

West Pennard C of E VC Primary School



Prospectus 2017-18

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“This is an OUTSTANDING school” Ofsted July 2014

Welcome,

We hope that this prospectus will give you a flavour of our school. More detailed information is included in the appendices at the back of the document. We hope that this tells you all you need to know. If not, please just call and ask or visit our website. We are proud of our school and stand by our motto: ‘To Try is to Triumph’. But don’t simply take our word for it – come and see for yourself. We would be delighted to show you around.

From everyone at West Pennard Primary School....



Welcome!

Miss Jo Hale

Headteacher

Responsibility Excellence Safety Praise Enjoyment and Enrichment Courtesy Teamwork

4 Welcome

It is the Christian Foundation of the School which underpins these aims



"Everybody cares for each other"
Maisy

Our Values

- We encourage pupils to maintain an optimistic belief in themselves as having something of value to contribute and to recognise the value of others also
- We aim to create an environment in which children reach their full potential and feel able to express themselves confidently
- We value and respect every member of the school community and everyone is encouraged to take responsibility, to make a contribution and to achieve their full potential
- The RESPECT mnemonic suffuses every aspect of school life
- We have high expectations of ourselves and each other

Teaching and learning

- We ensure every learner experiences success
- We are an inclusive environment in which we are all learners and one where the learning needs of the individual are recognised
- We make learning vivid and real
- We strive to ensure that the whole school is an excellent learning environment which inspires, excites and celebrates effort and achievement
- We have a broad curriculum of high quality that gives the children opportunities to make links, to make choices and take responsibility for their learning

Our school

- Through an enriched curricular and extracurricular programme we help each child discover and develop their talents and interests
- We believe in developing leadership throughout the school through Learning to Lead and our status as a 'Rights Respecting School', the only Level 2 school in Somerset.



Images, clockwise from top left

A Tudor chair made for a topic on Henry VIII and his six wives

Dressing-up for World Book Day

Examining owl pellets at Forest School

Year 3 Evacuee Day



We believe in developing leadership throughout the school through Learning to Lead, Peer Mentors and our status as a 'Rights Respecting School'

Our Peer Mentors help children at playtimes.

" Teachers are kind and helpful"
Ethan

Times of the school day

The school day starts at 8.50 am prompt and ends at 3.15 pm.

For Key Stage 1 (Reception Year, Years 1 and 2) lunch break is from 12.05 to 1.15 pm.

For Key Stage 2 (Years 3, 4, 5 and 6) lunch is from 12.20 to 1.15 pm.

There are also breaks of 15 minutes in the morning for all children and 10 minutes in the afternoon for Key Stage 1 children.

It is important the children are collected promptly at 3.15 pm as supervision is only provided for 15 minutes after the end of the school day. Please refer to the Church Lane Traffic Code of Conduct for recommendations for the safe use for all in Church Lane.

Absence from school

Regular attendance is crucial to children's educational development and at West Pennard we are keen to assist parents to meet their legal responsibility.

The Local Authority (LA) only allows the school to authorise absences in exceptional circumstances



Class 4 Homework (for 22nd March 2013)

Version 1

You will need...
- a pencil

Weevil Take Away
(next to Dominos Pizza)

We have been learning how to carry out subtraction by counting on along a number line as well as by decomposition. In readiness for our topic on the Tudors and, specifically, the Mary Rose, work out the difference in the number of weevils in the ship's biscuits overlaid by counting on along a number line (You can do it by decomposition if this is your preferred method). The first one has been done for you. Do your working out on the back and don't forget to show your jumps.

450 weevils 273 weevils

$450 - 273 =$
 $\begin{array}{r} 450 \\ - 273 \\ \hline 177 \end{array}$

In addition you may also wish to...

practice subtracting by counting on along a number line
<http://timetapl.com/Class4-1>
 practice a variety of subtraction questions - level 3
<http://timetapl.com/Class4-2>
 play 'Super Pig' addition and subtraction
<http://timetapl.com/Class4-3>
 play ghost blasters subtraction
<http://timetapl.com/Class4-4-5>
 play subtraction action
<http://timetapl.com/Class4-4-6>

Spellings (for March 22nd) - Topic related words that will be useful for our study of the Tudors next term.

List 1	List 2	List 3	Challenge List
divorce	dead	divorce	beheaded
Tudor	Catherine	beheaded	powerful
Catherine	Richard	Richard	marriage
feast	marriage	solider	marriage
spice	spice	Angen	Lancaster
			gloucester
			Elizabeth
			Seymour
			Portsmouth
			monasteries
			Hulken

p.s. You may think - 'wrestling' Well, our Henry VIII famously wrestled the King of France

Homework and spellings is available on the Class 4 page of the school website. I will post the homework every Thursday evening and send home paper copies on a Friday. Should you need any of the homework explaining, e-mail wpclass4@gmail.com

Responsibility 6

Home Learning

We encourage children and their parents to undertake additional activities which support their learning at school and all families are asked to support our Home Learning Policy.

In Reception and in Years 1 and 2 children will bring home reading books with a reading diary so that their progress can be recorded and checked by both parents and teachers on a daily basis.

Home Learning is an integral part of the learning process as the children progress through the school, it also enables parents to encourage and work with their children at home. For more details please refer to our Home Learning Policy on our website.



Images, clockwise from top left
Home Learning sheet



Assessment

The children are assessed by their teachers throughout the year to monitor progress. At the end of Year 2 and Year 6 there is a statutory requirement for children's levels of attainment in English, Maths and Science to be reported.

Teacher assessment is reported alongside the results of national tests in English and Maths at the end of year 6. Standard Assessment Tasks and tests (SATs) in year 2 inform teacher assessment as do assessments in years 3 -5.

School reports are sent home in July in addition to Parents' Evenings being held in the Autumn and Spring terms to report on progress and targets for the future.

" The best part of the Fleet Air Arm Museum was when we got to go on Concorde" Year 2 child

Images, clockwise from top left
 Good King Hal
 Enrichment trip to Strode College
 Year 4 on HMS Warrior
 Our school uniform



Charges for Visits

The school does not exclude children from activities such as swimming and educational visits due to low income and therefore difficulty in paying costs. If you think you may be eligible for assistance with these please contact the school office.



*" I like having a school uniform.
 It shows what school we are in"*
Beatrice

*"At West Pennard we have
 a very smart uniform. I love
 our uniform"*
Annabel

School Uniform

We believe that the school uniform encourages a sense of belonging and shared responsibility to the school and fellow pupils. We ask that parents join in this responsibility by providing the specified uniform, which is available from our suppliers 'NoticeMeLogos', High Street, Shepton Mallet. To help make these items more affordable a thrift shop of second-hand items is run at various school events by the Friends of West Pennard School. (FWPS)

Lost Property

It is the parents' responsibility to ensure all clothes and items brought to school are clearly labelled. Any unmarked items found at school are stored in a marked box for a reasonable period or until claimed.



Our teachers make learning fun and interesting.



8 School trip to Portsmouth Historic Dockyard

9 Excellence

At West Pennard we are constantly striving for excellence throughout the curriculum and have received a variety of different awards which recognise this, such as Primary Quality Mark, National Healthy School status, Healthy Schools Plus, Dyslexia Friendly status, Rights Respecting School, Eco Schools (silver), Food for Life (bronze), Learning to Lead, FMSIS, School Games Award (Silver) and the NACE award for Gifted and Talented Children.

Curriculum

When children begin their learning journey in the Foundation Stage/Reception year we aim to provide a play based curriculum which strikes a balance between child initiated and adult directed tasks. The Foundation Stage is based on the following areas of learning:

- Personal, Social and Emotional Development,
- Communication, Language and Literacy
- Mathematics
- Understanding of the World,
- Expressive Arts and Design
- Physical Development.

We have a particularly good induction programme which is designed to meet the individual needs of each child. Home school links are developed through an initial parents' evening, a shared lunch and an open door policy that continues throughout the school.

From Year 1 to Year 6 we aim to provide children with a broad, balanced and enriched curriculum which embraces creativity, whilst at the same time seeks to develop basic Numeracy and Literacy skills. PSHE (Personal Social and Health Education) also plays an important part of the curriculum at West Pennard. Each class teacher provides a termly curriculum overview, which enables others to know what is being studied and how it fits in with the rest of the curriculum. These can be accessed via our school website under classes



*" West Pennard is special
because of all the people."
Maisy*

Music

Enjoyment of music through listening and participating is our priority.

We aim to give children the opportunity to experience a variety of music, to sing sensitively, to develop a good sense of rhythm, pulse, pitch, tone and melody, to recognise some instruments in current use and to acquire a sense of performance.

We also encourage children to compose their own music. There is a school orchestra and choir who practise and perform regularly.

A considerable number of older children are able to learn a musical instrument under the instruction of our peripatetic music teachers. These children have been able to choose from woodwind, strings, keyboard, clarinet, flute, violin, drums and guitar. There is also the opportunity for voice tuition.

Currently one class has the benefit of whole-class tuition in ukulele through the whole class ensemble programme.



Sport

At West Pennard we believe that P.E./Sport is an important part of a balanced curriculum. Therefore we aim to provide children with approximately 2 hours of physical activity per week as part of the curriculum.

There is also a wide range of extra curricular activities such as swimming, netball, multiskills, gymnastics, athletics, dance, football, cricket, taekwondo, rounders, basketball, rugby, street-surfing & hockey.

We regularly participate in competitions in swimming, cross-country, cricket, football and netball. We also take part in PE festivals with other local schools.

We have achieved the School Games Silver Award to recognise the excellence of provision in this area.

Images, clockwise from top left
PE Lesson
KS1 Drumming Enrichment
Session

Computing

Computing is firmly embedded into the curriculum at West Pennard and is used creatively throughout the school and beyond to develop the children's enjoyment of learning and achievement of success. Lessons have a programming, a multimedia, or an e-safety focus, and follow planning exemplifications that we helped devise for all Somerset schools to use.

The children have full access to these materials through the use of our suite of 18 computer workstations and our networked classroom computers and smartboards. We also have a class set of Android tablet computers enabling pupils to carry out research and use web-based resources in their classrooms. Children that do not have access to the internet at home can use any of our facilities during playtimes or lunchtimes.

The curriculum is enriched by our use of voting kits, tablets, video cameras and engaging software applications such as Green Screening, Kodu and Scratch.



Food and Health

This important area of the curriculum is promoted in two ways.

Firstly, hygiene and cleanliness are of vital importance in the health of any community, and children are encouraged to be aware of this as they conduct themselves in school.

Secondly, work is extended through such topics as food, disease, teeth, families, safety and drug awareness, all of which are studied as children progress through the school.

Our "Sex and Relationships" programme progresses through the school and deals in the early years with developing relationships with others, relating to others and making choices and then leads on to a consideration of human reproduction and bodily changes at the end of Year 6.

Parents are invited to view materials used to teach this sensitive subject.

There are many safety awareness issues which are dealt with in our annual "Health and Safety Week". We have also been awarded the Healthy Schools Award recognising the commitment. We also became one of the first Primary Schools to be awarded the Healthy Schools Plus Award.



Images, clockwise from top left

Pupils showcasing their work at the SWGfL ICT
Conference in Torquay

Growing our own vegetables on enrichment days

Gifted and Talented

The school recognises the need to provide greater opportunities to challenge children who show particular strengths. These are developed through clear differentiation within the curriculum and encouraging children to study in greater depth.

Children are offered many opportunities to attend courses for more able pupils at Kilve Court Residential Centre. Further enrichment activities are arranged to provide more breadth to the children's interests.

In the past we have been able to take full advantage of any special activity days organised by our partner secondary schools. We were the first Primary School in Somerset to be awarded the National Association for Able Children in Education Award to recognise our management of able, gifted and talented pupils and in November 2014 were successfully recredited with the award.



"We work hard but the teachers make it fun."

Scott



Special Educational Needs

The school aims to give special help to children with specific or general learning difficulties and we believe that this is an area where we are able to measure much success.

When a child is in need of special help because learning difficulties are identified, our specially trained member of staff will work closely with the child's class teacher to devise a programme suited to the child's needs. Parents are kept fully informed about the type of activities used and we provide suggestions of ways in which parents can complement the process at home. If children fail to make expected progress or display socially challenging behaviour they will be assessed by a visiting Special Needs Support Teacher and may then be referred to the Educational Psychologist for further advice.

Parents who feel that their child requires extra support are encouraged to discuss this with the class teacher or Mrs Grant, our Special Educational Needs Coordinator. We are also committed to inclusion. Further details are included in our Single Equity Scheme policy document which is on the website or available on request.

Images, clockwise from top left
Maths Challenge winners
NAACE Challenge Award logo

We like to celebrate with each other



*Our pupils singing the National Anthem to
celebrate the Queen's 90th Birthday*

"West Pennard Primary School is committed to safeguarding and promoting the welfare of our children"

Healthy school

The school has a healthy living approach with exercise as an important part of school life. We also provide healthy cooked meals at lunch times. There is also P.E. for each class in the week and swimming for one term in each year. Fresh fruit or vegetables are provided each day at break time and the option of fresh milk is available through Cool Milk.



School lunches are prepared and cooked in our kitchen daily. A recent no-notice inspection by the local Council awarded our kitchen staff with 5-star status for hygiene and cleanliness. The menu is revised and reviewed termly.

Images, clockwise from top left
Ms Webster and Mrs Willus

"School dinners are scrumptious. My favourite is spaghetti bolognaise"
Ashleigh

"Everyone cares about each other"
Charlotte

Safety 15

Medical checks

The school dentist visits the school annually to screen year groups selected by the health authority. We also participate in the Years R and 6 Weights and Measures programme. Other outside agencies make regular visits to check eyesight and hearing.

Emergencies

In the event of severe weather preventing the school opening information will be texted to the primary contact number on our records as soon as a decision is reached by the Headteacher. Information will also be posted on the school website.

Insurance

Somerset County Council provide public liability cover for usual school activities. Parents are invited to take out their own private insurance to cover other eventualities. Parental permission is requested via our Pupil Admission form for taking children out of school for visits in the local area. However, all parents are asked to give their consent whenever children are taken out on school trips, etc.

Health and Safety

The school takes the safety of its children and staff very seriously and expects parents and children to abide by the rules when on school property. The Traffic Code of Conduct for the Safe Use of Church Lane is a key part of this policy and parents are asked to read and comply with this at all times for the safety of all the children. A copy of this is given to parents when children join the school and is included in the welcome information for new admissions.

Images, clockwise from top right

Year R outside area

Y6 at Manor Adventure



Pupil Well-being

The school is committed to ensuring that all children are happy and contented and enjoy their education. In the event of any concerns we have three learning mentors whose role it is to support children who may be having social or emotional difficulties. The school is also committed to the restorative justice approach to resolving disputes that may occur among peers.



*We encourage
each other and
celebrate our
successes.*

*Pupils scaling new heights during
Sports' Week*



Praise plays an important role at our school. Our approach is to promote self-esteem through praise of the children and to give our children an understanding of the religious act of praise as a Church of England school.



Images, clockwise from top left
Banner produced as part of our 'Hopes and Dreams' production
Christmas Carol Service in St Nicholas' Church

Christian values

We believe that the Christian foundation of the school supports the values that we encourage and many families bring their children to West Pennard with this factor in the forefront of their mind. Our Governing Body includes someone nominated by the local Diocese and is usually a local clergy member.

The school follows the Christian calendar with members of the Benefice team from local parishes visiting the school each week for collective worship, allowing time for reflection and the celebration of days of religious significance.

An emphasis on praise

We aim to communicate a sense of joy, care and community through our collective worship. The school motto is "To Try is to Triumph" and we celebrate individual achievement by awarding merit badges and certificates during our Friday act of Collective Worship. Cups are awarded every half term to recognise achievement, effort and outstanding personal qualities. Special stickers for good behaviour and manners are awarded daily, good work is displayed, and your children will always receive encouraging words and support from their teachers.

Church School Inspection (May 2014)

"The distinctiveness and effectiveness of West Pennard as a Church of England School are outstanding."



Local links

The school has close links with several local churches and stands next to West Pennard parish church where school services are held at the end of each term and for occasions such as Harvest Festival. We use the church building to learn about church events - baptisms, weddings and other important times in people's lives. The Church School Inspection May 2014 report rates us as an outstanding Church of England school and observes, "Relationships between staff, pupils, governors and parents are outstanding, uniting all in the care, guidance and support for all".



Religious Education

Under the 1988 Education Act, religious education should be predominantly Christian and most work relates to the Christian tradition and festivals but older children are offered opportunities to learn about aspects of other world religions, traditions and mythologies. Parents have the right to withdraw a child from religious education and any parent wishing to withdraw a child from this area of the curriculum should make a written request to the Head.



Images, clockwise from top left
St Nicholas' Church, West Pennard,
Summer Fair

*We enjoy many different
activities on enrichment days
and after school*



"Enrichment is where you get to do lots of activities that you don't get to do on a normal day. I love it!"
Lily

Enjoyment and Enrichment

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Enrichment days and weeks

To complement the national curriculum we provide an enriched programme for the children for one day every fortnight to enable them to take part in additional artistic, sporting, cultural and musical activities. There is also a whole week of enrichment studies each term. Languages are taught from Year 1 onwards.

Images, clockwise from top left

Mr G's WOW Science Show for "Colour & Light" week
Forest School



Breakfast Club and After School Club

We have a thriving Breakfast Club that runs from 7:45 to 8:25 each morning. Children enjoy eating a nutritious breakfast with their friends and also enjoy taking part in a number of fun activities before school.

We also run an after school club from 3:15 to 6:00 each day. This takes place in our new building and is led by fully trained and qualified staff members who plan a number of activities to interest the children as well as giving them opportunities for free time to chill out after a busy day at school. Children have a snack tea and also take part in art and craft projects, cookery and outside activities with large and small apparatus. For the older children popular choices include playing pool and playing on the 'Wii'.



Out of school activities

We provide a wide range of extra curricular clubs. The activities in the lunch hour and after school vary from term to term. They include chess, dance, country dancing, animation, programming, robotics, basketball, multiskills, gymnastics, netball, athletics, cricket, football, cross country, cooking, street-surfing, running, taekwondo, rugby, weaving words, drama, sewing, story treasure chest and computing. Children also compete against other schools in a number of events. We have a thriving school choir which performs in Wells Cathedral and at Strode theatre.



Images, clockwise from top left
Winners of a school basketball tournament
Year 1 at Glastonbury Abbey



School trips

We believe children can learn a great deal from trips out of school on topics relating to their current studies. Day visits are organised by teachers every term and Year 6 have the opportunity to spend a long weekend at a residential activity centre in the summer term. Some financial help with transport is provided by the FWPS to enable children to take part in activities and participation by parent helpers assists in making these days out run smoothly.



We respect each other.
We listen and we are
courteous

Courtesy

Images, clockwise from top left
Our Golden Table at lunchtime
Royal Wedding celebrations

Behaviour

At West Pennard, we encourage and promote a positive system of behaviour based around our school aims of RESPECT (Responsibility, Excellence, Safety, Praise, Enjoyment and Enrichment, Courtesy and Teamwork). We reward good behaviour with stickers, stamps, team points, merit badges, certificates and cups. We share and celebrate their successes in our Friday act of Collective Worship. For further information please refer to our Behaviour Policy on our website.



Complaints procedure

There are four stages in the complaints procedure:

STAGE 1

In the first instance, you should contact the class teacher to discuss the problem. It is usual for most complaints to be resolved satisfactorily at this stage.

STAGE 2

If the situation has not been resolved through contact with the class teacher or the concern is of a sufficiently serious nature, then parents should contact the Head teacher who will respond to your complaint as soon as possible.

STAGE 3

If you are not satisfied with the response from the school and wish to pursue your complaint, you should write to the Clerk to the Governors. The School Governors will investigate your complaint and notify you of the results of their investigation.

STAGE 4

If you are still not satisfied when you receive this detailed explanation you may decide to refer your complaint to the Department of Education. Details of how to proceed are on their website.



School Football Team

" People take time to listen to you"
Timmy

Teamwork

27

School Staff

TEACHING STAFF:

Headteacher:
Deputy Headteacher:

Teachers:

Mrs A Fowler/Mrs C Free
Mrs D Robinson
Mrs A Warner
Mrs E King
Mr T Wheat
Mrs E Bridson
Mr J Bisgrove
Mrs L Clarke
Mme C Taylor

Miss J Hale
Mr T Wheat

(Year R)
(Year 1)
(Year 2)
(Year 3)
(Year 4)
(Year 5)
(Year 6)
(SEN)
(French)

SUPPORT STAFF:

Teaching Assistants:

Mrs C Masters (Year R)
Mrs L Ferriday & Mrs M Gordon (Year 1)
Miss L Harding (Year 2)
Mrs R Crossman (Year 3)
Mrs S Buckley (Year 4)
Mrs R O'Grady & Ms A Truan (Year 5)
Mrs E Leigh & Ms A Truan (Year 6)

Special Needs Assistants: Mrs S Bradfield, Mrs K Jones
& Mrs R Crossman

OFFICE STAFF

Mrs R Dowden
Mrs J Marchione
Mrs S Race

LUNCHTIME SUPERVISORS:

Miss L Harding
Mrs L Ferriday
Mrs C Masters
Mrs M Gordon
Mrs K Jones
Ms A Truan
Mrs S Buckley
Mrs R Crossman
Mrs R O'Grady
Mr H Webster

SITE SUPPORT STAFF:

School Site Manager: Mrs L Ware
Site Maintenance: Mr J Diment

SCHOOL GOVERNORS

Chair:
Vice Chair:
LEA
Parent Elected:

Foundation:
Teacher Elected:
Co-Opted:
Ex Officio:
Headteacher:
Clerk to Governors:

Mrs S Smith (Foundation)
Mrs M Colman
Mrs G Holley
Mrs S Middleton
Mrs F Roberts
Mrs H Austin
Mr T Wheat
Mrs L Auckland-Kelbie
Mrs P Grottick
Miss J Hale
Mrs J Marchione

SCHOOL MEALS / EXTENDED SCHOOLS STAFF:

Head Cook:	Ms M Webster
Kitchen Assistants:	Mrs N Willus & Miss S Millard
Breakfast Club Assistant:	Mrs S Buckley
After School Club Supervisor:	Ms A Truan
After School Club Assistants:	Mr M Bowes, Mrs E Leigh, Ms M Webster & Mr H Webster

*“ The FWPS work tremendously
hard on behalf of the school’
Miss Hale*

Friends of West Pennard School (FWPS)

At West Pennard, we have a very active body of parents and staff who work very hard to raise funds for the school and promote home/school links. They meet regularly to plan fundraising events such as the annual Christmas and Summer fairs, fish and chip suppers and fun swim to name a few. Everyone is most welcome at all our events and you will be kept informed about meetings and events by regular newsletters. All parents and families are automatically members of the FWPS, a registered charity. You may feel you can only support events by attending, or you may like to help by making cakes or running a stall. However, some like to become more actively involved by attending meetings and/or becoming a committee member. The committee is reconstituted every Autumn term. For more information, please contact the Chair via the school. We appreciate having such support and commitment from all our parents.

Community Learning Partnership (CLP)

West Pennard CE Primary School is a member of Street and Glastonbury Community Learning Partnership (CLP). The aim of the CLP is to ensure that individually and collectively we provide the highest quality of education and support to all the children and young people of the community and their parents.

Whilst each school retains its own distinctive ethos and characteristics, we benefit from our collaborative vision. The Headteachers of all the schools work closely together, sharing ideas, curriculum and pastoral plans, staff training and educational events and resources for pupils.

In addition to West Pennard CE Primary School the members of the CLP are: Crispin School (Street), St Dunstan's School (Glastonbury), Meare Village Primary, Catcott Primary, St Benedict's Junior and St John's Infants (Glastonbury), Ashcott Primary, Walton Primary, Brookside Academy, Butleigh Primary, Hindhayes Infants (Street), Baltonsborough Primary, Elmhurst Junior (Street), Mendip Pupil Referral Unit, Avalon Special School and Strode College

Learning to Lead / School Council

We recognise and value the pupil voice and therefore run the Learning to Lead programme which enables children to contribute to improving the school community.

*"It's easy to make friends here."
Katy*



**Images, clockwise from
top left
School Council running a
Fair Trade tuck shop**

*"The children and teachers
are always caring"
Lilija*

Our School Council consists of representative/s from each class who have been elected by their peers and also the Learning to Lead team. These children meet on a regular basis to plan their focus for improvement for the forthcoming weeks/term. Children are encouraged to raise concerns, suggest improvements for the school and organise fundraising for different causes. Recent achievements include a setting up and running a Healthy Tuck Shop for KS2 children, choosing and organising new playground equipment, and raising money to sponsor an African child's education.

Home/School links

We value parents as a child's first educator and therefore aim to develop and strengthen relationships between home and school to ensure that children are well supported by parents and school staff. Children make the best progress when home and school support each other for the benefit of the child. Parents are actively encouraged to become involved in their children's education through supporting homework, phonic bookmarks and reading at home. Please refer to our home/school agreement, and homework policy and guidance, on our website.

Every Friday we celebrate the children's achievements in a special 'Star of the Week' assembly. Parents of the chosen children are invited to come along to the assembly to share in their child's successes. We are also interested to hear of any special talents or interests children may be following out of school. We like to celebrate a child's special achievements and any additional information is most welcome.

Parents' evenings are arranged in the Autumn and Spring terms and written reports are sent home at the end of the Summer term. Should any problem with a child's work arise, parents are advised to contact the child's teacher direct. The Headteacher is also always happy to see parents with more personal problems. An appointment, arranged by telephone or letter, will ensure that staff are available.

Parents are invited to join us at several functions throughout the year, for example Christmas productions, concerts, Harvest Festival and special assemblies. Parents' Education Evenings are arranged regularly. The aim of these evenings is to keep parents informed about the school's approaches to various areas of the curriculum and to provide a forum for discussion.

Parents' views are also canvassed via parental surveys and feedback gathered is used to further develop the school.

Many parents help in school with activities such as literacy, cooking, trips, etc for which we are most grateful. If you feel you would like to volunteer to do this please contact the school office to set in place procedures for DBS clearance as you will understand that this is required before being able to help in school.



33 Appendices

How to apply

1. Come and see our school

You and your children are welcome to visit our school so that you can look around and have plenty of opportunity to ask us any questions. These tours are normally conducted by our Head Teacher and can easily be arranged by telephoning the school office. You will be asked for a little information about your children as we would like them to enjoy their visit. We would be happy to arrange a follow-up visit if needed.

Our school has a Single Equity Scheme policy for children and adults, please refer to the appendices for details.

3. Approach your local Somerset Admissions Team for a place

You can apply for a place for your child at our school at any time and you will be informed if there is a place available in the relevant school year class. If your child is of pre-school age, and registered with a local GP, you will be contacted by the Local Authority Admissions Team a year before your child is due to start school. Children living in our catchment area are generally allocated a place at our school and many children who live outside the catchment area have also successfully applied. Children are given places strictly according to published admissions criteria.

Full details on how to apply can be found at <http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/>. This site carries up-to-date information for parents with children starting school in Somerset or transferring to a school in Somerset. Their site also provides general information about school admission appeals, class sizes in Somerset and catchments.

You can telephone the Admissions Team on 0300 123 2224 for advice. Their telephone lines are open between 8.30 am and 5.00 pm from Monday to Thursday and 8.30 am to 4.30 pm on a Friday. They can also be contacted by e-mail at schooladmissions@somerset.gov.uk or you can write to them at the Admissions and Entitlements Team, Somerset County Council, County Hall, Taunton, Somerset, TA1 4DY.

2. Take a look at our Website

At www.westpennardschool.co.uk you can get a great insight into daily life at our school, there is even a photo tour. You may be interested in finding out more about our school policies on behaviour, anti-bullying, disability access, health and safety, race equality and the Traffic Code of Conduct and these can be found in the 'documents' section. The site also features the latest Ofsted Report and SIAS Report together with the School Prospectus.

4. Check whether you are eligible for school transport

Some of the children who live in our school area are entitled to travel by coach. To find out about qualifying for School Transport provision in Somerset please contact Somerset Direct on 0300 123 2224.

This transport is only available to children who attend their catchment (or nearest) school and also live over the statutory distance for walking to school.

Parents of children requiring transport are asked to complete a form which is issued by Somerset County Council's Transport Department and can be obtained by telephoning Somerset Direct on 0300 123 2224 or on-line at <http://www.somerset.gov.uk/education-learning-and-schools/school-transport/apply-for-school-transport>. We encourage parents to arrange lift-sharing if you live outside the catchment area and need to drive to school.

5. Keep in touch

Please let us know if you have applied for a place at our school. We like to make our new families as welcome as possible and families of children due to start our school in September are always welcome to attend summer events organised by the Friends of West Pennard School. The FWPS also arrange for existing parents to act as "buddies" to new parents so please let us know if you are interested in this scheme.

Reception children will follow a planned Induction Programme before entering school, full details of which will be explained at the Parents' Induction Evening in the Summer Term.

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