the school intends to organise along with the estimated cost. Parental consent will be obtained for their children's participation in any such activity. Any remission arrangements for these activities will be at the discretion of the Governing body EXCEPT in the circumstances described in section 3.
- Activities held outside school hours. These will sometimes include day and residential experiences and are known generally as "optional extras". Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to national curriculum or religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Charges may still however be made for any residential activities subject to the remission arrangements described in section 3.) Parents will be notified in advance of any "optional extras" which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge will be made. Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The charge may include an appropriate element for things like: travel costs, instruments or equipment, entrance fees to museums/castles etc, insurance costs.

- **Materials and Ingredients.** A charge will only be made for any materials and ingredients relating to activities taking place during school hours whereby parents have indicated they wish to own the finished product eg baking, sewing, crafting etc. alternatively, parents may be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

3 Remissions

Where the parents of a pupil are in receipt of income based free school meals, the Governing body will remit 80% of the full cost of any residential activity which takes place within school hours or forms part of the syllabus for a prescribed examination or fulfils statutory duties relating to the national curriculum or religious education.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the Governing body. Any subsidy provided by the Governing body will be met from the funds at its disposal.

4 Voluntary Contributions

Nothing on policy precludes the Governing body from inviting parents to make voluntary contributions in supporting school activities during school hours. Pupils will not be treated differently accordingly to whether or not their parents make a contribution in response to any invitation.

5 Breakages and Damages to School Property

The Governing body reserves the right to seek reparation from parents where their children cause breakage to school property.

6 Review

The Governing body reserves the right to review and amend this policy statement from time to time as appropriate.