



Welcome

Funtington Primary School is a very special place.

At our school we provide a caring, supportive and inclusive environment, which sets high expectations and values all members within the school community. Our school motto is 'Moving Forward, Loving Learning'. We respect the needs and aspirations of all individuals and provide opportunities for all pupils to make the best possible progress and attain the highest personal achievements. We really do love learning!

The school is caring and friendly, an ethos that stems from the high calibre and commitment of staff and governors. We encourage all children to be enthusiastic and committed learners by developing their confidence through offering opportunities to work independently and collaboratively and stretching their capacity and true potential to learn.

This Parent Pack has been put together to support new and existing parents in getting to know our school.

If you have any further questions, please do not hesitate to contact us at the school office: office@funtingtonprimaryschool.co.uk.

Our website also has a great deal of information that will support you www.funtington.org.uk

Katie Hoebee

Headteacher



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Funtington School Vision

Confidence

To create a community where everyone can feel valued and believe in themselves. To support each child to be an **INDEPENDENT** learner.

Community

To create an inclusive environment where diverse members of the school community feel a sense of belonging. We nurture mutual **RESPECT**, strong friendships and teamwork.

Success

To inspire and encourage everyone to aim high in a life-long love of learning. To value and celebrate individual strengths and promote a wide range of experiences in and out of the classroom so children can achieve their **BEST**.

Learning

To work together with enthusiasm and **PERSEVERENCE** to engage in a creative, inspiring and purposeful curriculum. To develop enquiring minds who are equipped to make a positive contribution to life beyond the classroom.

Caring

To create a **CARING** school community that promotes emotional, mental and physical wellbeing where everyone can feel positive about themselves and others. We work together to respect our school and local environment and know how to keep ourselves and others **SAFE**.

The Staff, Governors, pupil and parents worked together to create a vision for the school. We reviewed our vision in September 2021 and made small amendments in September 2022. We continually work towards our vision becoming a reality and so ensure that our School Development Plan leads successfully towards this.



The Funtington Footprints

The school community has an agreed code of conduct for pupils called The Funtington Footprints, which are outlined below. Please read more on the school's Whole Behaviour Policy on the website.



To always do my best, help others do their best and to work as a team member.



To be kind, helpful and friendly to others. To look out for each other and treat others how we would like to be treated.



To respect other people's views and to take turns. To respect our school and belongings and to put things away. To be polite and use good manners.



To use equipment safely and not to hurt others with words or actions.



To keep trying hard with our learning and our friendships even when things get really hard. To challenge myself and those around me to do better.



To take responsibility for my own learning and behaviour. To know that my actions affect those around me. To find my own solutions to problems.



Contacting the school

Telephone Number: **01243 575675**

Administrators: Mrs Julie White is in the office on Mondays – Fridays, 8.30am - 3.30pm

An answer machine is available for messages.

Please also contact the office via the school email: office@funtingtonprimaryschool.co.uk

For any appointments with the Head teacher, please contact the school office.

Information about the school, policies and newsletters can be found on our website:

www.funtington.org.uk

Please report to the school office when visiting the school, as all visitors are required to sign-in in line with our Safeguarding and Health & Safety procedures.

Staff

Head teacher Mrs Katie Hoebee

School Business Manager: Mrs Vicky Minton

Secretary: Mrs Julie White

Senco: Mrs Emma Bowman

Hawthorn Class Year 5/6 teachers: Mr Oliver Starr

Rosehip Class Year 3/4 teachers: Mrs Stephanie Barnett and Mrs Kerry Hill

Elderflower Class Year 1/2 teacher: Mrs Lisa Cupid

Bramble Class Reception teachers: Mrs Victoria Oiller and Mrs Su Cork

Modern Foreign Language Teacher: Mrs Claire Stacey

Teaching Assistants: Mrs Camilla Shergold, Mrs Cecilia Beckerson, Mrs Joss Kingdom, Mr Jack Lane, Miss Millie Davy, Mrs Nikki Williams

Learning Support Assistants: Mrs Sarah Lawrence

Catering staff: Chartwells

Midday Assistants: Mrs Camilla Shergold, Mrs Cecilia Beckerson, Mrs Joss Kingdom, Mr Jack Lane, Miss Amy Shergold, Miss Millie Davy, Mrs Nikki Williams

Premises Officer: Mr Jim Sadler



Governing Body

The governors are a body of volunteers set up to act as part of the overall system for school accountability and have a vital role to play in making sure every child gets the best possible education and thereby raise standards. They have a legal responsibility to govern the school with a view to promoting high standards of educational achievement.

We are very fortunate to have a team of highly skilled, highly committed governors on our board who are passionate about our school, the children and the community as a whole.

Our governing body is currently made up of the following governors, supported by a clerk:

2 parent governors (elected by parents): Dr Sam Blacker, Mr Jeremy Smith

2 staff governors: Mrs Katie Hoebee (Head teacher) and Mr Oliver Starr

5 Co-opted governors (appointed by the local authority), Mr Ray Knight, Mrs Alyzn Johnson (Vice Chair), Mr Michael Gauntlett (Chair), Mrs Sam Poynter, Mr Peter Haining

Clerk: Mrs Carol Vigor

Together with the Head teacher, the governors set the future direction for the school and decide how the school's budget should be spent. As a Governing Body they make decisions collectively on matters such as performance targets, school policies and the school's development plan. The governors provide the Head teacher with support and advice, drawing on their own knowledge and experience.

Term times & important dates

Autumn Term

Friday 1st September – Friday 15th December 2023

(Half term 23rd October – 28th October)

Spring Term

Tuesday 2nd January – Thursday 28th March 2024

(Half term 12th February – 16th February)

Summer Term

Monday 15th April – Tuesday 23rd July 2023

(Half term Tuesday 28th May Friday 31st May)

Bank Holiday – Monday 25th December, Tuesday 26th December, Monday 1st January, Friday 29th March, Monday 1st April, Monday 6th May 2023, Monday 27th May 2024

There are 5 Inset days per school year. These are days specifically allocated for teacher training and the school is closed to pupils. The activities carried out by staff on these days are linked to the *School Development Plan* and support our process of school improvement. Parents will be informed of the Inset



day dates as soon as possible so that alternative childcare arrangements can be made if necessary. We aim to add these days to the start or end of a school holiday but, at times, priority may need to be given to the availability of external training companies. The dates are also listed on the school website.

INSET days for the 23/24 academic year are:

- Friday 1st September
- Monday 30th October
- Tuesday 2nd January
- Monday 19th February
- Friday 3rd May

The school day

The school day starts at 8.50am for all children. Bramble Class and Elderflower Class break for lunch between 12.00 and 1.00pm. Rosehip class and Hawthorn Class break for lunch between 12.30 and 1.15pm. Four members of staff are on duty during breaks. Children are expected to be outside during breaks and lunchtime, apart from in severe weather. Parents are asked to ensure children are adequately clothed for being outside. The afternoon session ends at 3.20pm for all pupils.

In the morning, the pedestrian gates will open at 8:30. At 8:40, the teachers will open the classroom doors and the children should enter to get ready for the day. Please note that children will not be supervised until 8:40. The school bell will ring at 8:50, which signals the start of the day; all children should be in class at this time. Once the bell is rung, the pedestrian gates will be locked so any children arriving after this time will need to sign-in via the office using the main entrance on Heather Close.

Whilst on the playground before and after school please remember to be safe and respectful. The school will not be held responsible for any injury or accident that occurs on the school field or playground through its use outside of normal school hours.

The school gates will open at 3.15pm. Brambles and Elderflower pupils must be collected from their classrooms, where a member of staff will hand over pupils to parents. Rosehip and Hawthorn pupils can be picked up outside the classroom. Hawthorn pupils may walk home or to Downs Road (back entrance of the school) if written consent is given to the school office by the parent.

If arrangements are changed and a pupil is to go home with a relative or another parent, the **parent of the child whose arrangements are changing** must inform the Class Teacher or school office. A pupil will not be sent home with anyone else without parental consent.

Pupils should leave the premises immediately after dismissal unless involved in an after-school activity or directly supervised by the parent /adult carer.

If a parent is unforeseeably held up, a courtesy call to the school office (01243 575675) means we can reassure the pupil. We will then supervise the child at the school office until they are collected. Frequent incidents of parents being late to collect their child will be considered a safeguarding concern and further action will be taken.

Any pupil who is not met at the end of the school day, must return to the school office immediately and inform a member of staff. They must wait at the school office until they are collected.



Absence

Sickness

The school office should be notified on the first day of each absence before registration at 8.50am. You must keep your child at home for 48 hours after any sickness or diarrhea. You must also keep your child at home if they have a high temperature, or symptoms of a contagious disease.

Lateness

If a child arrives after 8.50am they must report to the school office.

Holidays

As from 1st September 2013, the Education Regulations amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

There is no entitlement for parents to take their child out of school during term time. However, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Please note occasional days for birthdays and treats cannot be authorised and cheaper prices for holidays cannot be considered to be a valid reason. No leave of absence will be granted during assessment weeks or the first week of the Autumn term. Medical appointments, if at all possible should be made outside school hours.

Clubs

We are lucky to have many clubs running after school. Examples of these are: Choir, Gardening, Football, Goblin, Dance, Forest School and Art. For safeguarding reasons children do need to be signed out from the club by the adult collecting them. More details about our range of clubs on offer can be viewed on our website. Booking details will be sent out via the school office.

Children's Act 1989

Under the Children's Act of 1989, the school has a duty to maintain records of all those with legal responsibility or who are classified as 'parent'.

All those defined as 'parent' are entitled to receive school reports, to participate in the assessment of special educational needs and to vote for parent governors. They may also have a legal right to be consulted about any major decisions concerning the child.

As you know we send letters home to parents at the normal place of residence via the children. Persons defined as 'parents' and not living with the pupil should notify the school separately if they wish to receive such communications.



Please make sure we have details of all 'parents', and any information relating to court orders which apply to a pupil.

Communication

Please do let us know if there is anything you are concerned about, or if there is anything which might affect your child's learning or behaviour during the school day. You could mention this to your child's teacher; call at the school office in person, by telephone or email. The Head teacher is usually available at the beginning of the school day in the playground. In some circumstances it may be necessary to arrange a meeting with your child's teacher to allow plenty of time to discuss any issues thoroughly.

The weekly news and the school website contain updates about upcoming events, clubs and visits. The PTA Facebook page and the PTA class WhatsApp groups are other useful sources of information about upcoming school events.

If you are unsure of something, please don't hesitate to ask!

Complaints Procedure

We want you to know that any concerns can be expressed in an open and honest way. We need to know if there is an issue that needs to be addressed. Any concerns you may have can usually be discussed informally with your child's teacher. If the concerns continue, or are more serious in nature, then an appointment can be made to discuss these with the Head teacher.

Where it is not possible to resolve a concern by way of informal discussion, the complaint must be set out in writing to the Head teacher, outlining the precise nature of the problem. Should you continue to feel dissatisfied, you must then write to the Chair of Governors. Confidentiality will be respected at all times. Copies of our complaint's procedures are available from the school office and on the school website.

Data Protection Act 2018 – Privacy Notice

Funtington Primary School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

NB Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.



Only those professionals who need to know sensitive personal data will have access to it.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the school office.

Educational Visits

In the course of the school year, class teachers take the opportunity to make use of the local environment in the activities planned for the children in their classes. These visits usually last for only part of a morning or afternoon session and can take place at relatively short notice.

The LA has requested that as a school ask parents to sign a "one-off" permission slip for these short locally-based visits such as a visit to the church, walking around the village in connection with school work. When signing the admissions form you are signing for this permission.

Emergencies & bad weather

Parents must ensure they fill in the Data Capture Form and provide the school with two sets of current contact details (all mobile and work numbers etc) so that the school can get hold of someone in the unlikely event of an emergency. Please provide the alternative contact number for a person who can get to school quickly if needed, if you are unable to do so.

Bad weather

In the event of severe weather conditions and possible school closure, a notice will be placed on the school website. V2 Radio and West Sussex County Council will also publish the names of closed schools on their websites at www.v2radio.co.uk and www.westsussex.gov.uk. Please take a look at the websites or listen to the radio stations if there is a likelihood of closure due to bad weather.

Free school meal eligibility and registration

A healthy diet helps pupils learn and establishes healthy habits for life. The school offers healthy eating options through our free school meals, available to any family in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering not only provides your child with free healthy meals every lunchtime, but also raises an additional £1345 for the school from the government. This money is used by the school to offer pupils invaluable additional support and to fund after-school activities.

You can either register at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/> or contact school and we can print a hard copy of the registration form.



Thank you for your support and for helping to make sure the school receives as much funding as possible to give every pupil the support and education they deserve.

Friends of Funtington School

The PTA organise a variety of fun and social events, such as a summer fair, pumpkin and Easter Egg treasure hunts, Christmas Carol singing and quiz nights throughout the year to raise money for the school. This money helps to pay for some of the vital extras for our children and school.

The PTA meets regularly. Dates and times are advertised on their Facebook page 'Friends of Funtington School'. Anyone is welcome at these meetings and can join the committee to discuss ideas and plan upcoming fundraising for the school. It doesn't matter if parents can't make every meeting and it is always very informal! Funtington PTA would welcome new volunteers to help with fundraising. There is no minimum commitment so please consider joining us. Please contact **Harriet Cherriman** via the School Office. Each class has two PTA class representatives, who provide a link to parents and welcome new parents.

Head lice

The best way to avoid infestations of head lice is for all parents to regularly check their child's hair and inform the school office if any eggs or lice are found. If a case of headlice is identified in your child's class, a notification will be sent to all parents of the class involved. Head lice is not a permissible reason to keep your child away from school.

Health and Safety matters

The school's Governing Body is responsible for carrying out regular Health and Safety Inspections. If you have any concerns relating to the safety of children, staff, parents, carers or visitors please report the matter to the Head teacher as soon as possible.

- Please be aware of the safety of children and adults while on school premises.
- All visitors must report to the office ("reception") to receive a visitor's badge and sign both in and out.
- All gates are open at the start and end of the day. The main entrance (facing Heather Close) must be used if you have school business after 8.50am. Anyone who needs to gain access to the building during the school day needs to go to the main door and use the intercom system.
- No dogs must be brought onto the school premises (with the exception of trained dogs to aid sight or hearing)
- No prams or buggies to be brought into the school building unless given permission
- Mobile phones should not be used in school without the permission of the Head teacher
- Parents / carers must notify the school of any changes to who is collecting the child at the end of the school day.
- No Smoking/Vaping Policy - Funtington Primary School has a strict no smoking policy; parents / carers, staff and visitors are not allowed to smoke or vape either inside or outside the building.



- Keeping our children and school staff safe is one of our priorities. To maintain the security of the school and to protect those who legitimately use it, it is important that all visitors are subject to some form of scrutiny. In order to achieve this, we ask for parental co-operation. Unless you NEED to be in the school building, you must leave and collect your child / children at the external classroom door.

Home Learning

We ask you to support your child's learning at home by hearing them read every day, or as often as possible. It is also important that they have books read to them that they are not able to read themselves. When children are learning to read, they should read their book three times in order to build decoding, comprehension and fluency skills. Children will also be asked to practise basic maths skills at home such as times tables or telling the time. From time to time, children may be asked to complete research or creative projects to enhance their learning at school. We love seeing children engaging with independent learning and would always encourage them to share anything they have done with their class teacher.

House Teams

The school has a House System to encourage a sense of community between the older and younger children and is used to reward good behaviour, effort and achievement. The House names and colours are:

Mario (Red)

Luigi (Blue)

Toad (White)

Yoshi (Green)

Each half term, children take part in House Team events, each with a different theme. Each time, children from all classes work together with others in their house to carry out a team task designed and led by the teachers.

ICT

As part of the school's IT programme, we offer pupils **supervised** access to the Internet. Before being allowed to use the Internet, we require all pupils to obtain parental permission.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards and to exchange messages with other Internet users throughout the world. Every effort will be taken by the school to ensure that pupils are only able to access suitable information sources. However, families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. Whilst our aim for Internet use is to further educational goals and objectives, it is always possible that pupils may find ways to access other materials. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.



We recognise that parents and guardians of minors have the ultimate responsibility for setting and conveying the standards that their children should follow and that this is exercised on a daily basis through the control you exert over your child's access to information sources such as television, telephones, films, radio and other media. During school time, teachers will exercise equal vigilance in guiding pupils only towards appropriate material. However, the school supports and respects each family's right to decide whether or not to apply for access. If however you decide not to apply for access there will undoubtedly be areas of the ICT curriculum that your child/children will miss.

Pupil Rules for using the Computers Safely and Responsibly

- I will only use the computers or the internet when I have permission.
- I will use only my own login and password.
- I will not access other people's files.
- I will only send messages or e-mails to people I know, or my teacher has approved.
- The messages I send will be polite and sensible as I will be representing the school.
- I will not bring in anything (games, external 'pen' drives, CDRs etc.) from home to use on a computer in school - unless it has been approved by a member of staff.
- I will not give out my personal information (eg. home address or telephone number) or arrange to meet anyone.
- To protect myself and other pupils, I will tell a teacher if I see anything that I am unhappy with, or do not like.
- I understand that the school can check my computer files and the internet sites I visit. Therefore I will not attempt to visit inappropriate websites or chat rooms. (These should be blocked by the school's internet filters)
- I understand that if I do not follow the rules, I may lose my access to the computers and receive other disciplinary action.
- The School also utilises products that monitors the school PC's and laptops for any inappropriate content accessed.

If you have any questions or concerns about internet access or our rules for safe and responsibly use of computers, please do not hesitate to contact the school.

On signing the Admissions form you are signing your approval and your and your child accept the school rules on this matter.

Induction for Reception pupils

Our school induction for reception children includes-

A series of three afternoons in which you and your child can spend the afternoons in school sharing activities and getting to know the school staff and the environment. Important information is shared including how parents can work closely with the school. New parents also have the opportunity to look at the uniform, meet the PTA and to ask any questions that they might have about their child's first days at school. During the Summer term we visit your child in their nursery and a home visit is carried out at the start of September.

This programme helps to ensure that your child has a smooth and confident transition into school life at Funtington.



Jewellery

National and County regulations and guidelines say strongly that all jewellery is removed for PE because of the danger of injury to the wearer. When signing the admissions from parents of children who wear studs (the only earrings permissible at school) understand that National and County regulations recommend that all jewellery is removed for PE and understand that in the event of any injury arising out of my daughter's/sons's wearing of ear studs, neither the County Council nor the Governors of the school will be prepared to accept any legal liability for such injury.

Lost property

It is particularly important that children's clothing is labelled clearly. Please ensure these and other items of personal property are labelled with your child's name. Lost items are kept for a limited period and are stored in the drawer unit in the main entrance. At the end of each half term cloakrooms and classrooms will be cleared of lost property.

Medicines in school

It is our school policy to only administer medicines that are prescribed by a doctor. Paracetamol and antihistamine can be administered without a prescription with prior consent from parents. Asthmatics need two inhaler pumps in school. One asthma inhaler (clearly marked with the child's name and class) will be kept in a safe place in the classroom and the other one in the school medical room. We have cards available from the Asthma Society, which use to ensure we have accurate and up to date information regarding your child's symptoms and appropriate treatment. The child should bring their pump with them on any visits outside of the school premises and this will be included on the visit risk assessment. Epi pens for specific children can be held at school in case of emergencies. Throat sweets are not allowed in school. Named sun cream can be self-administered before lunch during hot weather. Parents are welcome to read our policy on medicines in school which is on our school website.

Milk

Free milk is available for all children under the age of five in school, funded by the UK government.

In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth.

When your child turns five, you are able to pay a subsidised rate for your child to continue to receive milk. If you wish for your child to continue receiving milk from the age of five, simply register with Cool Milk directly via their website (www.coolmilk.com) or pick up a registration form from the school office. They will then contact you at the appropriate time to arrange pre-payment.

All information handled by Cool Milk is processed in accordance with current Data Protection Legislation. The data will be stored securely on Cool Milk's UK-based servers and will not be passed to third parties other than to UK Government departments for audit purposes.

Please let the school office know if you would prefer us not to register your child for free school milk.



Mobile Phones

Children must not carry mobile phones in school, any mobile phone that is brought in MUST be given into the school office at the beginning of the school day and collected at the end of the day. Mobile phones are not encouraged in school and are brought in at the owner's risk. They should only be brought into school when a child is walking home or to an agreed meeting point unaccompanied at the end of the day. Parents will be asked to sign for their child to bring a phone into school and to acknowledge that the school does not accept any responsibility for the phone.

Money matters

We would appreciate it if **all** money brought into school could be in a labelled envelope with the child's name and its purpose identified e.g. school trip; book fair; etc. as appropriate.

We often ask parents / carers for a voluntary contribution towards visitors and trips which are carefully planned to enhance learning across the curriculum. The school endeavours to keep costs as low as possible; please see Katie Hoebee the Head teacher, if contributing is an issue. Under Section 110 of the 1988 Education Act, no child should be excluded from these activities on the grounds that their parents / carers cannot or choose not to make a contribution. This however does mean that if insufficient money is received, the activity may have to be cancelled. You will find that when we ask for money on these occasions, it is termed as a voluntary contribution. Our school policy on charging for school visits can be viewed on our website.

Music lessons

Tuition for a variety of musical instruments is available in school. Please see West Sussex' Music in Schools website at http://www.westsussex.gov.uk/learning/west_sussex_music_service.aspx

or Sussex Academy of Music website is www.sussexmusic.com

Newsletters

A weekly letter is shared with parents by email or text message. These newsletters are full of important information to support you and your child to know what is going on in school as well as providing additional information for parents. Please ensure you read these each week as it is our key method of communicating with parents.

Parent Helpers

The school actively encourages parents to come into the school to help out with such things as listening to reading, helping in the library, school trips etc. The school also welcomes parents wanting to share outside skills with pupils e.g. cooking, cultural talks, languages or professional skills. If you wish to volunteer at the school, please talk to your child's class teacher in the first instance. It will be necessary for parents to undergo a DBS check organised by the school office. Parents who wish to volunteer on a regular basis



will not routinely be allocated to work with their child's class to avoid any possible impact on the child themselves.

Parentmail

Funtington Primary School is an eco-conscious school and committed to reducing the amount of paper used. Parentmail is our preferred school to home communication service which allows the school to send messages and newsletters to parents by email and text message.

Reading

At Funtington Primary School, we passionately believe learning to read is a fundamental skill for life. We know that once children have mastered the basic mechanics of reading and begin to read fluently, it can open the door to so many exciting and different learning opportunities across the curriculum.

Empowering and encouraging children to read for pleasure is our ultimate goal.

You can help by reading with your child for a few minutes each day. This could be reading to them, hearing them read, looking at a comic together, reading a recipe when cooking, noticing signs when out and about – any opportunity to practice reading will help!

Reporting to parents

During transition from one class to the next, parents will be offered an informal opportunity to meet your child's next class teacher. Formal consultations between parents and class teachers take place through Parents' Evenings, which are held during the Autumn and Spring terms. Towards the end of the Summer term, each child will be given a written report, which provides a careful review of their academic performance and general development. It will also outline key next steps as they progress through the school. Informal meetings with class teachers can be arranged by booking an appointment at any point in the school year. Meetings with school Senco to discuss specific or more complex learning/development needs can also be arranged by appointment.

Residential Program

We build on the children's personal development in a range of ways during their time at Funtington. One way is through our residential programme. Whilst in Bramble Class they come back to school for a Hot Chocolate and Story one evening. Once the children reach Rosehip Class, they visit Cobnor in Chichester Harbour where they spend two days and a night on their barge. Lastly, Hawthorn Class have a week's residential spending five days away in the Ashdown Forest joining in outdoor, adventurous activities.



Safeguarding

Funtington Primary School is committed to safeguarding from harm and promoting the welfare of children, young people and their families in line with government legislation. This includes the children of adults who use or provide our services. The school expects all staff, governors, volunteers, social workers, agency staff and trainees to share in this commitment, raising concerns when necessary.

We have a child protection policy and procedure in place. These can be viewed on our website, or a hard copy can be provided on request from the school office. Training for all staff is ongoing and updated as required.

Sometimes we work in partnership with other agencies where there are concerns about a child's welfare. These concerns will be discussed with the child's parents/carers first unless it is believed this would affect the child's safety. Our principles are supported by good procedures, health and safety, financial management, staff supervision and the curriculum.

School Meals

Hot meals – These are provided by Chartwells, an independent catering company working in partnership with West Sussex County Council. If you would like your child to have a hot school meal these can be booked on:

<https://www.parentpay.com/>

All children from Reception to the end of Year 2 are entitled to receive these meals for free. Please contact the school office for more information.

Healthy lunchboxes – If your child is having a packed lunch please make it a healthy and nutritious meal and do not give crisps and treats every day. Please NO fizzy drinks or sweets and no HOT food because of the scalding risk.

Snacks – We encourage children to bring a healthy snack for break time each day. This may be a piece of fresh fruit, dried fruit, a healthy cereal bar, a smoothie etc. The school is part of the *Free Fruit Scheme for KS1 children* so Bramble and Elderflower Classes have a piece of fruit provided for them each day.

Milk provision – all pupils can order milk from the Cool Milk website. Please register on www.coolmilk.com if you would like your child to have this.

Water provision – Pupils and staff should have free access to drinking water throughout the day. Each classroom has a sink with water that is safe for drinking. Please send your child to school with a named bottle of water each day. *Water only, please NO squash or juice.*

Special Educational Needs

Mrs Emma Bowman is our Special Educational Needs Coordinator. She works at Funtington two days each week. Should you have any concerns about your child's learning or development, you should approach your child's class teacher in the first instance who will then arrange for you to meet Mrs Emma Bowman if appropriate. Please see our website for further information and our schools local offer explaining how we support children with SEND at Funtington.



Sports

The school provides regular opportunities for children to develop their PE skills. As children progress through the school, they practice these skills in team games. These take place during lessons as well as in a range of extra-curricular activities. The school joins other schools in the locality and participates in sporting tournaments, festivals and competitions. The House System provides the opportunity to take part in sporting activities and to represent the houses. There is an annual Sports day in the second half of the summer term and a variety of sports clubs. The children should wear their PE kit into school on the days they have PE and these will be shared in the Weekly News. Please check the uniform policy for the expectations around clothing for PE.

Swimming

There is swimming instruction for Years 5 and 6. If your child is fit to attend school, they will be expected to go swimming, unless a note is provided. Children who are unable to go swimming must still attend the lesson so that they are prepared for the following week.

Children need to bring swimming costumes and a towel, clearly marked with their name.

Transport



Due to our rural location, we understand the necessity for many parents to drive their child to school. Unfortunately, the school is not able to provide a car park for parents to use so we must ask you to park responsibly and considerately in neighbouring roads. Please avoid parking in Heather Close wherever possible. Please do not park on the yellow zig-zag lines outside the school drive or turn / reverse cars in the school drive or in residents' driveways on the roads surrounding the school.

Parents/Carers are allowed, at their own risk, to use the village hall car park in Southbrook Road, West Ashling at the beginning and end of the school day subject to priority for the users of the village hall. Parents/carers should be aware that the access from Heather Close to the Village Hall car park is not a public footpath and is not maintained, so extra care is needed.

Children walking to and from school unattended – While it is the parents' responsibility to ensure their child travels to and from school safely, we feel it is our duty to recommend some guidelines:



We recommend that pupils who walk to and from school independently should be within Hawthorn Class.

They should not call for friends unless an adult is present.

Any child walking home from school independently will only be allowed to do so with written consent from parents.

These arrangements also include times when you would like your children to wait at the bottom of the drive for collection.

Cycling – the school recommends that children do not cycle to school until they have completed their Bikeability training, unless they are accompanied by an adult. Pupils are offered this training during school time in Year 6. If you decide to allow your child to cycle alone to and/or from school then please notify the school in writing, even if it is for one-off occasion. The school has a bike shelter for those who wish to cycle.

Uniform

The school expects all children to wear school uniform and has chosen garments for their comfort, smartness and easy care. On PE days, children should wear school PE uniform into school for the day.

School uniform:

Grey skirt/pinafore dress
Grey school trousers/ shorts
Grey/white socks
Grey tights
Royal blue jumper/cardigan with Funtington School logo
White blouse/shirt or Polo shirt
Blue/white checked summer dress (from the start of the Summer Term until the Autumn half term)
Black shoes or trainers

PE uniform:

Royal blue t-shirt
School Jumper
Black PE shorts
Black tracksuit bottoms or leggings
Trainers

School book bags are provided for each child when they join Bramble Class and these should be used throughout Reception, Year 1 and Year 2.

When children reach Year 3, they may bring a school bag of their own choosing, or continue using their book bag if they wish. Any bag must be as compact as possible as space is limited in the cloakrooms.

More information about our school uniform policy can be found on our school website.

Logoed uniform can be ordered online from two suppliers. Links are available on our website. The PTA has a well-kept uniform rail at the front of the school where good quality used uniform can be taken for an



optional donation. Please ensure any clothing donations are in very good condition and left at the school office to be collected and sorted by the PTA.

All uniform must be clearly marked with your child's name, including shoes.

Long hair should be tied back at all times with hair bands. This will help to prevent head lice infestations and is also practical and safe in PE.

No makeup, nail varnish or jewellery is permitted in school. Earrings for pierced ears should be no larger than a small stud.



Welcome

Funtington Primary School is a very special place.

At our school we provide a caring, supportive and inclusive environment, which sets high expectations and values all members within the school community. Our school motto is 'Moving Forward, Loving Learning'. We respect the needs and aspirations of all individuals and provide opportunities for all pupils to make the best possible progress and attain the highest personal achievements. We really do love learning!

The school is caring and friendly, an ethos that stems from the high calibre and commitment of staff and governors. We encourage all children to be enthusiastic and committed learners by developing their confidence through offering opportunities to work independently and collaboratively and stretching their capacity and true potential to learn.

This Parent Pack has been put together to support new and existing parents in getting to know our school.

If you have any further questions, please do not hesitate to contact us at the school office: office@funtingtonprimaryschool.co.uk.

Our website also has a great deal of information that will support you www.funtington.org.uk

Katie Hoebee

Headteacher



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Funtington School Vision

Confidence

To create a community where everyone can feel valued and believe in themselves. To support each child to be an **INDEPENDENT** learner.

Community

To create an inclusive environment where diverse members of the school community feel a sense of belonging. We nurture mutual **RESPECT**, strong friendships and teamwork.

Success

To inspire and encourage everyone to aim high in a life-long love of learning. To value and celebrate individual strengths and promote a wide range of experiences in and out of the classroom so children can achieve their **BEST**.

Learning

To work together with enthusiasm and **PERSEVERENCE** to engage in a creative, inspiring and purposeful curriculum. To develop enquiring minds who are equipped to make a positive contribution to life beyond the classroom.

Caring

To create a **CARING** school community that promotes emotional, mental and physical wellbeing where everyone can feel positive about themselves and others. We work together to respect our school and local environment and know how to keep ourselves and others **SAFE**.

The Staff, Governors, pupil and parents worked together to create a vision for the school. We reviewed our vision in September 2021 and made small amendments in September 2022. We continually work towards our vision becoming a reality and so ensure that our School Development Plan leads successfully towards this.



The Funtington Footprints

The school community has an agreed code of conduct for pupils called The Funtington Footprints, which are outlined below. Please read more on the school's Whole Behaviour Policy on the website.



To always do my best, help others do their best and to work as a team member.



To be kind, helpful and friendly to others. To look out for each other and treat others how we would like to be treated.



To respect other people's views and to take turns. To respect our school and belongings and to put things away. To be polite and use good manners.



To use equipment safely and not to hurt others with words or actions.



To keep trying hard with our learning and our friendships even when things get really hard. To challenge myself and those around me to do better.



To take responsibility for my own learning and behaviour. To know that my actions affect those around me. To find my own solutions to problems.



Contacting the school

Telephone Number: **01243 575675**

Administrators: Mrs Julie White is in the office on Mondays – Fridays, 8.30am - 3.30pm

An answer machine is available for messages.

Please also contact the office via the school email: office@funtingtonprimaryschool.co.uk

For any appointments with the Head teacher, please contact the school office.

Information about the school, policies and newsletters can be found on our website:
www.funtington.org.uk

Please report to the school office when visiting the school, as all visitors are required to sign-in in line with our Safeguarding and Health & Safety procedures.

Staff

Head teacher Mrs Katie Hoebee

School Business Manager: Mrs Vicky Minton

Secretary: Mrs Julie White

Senco: Mrs Emma Bowman

Hawthorn Class Year 5/6 teachers: Mr Oliver Starr

Rosehip Class Year 3/4 teachers: Mrs Stephanie Barnett and Mrs Kerry Hill

Elderflower Class Year 1/2 teacher: Mrs Lisa Cupid

Bramble Class Reception teachers: Mrs Victoria Oiller and Mrs Su Cork

Modern Foreign Language Teacher: Mrs Claire Stacey

Teaching Assistants: Mrs Camilla Shergold, Mrs Cecilia Beckerson, Mrs Joss Kingdom, Mr Jack Lane, Miss Millie Davy, Mrs Nikki Williams

Learning Support Assistants: Mrs Sarah Lawrence

Catering staff: Chartwells

Midday Assistants: Mrs Camilla Shergold, Mrs Cecilia Beckerson, Mrs Joss Kingdom, Mr Jack Lane, Miss Amy Shergold, Miss Millie Davy, Mrs Nikki Williams

Premises Officer: Mr Jim Sadler



Governing Body

The governors are a body of volunteers set up to act as part of the overall system for school accountability and have a vital role to play in making sure every child gets the best possible education and thereby raise standards. They have a legal responsibility to govern the school with a view to promoting high standards of educational achievement.

We are very fortunate to have a team of highly skilled, highly committed governors on our board who are passionate about our school, the children and the community as a whole.

Our governing body is currently made up of the following governors, supported by a clerk:

2 parent governors (elected by parents): Dr Sam Blacker, Mr Jeremy Smith

2 staff governors: Mrs Katie Hoebee (Head teacher) and Mr Oliver Starr

5 Co-opted governors (appointed by the local authority), Mr Ray Knight, Mrs Alyzn Johnson (Vice Chair), Mr Michael Gauntlett (Chair), Mrs Sam Poynter, Mr Peter Haining

Clerk: Mrs Carol Vigor

Together with the Head teacher, the governors set the future direction for the school and decide how the school's budget should be spent. As a Governing Body they make decisions collectively on matters such as performance targets, school policies and the school's development plan. The governors provide the Head teacher with support and advice, drawing on their own knowledge and experience.

Term times & important dates

Autumn Term

Friday 1st September – Friday 15th December 2023

(Half term 23rd October – 28th October)

Spring Term

Tuesday 2nd January – Thursday 28th March 2024

(Half term 12th February – 16th February)

Summer Term

Monday 15th April – Tuesday 23rd July 2023

(Half term Tuesday 28th May Friday 31st May)

Bank Holiday – Monday 25th December, Tuesday 26th December, Monday 1st January, Friday 29th March, Monday 1st April, Monday 6th May 2023, Monday 27th May 2024

There are 5 Inset days per school year. These are days specifically allocated for teacher training and the school is closed to pupils. The activities carried out by staff on these days are linked to the *School Development Plan* and support our process of school improvement. Parents will be informed of the Inset



day dates as soon as possible so that alternative childcare arrangements can be made if necessary. We aim to add these days to the start or end of a school holiday but, at times, priority may need to be given to the availability of external training companies. The dates are also listed on the school website.

INSET days for the 23/24 academic year are:

- Friday 1st September
- Monday 30th October
- Tuesday 2nd January
- Monday 19th February
- Friday 3rd May

The school day

The school day starts at 8.50am for all children. Bramble Class and Elderflower Class break for lunch between 12.00 and 1.00pm. Rosehip class and Hawthorn Class break for lunch between 12.30 and 1.15pm. Four members of staff are on duty during breaks. Children are expected to be outside during breaks and lunchtime, apart from in severe weather. Parents are asked to ensure children are adequately clothed for being outside. The afternoon session ends at 3.20pm for all pupils.

In the morning, the pedestrian gates will open at 8:30. At 8:40, the teachers will open the classroom doors and the children should enter to get ready for the day. Please note that children will not be supervised until 8:40. The school bell will ring at 8:50, which signals the start of the day; all children should be in class at this time. Once the bell is rung, the pedestrian gates will be locked so any children arriving after this time will need to sign-in via the office using the main entrance on Heather Close.

Whilst on the playground before and after school please remember to be safe and respectful. The school will not be held responsible for any injury or accident that occurs on the school field or playground through its use outside of normal school hours.

The school gates will open at 3.15pm. Brambles and Elderflower pupils must be collected from their classrooms, where a member of staff will hand over pupils to parents. Rosehip and Hawthorn pupils can be picked up outside the classroom. Hawthorn pupils may walk home or to Downs Road (back entrance of the school) if written consent is given to the school office by the parent.

If arrangements are changed and a pupil is to go home with a relative or another parent, the **parent of the child whose arrangements are changing** must inform the Class Teacher or school office. A pupil will not be sent home with anyone else without parental consent.

Pupils should leave the premises immediately after dismissal unless involved in an after-school activity or directly supervised by the parent /adult carer.

If a parent is unforeseeably held up, a courtesy call to the school office (01243 575675) means we can reassure the pupil. We will then supervise the child at the school office until they are collected. Frequent incidents of parents being late to collect their child will be considered a safeguarding concern and further action will be taken.

Any pupil who is not met at the end of the school day, must return to the school office immediately and inform a member of staff. They must wait at the school office until they are collected.



Absence

Sickness

The school office should be notified on the first day of each absence before registration at 8.50am. You must keep your child at home for 48 hours after any sickness or diarrhea. You must also keep your child at home if they have a high temperature, or symptoms of a contagious disease.

Lateness

If a child arrives after 8.50am they must report to the school office.

Holidays

As from 1st September 2013, the Education Regulations amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

There is no entitlement for parents to take their child out of school during term time. However, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Please note occasional days for birthdays and treats cannot be authorised and cheaper prices for holidays cannot be considered to be a valid reason. No leave of absence will be granted during assessment weeks or the first week of the Autumn term. Medical appointments, if at all possible should be made outside school hours.

Clubs

We are lucky to have many clubs running after school. Examples of these are: Choir, Gardening, Football, Goblin, Dance, Forest School and Art. For safeguarding reasons children do need to be signed out from the club by the adult collecting them. More details about our range of clubs on offer can be viewed on our website. Booking details will be sent out via the school office.

Children's Act 1989

Under the Children's Act of 1989, the school has a duty to maintain records of all those with legal responsibility or who are classified as 'parent'.

All those defined as 'parent' are entitled to receive school reports, to participate in the assessment of special educational needs and to vote for parent governors. They may also have a legal right to be consulted about any major decisions concerning the child.

As you know we send letters home to parents at the normal place of residence via the children. Persons defined as 'parents' and not living with the pupil should notify the school separately if they wish to receive such communications.



Please make sure we have details of all 'parents', and any information relating to court orders which apply to a pupil.

Communication

Please do let us know if there is anything you are concerned about, or if there is anything which might affect your child's learning or behaviour during the school day. You could mention this to your child's teacher; call at the school office in person, by telephone or email. The Head teacher is usually available at the beginning of the school day in the playground. In some circumstances it may be necessary to arrange a meeting with your child's teacher to allow plenty of time to discuss any issues thoroughly.

The weekly news and the school website contain updates about upcoming events, clubs and visits. The PTA Facebook page and the PTA class WhatsApp groups are other useful sources of information about upcoming school events.

If you are unsure of something, please don't hesitate to ask!

Complaints Procedure

We want you to know that any concerns can be expressed in an open and honest way. We need to know if there is an issue that needs to be addressed. Any concerns you may have can usually be discussed informally with your child's teacher. If the concerns continue, or are more serious in nature, then an appointment can be made to discuss these with the Head teacher.

Where it is not possible to resolve a concern by way of informal discussion, the complaint must be set out in writing to the Head teacher, outlining the precise nature of the problem. Should you continue to feel dissatisfied, you must then write to the Chair of Governors. Confidentiality will be respected at all times. Copies of our complaint's procedures are available from the school office and on the school website.

Data Protection Act 2018 – Privacy Notice

Funtington Primary School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

NB Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.



Only those professionals who need to know sensitive personal data will have access to it.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the school office.

Educational Visits

In the course of the school year, class teachers take the opportunity to make use of the local environment in the activities planned for the children in their classes. These visits usually last for only part of a morning or afternoon session and can take place at relatively short notice.

The LA has requested that as a school ask parents to sign a "one-off" permission slip for these short locally-based visits such as a visit to the church, walking around the village in connection with school work. When signing the admissions form you are signing for this permission.

Emergencies & bad weather

Parents must ensure they fill in the Data Capture Form and provide the school with two sets of current contact details (all mobile and work numbers etc) so that the school can get hold of someone in the unlikely event of an emergency. Please provide the alternative contact number for a person who can get to school quickly if needed, if you are unable to do so.

Bad weather

In the event of severe weather conditions and possible school closure, a notice will be placed on the school website. V2 Radio and West Sussex County Council will also publish the names of closed schools on their websites at www.v2radio.co.uk and www.westsussex.gov.uk. Please take a look at the websites or listen to the radio stations if there is a likelihood of closure due to bad weather.

Free school meal eligibility and registration

A healthy diet helps pupils learn and establishes healthy habits for life. The school offers healthy eating options through our free school meals, available to any family in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering not only provides your child with free healthy meals every lunchtime, but also raises an additional £1345 for the school from the government. This money is used by the school to offer pupils invaluable additional support and to fund after-school activities.

You can either register at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/> or contact school and we can print a hard copy of the registration form.



Thank you for your support and for helping to make sure the school receives as much funding as possible to give every pupil the support and education they deserve.

Friends of Funtington School

The PTA organise a variety of fun and social events, such as a summer fair, pumpkin and Easter Egg treasure hunts, Christmas Carol singing and quiz nights throughout the year to raise money for the school. This money helps to pay for some of the vital extras for our children and school.

The PTA meets regularly. Dates and times are advertised on their Facebook page 'Friends of Funtington School'. Anyone is welcome at these meetings and can join the committee to discuss ideas and plan upcoming fundraising for the school. It doesn't matter if parents can't make every meeting and it is always very informal! Funtington PTA would welcome new volunteers to help with fundraising. There is no minimum commitment so please consider joining us. Please contact **Harriet Cherriman** via the School Office. Each class has two PTA class representatives, who provide a link to parents and welcome new parents.

Head lice

The best way to avoid infestations of head lice is for all parents to regularly check their child's hair and inform the school office if any eggs or lice are found. If a case of headlice is identified in your child's class, a notification will be sent to all parents of the class involved. Head lice is not a permissible reason to keep your child away from school.

Health and Safety matters

The school's Governing Body is responsible for carrying out regular Health and Safety Inspections. If you have any concerns relating to the safety of children, staff, parents, carers or visitors please report the matter to the Head teacher as soon as possible.

- Please be aware of the safety of children and adults while on school premises.
- All visitors must report to the office ("reception") to receive a visitor's badge and sign both in and out.
- All gates are open at the start and end of the day. The main entrance (facing Heather Close) must be used if you have school business after 8.50am. Anyone who needs to gain access to the building during the school day needs to go to the main door and use the intercom system.
- No dogs must be brought onto the school premises (with the exception of trained dogs to aid sight or hearing)
- No prams or buggies to be brought into the school building unless given permission
- Mobile phones should not be used in school without the permission of the Head teacher
- Parents / carers must notify the school of any changes to who is collecting the child at the end of the school day.
- No Smoking/Vaping Policy - Funtington Primary School has a strict no smoking policy; parents / carers, staff and visitors are not allowed to smoke or vape either inside or outside the building.



- Keeping our children and school staff safe is one of our priorities. To maintain the security of the school and to protect those who legitimately use it, it is important that all visitors are subject to some form of scrutiny. In order to achieve this, we ask for parental co-operation. Unless you NEED to be in the school building, you must leave and collect your child / children at the external classroom door.

Home Learning

We ask you to support your child's learning at home by hearing them read every day, or as often as possible. It is also important that they have books read to them that they are not able to read themselves. When children are learning to read, they should read their book three times in order to build decoding, comprehension and fluency skills. Children will also be asked to practise basic maths skills at home such as times tables or telling the time. From time to time, children may be asked to complete research or creative projects to enhance their learning at school. We love seeing children engaging with independent learning and would always encourage them to share anything they have done with their class teacher.

House Teams

The school has a House System to encourage a sense of community between the older and younger children and is used to reward good behaviour, effort and achievement. The House names and colours are:

Mario (Red)

Luigi (Blue)

Toad (White)

Yoshi (Green)

Each half term, children take part in House Team events, each with a different theme. Each time, children from all classes work together with others in their house to carry out a team task designed and led by the teachers.

ICT

As part of the school's IT programme, we offer pupils **supervised** access to the Internet. Before being allowed to use the Internet, we require all pupils to obtain parental permission.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards and to exchange messages with other Internet users throughout the world. Every effort will be taken by the school to ensure that pupils are only able to access suitable information sources. However, families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. Whilst our aim for Internet use is to further educational goals and objectives, it is always possible that pupils may find ways to access other materials. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.



We recognise that parents and guardians of minors have the ultimate responsibility for setting and conveying the standards that their children should follow and that this is exercised on a daily basis through the control you exert over your child's access to information sources such as television, telephones, films, radio and other media. During school time, teachers will exercise equal vigilance in guiding pupils only towards appropriate material. However, the school supports and respects each family's right to decide whether or not to apply for access. If however you decide not to apply for access there will undoubtedly be areas of the ICT curriculum that your child/children will miss.

Pupil Rules for using the Computers Safely and Responsibly

- I will only use the computers or the internet when I have permission.
- I will use only my own login and password.
- I will not access other people's files.
- I will only send messages or e-mails to people I know, or my teacher has approved.
- The messages I send will be polite and sensible as I will be representing the school.
- I will not bring in anything (games, external 'pen' drives, CDRs etc.) from home to use on a computer in school - unless it has been approved by a member of staff.
- I will not give out my personal information (eg. home address or telephone number) or arrange to meet anyone.
- To protect myself and other pupils, I will tell a teacher if I see anything that I am unhappy with, or do not like.
- I understand that the school can check my computer files and the internet sites I visit. Therefore I will not attempt to visit inappropriate websites or chat rooms. (These should be blocked by the school's internet filters)
- I understand that if I do not follow the rules, I may lose my access to the computers and receive other disciplinary action.
- The School also utilises products that monitors the school PC's and laptops for any inappropriate content accessed.

If you have any questions or concerns about internet access or our rules for safe and responsibly use of computers, please do not hesitate to contact the school.

On signing the Admissions form you are signing your approval and your and your child accept the school rules on this matter.

Induction for Reception pupils

Our school induction for reception children includes-

A series of three afternoons in which you and your child can spend the afternoons in school sharing activities and getting to know the school staff and the environment. Important information is shared including how parents can work closely with the school. New parents also have the opportunity to look at the uniform, meet the PTA and to ask any questions that they might have about their child's first days at school. During the Summer term we visit your child in their nursery and a home visit is carried out at the start of September.

This programme helps to ensure that your child has a smooth and confident transition into school life at Funtington.



Jewellery

National and County regulations and guidelines say strongly that all jewellery is removed for PE because of the danger of injury to the wearer. When signing the admissions from parents of children who wear studs (the only earrings permissible at school) understand that National and County regulations recommend that all jewellery is removed for PE and understand that in the event of any injury arising out of my daughter's/sons's wearing of ear studs, neither the County Council nor the Governors of the school will be prepared to accept any legal liability for such injury.

Lost property

It is particularly important that children's clothing is labelled clearly. Please ensure these and other items of personal property are labelled with your child's name. Lost items are kept for a limited period and are stored in the drawer unit in the main entrance. At the end of each half term cloakrooms and classrooms will be cleared of lost property.

Medicines in school

It is our school policy to only administer medicines that are prescribed by a doctor. Paracetamol and antihistamine can be administered without a prescription with prior consent from parents. Asthmatics need two inhaler pumps in school. One asthma inhaler (clearly marked with the child's name and class) will be kept in a safe place in the classroom and the other one in the school medical room. We have cards available from the Asthma Society, which use to ensure we have accurate and up to date information regarding your child's symptoms and appropriate treatment. The child should bring their pump with them on any visits outside of the school premises and this will be included on the visit risk assessment. Epi pens for specific children can be held at school in case of emergencies. Throat sweets are not allowed in school. Named sun cream can be self-administered before lunch during hot weather. Parents are welcome to read our policy on medicines in school which is on our school website.

Milk

Free milk is available for all children under the age of five in school, funded by the UK government.

In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth.

When your child turns five, you are able to pay a subsidised rate for your child to continue to receive milk. If you wish for your child to continue receiving milk from the age of five, simply register with Cool Milk directly via their website (www.coolmilk.com) or pick up a registration form from the school office. They will then contact you at the appropriate time to arrange pre-payment.

All information handled by Cool Milk is processed in accordance with current Data Protection Legislation. The data will be stored securely on Cool Milk's UK-based servers and will not be passed to third parties other than to UK Government departments for audit purposes.

Please let the school office know if you would prefer us not to register your child for free school milk.



Mobile Phones

Children must not carry mobile phones in school, any mobile phone that is brought in MUST be given into the school office at the beginning of the school day and collected at the end of the day. Mobile phones are not encouraged in school and are brought in at the owner's risk. They should only be brought into school when a child is walking home or to an agreed meeting point unaccompanied at the end of the day. Parents will be asked to sign for their child to bring a phone into school and to acknowledge that the school does not accept any responsibility for the phone.

Money matters

We would appreciate it if **all** money brought into school could be in a labelled envelope with the child's name and its purpose identified e.g. school trip; book fair; etc. as appropriate.

We often ask parents / carers for a voluntary contribution towards visitors and trips which are carefully planned to enhance learning across the curriculum. The school endeavours to keep costs as low as possible; please see Katie Hoebee the Head teacher, if contributing is an issue. Under Section 110 of the 1988 Education Act, no child should be excluded from these activities on the grounds that their parents / carers cannot or choose not to make a contribution. This however does mean that if insufficient money is received, the activity may have to be cancelled. You will find that when we ask for money on these occasions, it is termed as a voluntary contribution. Our school policy on charging for school visits can be viewed on our website.

Music lessons

Tuition for a variety of musical instruments is available in school. Please see West Sussex' Music in Schools website at http://www.westsussex.gov.uk/learning/west_sussex_music_service.aspx

or Sussex Academy of Music website is www.sussexmusic.com

Newsletters

A weekly letter is shared with parents by email or text message. These newsletters are full of important information to support you and your child to know what is going on in school as well as providing additional information for parents. Please ensure you read these each week as it is our key method of communicating with parents.

Parent Helpers

The school actively encourages parents to come into the school to help out with such things as listening to reading, helping in the library, school trips etc. The school also welcomes parents wanting to share outside skills with pupils e.g. cooking, cultural talks, languages or professional skills. If you wish to volunteer at the school, please talk to your child's class teacher in the first instance. It will be necessary for parents to undergo a DBS check organised by the school office. Parents who wish to volunteer on a regular basis



will not routinely be allocated to work with their child's class to avoid any possible impact on the child themselves.

Parentmail

Funtington Primary School is an eco-conscious school and committed to reducing the amount of paper used. Parentmail is our preferred school to home communication service which allows the school to send messages and newsletters to parents by email and text message.

Reading

At Funtington Primary School, we passionately believe learning to read is a fundamental skill for life. We know that once children have mastered the basic mechanics of reading and begin to read fluently, it can open the door to so many exciting and different learning opportunities across the curriculum.

Empowering and encouraging children to read for pleasure is our ultimate goal.

You can help by reading with your child for a few minutes each day. This could be reading to them, hearing them read, looking at a comic together, reading a recipe when cooking, noticing signs when out and about – any opportunity to practice reading will help!

Reporting to parents

During transition from one class to the next, parents will be offered an informal opportunity to meet your child's next class teacher. Formal consultations between parents and class teachers take place through Parents' Evenings, which are held during the Autumn and Spring terms. Towards the end of the Summer term, each child will be given a written report, which provides a careful review of their academic performance and general development. It will also outline key next steps as they progress through the school. Informal meetings with class teachers can be arranged by booking an appointment at any point in the school year. Meetings with school Senco to discuss specific or more complex learning/development needs can also be arranged by appointment.

Residential Program

We build on the children's personal development in a range of ways during their time at Funtington. One way is through our residential programme. Whilst in Bramble Class they come back to school for a Hot Chocolate and Story one evening. Once the children reach Rosehip Class, they visit Cobnor in Chichester Harbour where they spend two days and a night on their barge. Lastly, Hawthorn Class have a week's residential spending five days away in the Ashdown Forest joining in outdoor, adventurous activities.



Safeguarding

Funtington Primary School is committed to safeguarding from harm and promoting the welfare of children, young people and their families in line with government legislation. This includes the children of adults who use or provide our services. The school expects all staff, governors, volunteers, social workers, agency staff and trainees to share in this commitment, raising concerns when necessary.

We have a child protection policy and procedure in place. These can be viewed on our website, or a hard copy can be provided on request from the school office. Training for all staff is ongoing and updated as required.

Sometimes we work in partnership with other agencies where there are concerns about a child's welfare. These concerns will be discussed with the child's parents/carers first unless it is believed this would affect the child's safety. Our principles are supported by good procedures, health and safety, financial management, staff supervision and the curriculum.

School Meals

Hot meals – These are provided by Chartwells, an independent catering company working in partnership with West Sussex County Council. If you would like your child to have a hot school meal these can be booked on:

<https://www.parentpay.com/>

All children from Reception to the end of Year 2 are entitled to receive these meals for free. Please contact the school office for more information.

Healthy lunchboxes – If your child is having a packed lunch please make it a healthy and nutritious meal and do not give crisps and treats every day. Please NO fizzy drinks or sweets and no HOT food because of the scalding risk.

Snacks – We encourage children to bring a healthy snack for break time each day. This may be a piece of fresh fruit, dried fruit, a healthy cereal bar, a smoothie etc. The school is part of the *Free Fruit Scheme for KS1 children* so Bramble and Elderflower Classes have a piece of fruit provided for them each day.

Milk provision – all pupils can order milk from the Cool Milk website. Please register on www.coolmilk.com if you would like your child to have this.

Water provision – Pupils and staff should have free access to drinking water throughout the day. Each classroom has a sink with water that is safe for drinking. Please send your child to school with a named bottle of water each day. *Water only, please NO squash or juice.*

Special Educational Needs

Mrs Emma Bowman is our Special Educational Needs Coordinator. She works at Funtington two days each week. Should you have any concerns about your child's learning or development, you should approach your child's class teacher in the first instance who will then arrange for you to meet Mrs Emma Bowman if appropriate. Please see our website for further information and our schools local offer explaining how we support children with SEND at Funtington.



Sports

The school provides regular opportunities for children to develop their PE skills. As children progress through the school, they practice these skills in team games. These take place during lessons as well as in a range of extra-curricular activities. The school joins other schools in the locality and participates in sporting tournaments, festivals and competitions. The House System provides the opportunity to take part in sporting activities and to represent the houses. There is an annual Sports day in the second half of the summer term and a variety of sports clubs. The children should wear their PE kit into school on the days they have PE and these will be shared in the Weekly News. Please check the uniform policy for the expectations around clothing for PE.

Swimming

There is swimming instruction for Years 5 and 6. If your child is fit to attend school, they will be expected to go swimming, unless a note is provided. Children who are unable to go swimming must still attend the lesson so that they are prepared for the following week.

Children need to bring swimming costumes and a towel, clearly marked with their name.

Transport



Due to our rural location, we understand the necessity for many parents to drive their child to school. Unfortunately, the school is not able to provide a car park for parents to use so we must ask you to park responsibly and considerately in neighbouring roads. Please avoid parking in Heather Close wherever possible. Please do not park on the yellow zig-zag lines outside the school drive or turn / reverse cars in the school drive or in residents' driveways on the roads surrounding the school.

Parents/Carers are allowed, at their own risk, to use the village hall car park in Southbrook Road, West Ashling at the beginning and end of the school day subject to priority for the users of the village hall. Parents/carers should be aware that the access from Heather Close to the Village Hall car park is not a public footpath and is not maintained, so extra care is needed.

Children walking to and from school unattended – While it is the parents' responsibility to ensure their child travels to and from school safely, we feel it is our duty to recommend some guidelines:



We recommend that pupils who walk to and from school independently should be within Hawthorn Class.

They should not call for friends unless an adult is present.

Any child walking home from school independently will only be allowed to do so with written consent from parents.

These arrangements also include times when you would like your children to wait at the bottom of the drive for collection.

Cycling – the school recommends that children do not cycle to school until they have completed their Bikeability training, unless they are accompanied by an adult. Pupils are offered this training during school time in Year 6. If you decide to allow your child to cycle alone to and/or from school then please notify the school in writing, even if it is for one-off occasion. The school has a bike shelter for those who wish to cycle.

Uniform

The school expects all children to wear school uniform and has chosen garments for their comfort, smartness and easy care. On PE days, children should wear school PE uniform into school for the day.

School uniform:

Grey skirt/pinafore dress
Grey school trousers/ shorts
Grey/white socks
Grey tights
Royal blue jumper/cardigan with Funtington School logo
White blouse/shirt or Polo shirt
Blue/white checked summer dress (from the start of the Summer Term until the Autumn half term)
Black shoes or trainers

PE uniform:

Royal blue t-shirt
School Jumper
Black PE shorts
Black tracksuit bottoms or leggings
Trainers

School book bags are provided for each child when they join Bramble Class and these should be used throughout Reception, Year 1 and Year 2.

When children reach Year 3, they may bring a school bag of their own choosing, or continue using their book bag if they wish. Any bag must be as compact as possible as space is limited in the cloakrooms.

More information about our school uniform policy can be found on our school website.

Logoed uniform can be ordered online from two suppliers. Links are available on our website. The PTA has a well-kept uniform rail at the front of the school where good quality used uniform can be taken for an



optional donation. Please ensure any clothing donations are in very good condition and left at the school office to be collected and sorted by the PTA.

All uniform must be clearly marked with your child's name, including shoes.

Long hair should be tied back at all times with hair bands. This will help to prevent head lice infestations and is also practical and safe in PE.

No makeup, nail varnish or jewellery is permitted in school. Earrings for pierced ears should be no larger than a small stud.