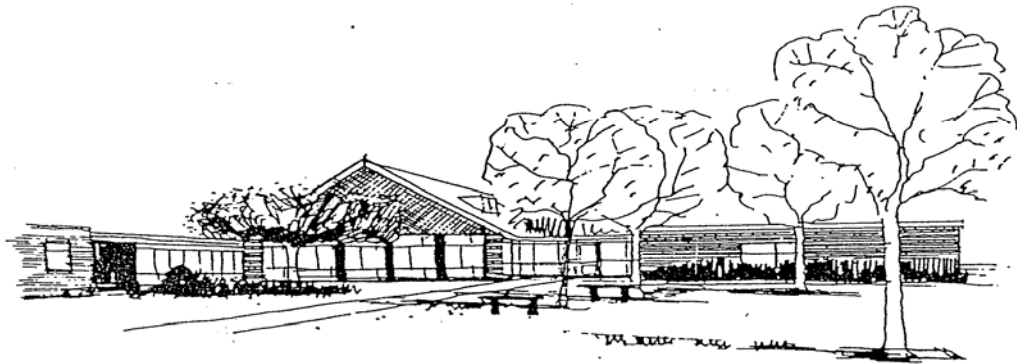


LITTLE CHALFONT PRIMARY SCHOOL

School Brochure 2007/2008



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Headteacher
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Mrs T L Dowsing
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LETTER FROM THE HEADTEACHER

Dear Parents,

Welcome to Little Chalfont Primary School.

We are pleased that you are considering sending your child to our school. We are very proud of the school and all the opportunities it offers. At Little Chalfont, governors, staff and parents work in close partnership to ensure that all children achieve their potential in a happy and secure environment.

The personal development of pupils is at the centre of all we do. We want your children to grow into independent learners who are confident and caring individuals ready to become responsible citizens of the future.

We value highly the support we receive from parents both in and outside school and hope that you will join us in this partnership to ensure the continued success of all within.

Yours sincerely



Mrs TL Dowsing, Headteacher

THE SCHOOL

Little Chalfont Primary School includes both Infant and Junior departments, providing a mixed-ability education for children up to 11+ years.

The school, built in 1961, is situated in attractive grounds with large playing fields in a quiet residential area of Little Chalfont.

The area served by the school includes: Loudhams Road, Bedford Avenue, Westwood Drive, Elizabeth Avenue as far as Westwood Drive, Chessfield Park, Amersham Road, Church Grove, Amersham Way, Oakington Avenue, The Retreat, Village Way, Station Road, Burtons Lane and Lodge Lane, Roughwood Lane, Snells Lane, Cokes Lane as far as Doggetts Wood Lane and the greater part of Nightingales Lane.

Parents are invited to tour the school with the Headteacher when they first consider applying for their child's admission. Towards the end of the term before they are due to start, children spend time in the Reception Class while their parents meet and chat informally with the Headteacher.

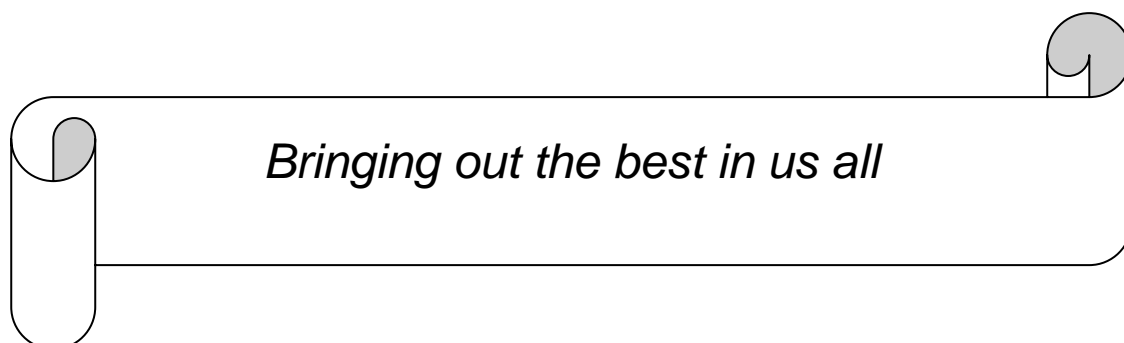
The admission number for the Reception Class is 30. This number rises as the children move into the Junior department, where each class size is 35.



THE AIMS OF THE SCHOOL

- To provide high quality education for every child by offering a broad, balanced and stimulating curriculum and by motivating every child to learn as well as possible.
- To help children to develop the best in themselves and to appreciate and respect other people.
- To provide a happy, secure and supportive environment in which children will develop the confidence, responsibility and flexibility to face the challenges they will meet within the school and in the wider community.
- To encourage staff by providing opportunities for professional and personal development and by promoting a mutually supportive atmosphere in the school.

MISSION STATEMENT



ADMISSION POLICY

Entry to Reception Class

1. Applications for September admission places that are received by the Local Education Authority at County Hall, Aylesbury, on or before the last Friday in November will be deemed in time from in-area and out-area children whose fifth birthday will fall between 1st September and 31st August of the following school year.
2. Allocation of places at the school will be made in February. All allocation letters will be sent out directly from the Admissions Team at County Hall.
3. Applications received after this date including those from families moving into the reserved area, will be considered but places cannot be guaranteed and offers will depend on the availability of places.
4. Allocation of places will be made in the following way:
 - a) **Reserved area children**

Children who live in the reserved area of the school will have first priority for places. If there are more applications from children living in the reserved area than there are places available then the following criteria, in order of priority, will be used to allocate places:

- i) Younger brothers and sisters of older children who will still be in attendance at the school on the date of admission;
- ii) Children with exceptional medical or social needs, supported by written evidence from a doctor, social worker, education welfare officer, or other appropriate person;
- iii) Children with exceptional educational needs, supported by written evidence from an appropriate professional;
- iv) Children living closest to the school as measured by the nearest route. This is from the front door of the child's home to the school's nearest entrance.

b) *Out-area children*

If there are any places available after demand has been met from children living within the reserved area, places can be allocated with the same criteria (i) - (iv) listed above applying to all other applications.

c) *Waiting list*

Children not allocated places will, at the request of the parents, be placed on a waiting list, the order of which will be determined by the criteria listed above (i - iv) with in-area children being placed above out-area children.

Entry between September and July

Children of families moving into the area and applying for places after initial allocations have been made will be admitted if (i) there is a vacancy between September and July and (ii) there are no names on the waiting list for the appropriate year group.

If it is not possible to offer a place, the child's name will be placed on the waiting list. The position on the waiting list will be determined in accordance with the criteria listed above (i - iv).

Generally:

1. *Deferred Admission*

Where a place for admission is offered in September to a child who will be pre rising-five in January and, in the opinion of either the parent of the child or the school, it would be in the best interest of the child for the admission to be deferred until January, then the Governors may agree to defer admission until January.

2. *School Admission Number*

It is emphasized that the Governors reserve the right to refuse admission if the admission of a child would take the total number of a class over 30 in the Infant department and 35 in the Junior department.

3. *When a child cannot be offered a place at the school*

The Local Education Authority has stated that, where a child is not offered a place at

Little Chalfont Primary School, the child will be offered a place at his or her nearest appropriate school with available places. Distance is measured as the shortest walking distance from the front door of the child's home to the school's nearest entrance.

SCHOOL ORGANISATION

The school has a one-form entry with mixed ability classes. Children are normally taught in single age bands.

The classes

R (Reception)	4 - 5 years	
Year 1	5 - 6 years	Infant Department Key stage 1 (KS1)
Year 2	6 - 7 years	

Year 3	7 - 8 years	
Year 4	8 - 9 years	Junior Department Key stage 2 (KS2)
Year 5	9 - 10 years	
Year 6	10-11 years	

School Hours and Teaching Times (25 hours per week)

Morning	(1st session)	8.55 - 10.45
Break		15 minutes
Morning	(2nd session)	11.00 - 12.15
Lunch		1 hour
Afternoon	(3rd session)	1.15 - 3.15

To ensure a prompt start, children should be on the playground by 8.50 a.m. For reasons of safety and insurance, parents are advised that children should not arrive at the school before 8.40a.m. Parents are requested to collect their children promptly at the end of the school day.

Lunches

Most children will require a packed lunch from home; this is eaten in the Dining Hall. The County Council, however, provides packed lunches for those pupils entitled to free school meals.

THE SCHOOL CURRICULUM

Children are taught, for approximately five hours daily, the full range of subjects required in the National Curriculum to ensure a broad and balanced education.

English

Mathematics

Science

Information and Communications Technology (ICT)

Design and Technology

History

Geography

Art

Music

Physical Education

Religious Education

English

The teaching is designed to encourage reading, writing, oral and listening skills. We aim to give children confidence in communication and in creative expression.

An hour for Literacy is provided each day and is at the core of our English Curriculum. Emphasis is placed on reading for meaning at all times and a combination of reading schemes is used to provide language progression and reinforcement.

Part time teachers take groups of children of all abilities throughout the school to develop their skills in English.

Children are taught 'joined-up' writing starting in Reception Class, and high standards of presentation are aimed for.

Mathematics

The Numeracy Strategy is integrated into our teaching of the Mathematics Curriculum.

There is a structured framework using a variety of schemes and practical apparatus.

The emphasis is on basic numeracy, mental arithmetic, developing and applying a range of strategies, as well as using an investigative approach to real life problems.

Science

The teaching enables children to explore the world in which they live while providing them with the essential practical skills to interpret data for themselves.

ICT

The use of ICT throughout the school provides every child with the opportunity to broaden their range of experiences across the whole of the Curriculum and to develop their skills to cope in an increasingly technological age.

Design & Technology

Children are encouraged to experience design and technological activities through

investigation. A special room provides a focus for Home Economics including cookery.

History and Geography

These are generally taught through topics in Key Stage 1, but as discrete subjects in Key Stage 2.

Art

In addition to painting and drawing, children gain experience in pottery, woodwork, 3D modelling, needlework, knitting, tie dye work and screen printing. Some of these activities take place in the Art Room.

Music

We encourage performance, listening and composition throughout the school. Children sing and play instruments for assemblies and concerts.

Peripatetic teachers teach flute, clarinet, trumpet, saxophone, trombone, cello and violin.

Physical Education

The development of physical skills and co-ordination is stimulated through indoor and outdoor games, together with gymnastics, movement and dance.

All children from Year 3 upwards have the opportunity to play netball, football and hockey. At present, Year 3, Year 4 and Year 5 have a term's swimming at Amersham Pool.

Sex Education

This is taught, sensitively and in the context of family life, as part of the programme on the study of the human body mainly in Year 6.

The BBC's sex-education programmes are shown to the children and the School Health Service acts in an advisory capacity.

Prior to the teaching of this module of work, an open evening for parents is arranged to outline the areas to be covered.

Parents may withdraw their children from all or part of the sex education programme provided they inform the Class Teacher in writing.

Religious Education And Collective Worship

The school is non-denominational and religious education is based on the Buckinghamshire Agreed Syllabus.

Collective worship reflects the requirements of the Education Reform Act in being "mainly of a broadly Christian character". This allows for a wide variety of religious traditions to be reflected during the school year. Children meet for collective worship in various groupings.

Every effort is made to devise collective worship that is sensitive to the needs of all pupils, whatever their background of belief and faith.

Parents have the right to ask for their children to be withdrawn from RE and/or collective worship.

French

There is no statutory obligation to teach a modern foreign language. However, we offer French in Years 4, 5, and 6.

Personal, Social, Health and Citizenship Education

This may well be integrated into other parts of the curriculum within our Infant department and taught discretely with Years 3 to 6. Our aim is to develop in our children an understanding and appreciation of responsibility for themselves, others, the society and the environment in which they live.

Testing and Assessment

Children are assessed throughout their development in accordance with procedures and requirements of the National Curriculum. Current results are shown in the Appendix.

Richmond Tests are given in Year 4, Year 5 and Year 6. The school uses a variety of other tests to aid teacher assessment and provide information for interested parties.

QCA tests are used as formal end of year assessment in Year 3, Year 4 and Year 5.

Homework

All children in Key Stage 1 are encouraged to take their reading books home daily and read widely. As they progress they will be required to learn spellings, tables and to do simple research.

Homework is set in Key Stage 2 to prepare the children for their entry into secondary schools.

A system of Homework Diaries is introduced in Year 3.

Home Liaison Reading Record books are in use in the lower part of the school.



THE STAFF

We are fortunate in having very able Class Teachers. Apart from being in charge of their own year groups, they also take on individual responsibility for the major areas of the curriculum. Most teachers voluntarily lead extra-curricular clubs and activities.

At present part-time staff consist of peripatetic music teachers, French, Design and Technology specialists, a Reception Class assistant teacher and a teacher who supports the development of language in the school as well as supporting children who have a special educational need.

The school has a School Administrator, a Secretary and a Caretaker (who in addition, provides our road-crossing patrol), as well as seven part-time Learning Support Assistants.

SPECIAL EDUCATIONAL NEEDS (SEN)

For many parents the title “SEN” is a daunting one. But as it applies to a wide variety of children who may be for example low achievers, find learning in a specific area of the curriculum difficult, physically or mentally disabled, slow to speak, poorly behaved etc., we should be assured that there are many children who at some time could come into one of these categories. At Little Chalfont, whatever the child’s needs, all teachers are responsible for caring for and teaching these pupils under the guidance of the school’s SEN co-ordinator. Setting the correct targets and matching the right work to the pupil’s needs is a very important task.

As parents, you are kept informed at all stages of your child’s development and no decisions are made for additional formal assessments without your consent. One question that is often asked by parents is “Will my child be labelled if they have a special need?”. The answer is no. Our school is very sensitive to the needs of all its children and most children get extra help during the week in one way or another e. g. specialist part time teachers take groups as do learning support staff. This is rotated and not just focused on SEN children, although SEN children may get more time or be in a smaller group etc. Hence any additional support is given with discretion. Parents are encouraged to be actively involved in helping their child with their Individual Educational Plan (IEP) and the assistance provided by outside agencies e.g. Literacy and Numeracy Support Services, Educational Psychologist, Speech Therapist etc.

Further SEN information concerning procedures and the Code of Practice may be found in the Headteacher’s Office and the Library.

COMMUNICATION WITH PARENTS

Newsletters

A school newsletter will be sent home at least twice every half term via the eldest child in each family. These are numbered and a few spare copies are generally available from the

office. PA letters and individual class letters will be sent home periodically in the same way by pupil post.

Consultations with Staff

We encourage parents to become involved in the development of their child's education and staff are always ready to advise parents about the progress of their children. It is preferable, however, that parents make an appointment to meet teachers if they need to see them, and appointment times are usually set for the end of a school day.

Open Evenings

Consultations are held in the Autumn and Spring Terms when the general progress of children is discussed. Time is limited at these meetings and parents are requested to make an additional appointment if they anticipate that discussion of a problem may prove lengthy.

Information Evenings

Various meetings during the year may well be arranged to keep parents informed and updated. These meetings address such issues as general assessment, 11+ procedure, school journey, sex education, special needs, drugs education etc. Parents are encouraged to attend these meetings as it is impossible for staff to provide time to update parents individually.

Walkabout

The school holds a "Walkabout Afternoon" in the Summer Term, when children's work is displayed. Parents and visitors are welcome to attend.

Reports

Written reports are made yearly and are available for parents at the end of the summer term.

School Information

A range of information is available to you. Certain documents that relate to the workings of the school are kept in the school library and made available for parents to view.

Transfer documents

Each child has a Transfer Document. It is a compilation of work, records and reports collected together to give the best possible "picture" of the child's performance. Also included are the Foundation Stage profiles made during the Reception year, the SATs results and other achievements and records. This documentation is used internally and as a main set of records for successful transfer to other schools.

Queries regarding your child's Progress

Any questions directly relating to a child's educational progress should be addressed to the Class Teacher concerned or to the Headteacher.

Complaints Procedure

It is important to try and settle the complaint quickly as your child's progress and welfare is paramount. The first step is to make an appointment with the Class Teacher to discuss the

matter rationally and calmly. If you still have concerns, please arrange to meet with the Headteacher. For concerns that have still not been resolved, you should write to the Chair of Governors or the Area Education Manager.

Parental Role

We encourage you to play an active part in your child's education.

The school has expectations of its parents that we hope you will be able to support. They are:

- Provide moral and spiritual guidance
- Support the School by showing a firm commitment to its ethos and principles
- Support the School policy on acceptable behaviour
- Show an enthusiastic interest in the child's progress and support the programmes of study that your child undertakes
- Support your child in homework and other opportunities for home-learning
- Maintain regular contact with your child's teacher through Consultation appointments and other dialogue as necessary
- Support the School's Attendance policy with respect to punctuality and holidays
- Treat all School staff with courtesy and respect

DISCIPLINE AND PASTORAL CARE

The Class Teacher is responsible in the first instance for the general welfare of his/her group. The staff exercise the kind of control over their pupils that would be taken by a careful and reasonable parent. Should an incident arise where the Class Teacher feels it is of a more serious nature, the matter is referred to the Headteacher, who deals with it - on some occasions after consultation with the parents concerned. Discipline is very much a two way process - parents and school must share the responsibility.

It is the policy of the school to encourage self-discipline and a positive attitude from an early age. Should bullying occur, it would not be tolerated. If a parent feels their child is being bullied they should contact the school at once.

It is important that parents inform the school of any particular changes at home that may affect their child's behaviour at school, e.g. new baby, parental separation, redundancy etc.

Little Chalfont has a Home School Agreement that it asks teachers, children and parents to sign in September. The Home School Agreement was drawn up following consultation with all three parties and is reviewed annually.

INTERESTS AND ACTIVITIES

Children have the opportunity to take part in a wide range of extra-curricular activities. Some take place during the school day; others are after school.

Through the year, these may include:

*Chess Club
Netball
Football
Athletics
Choir and Orchestra*

*Singing Club
Gardening Club
Gymnastics (provided by a private company)
Tennis (provided by a private company)
Music : flute, clarinet, trumpet, saxophone, cello
trombone, violin and classical guitar*

Educational Visits

The school maintains a programme of educational visits throughout the year. Year 6 go on a residential journey for a week in the Summer Term. All visits take place in accordance with the school's charging and safety policy.

Athletics

Children in the Junior Department usually compete in a variety of inter-school Sports.

Netball and Football

Both boys and girls enjoy a variety of sporting activities including Netball, Football and Hockey.

The school teams play friendly matches against local schools and take part in local tournaments.

Cookery and Craft - Clothes required

Children need aprons for Home Economics and from Year 1 require overalls (often a large old shirt) for Art, Craft and pottery.

**IT IS ESSENTIAL FOR ALL CLOTHING
INCLUDING SHOES AND PERSONAL ARTICLES TO BE CLEARLY
MARKED WITH YOUR CHILD'S NAME.**



LINKS WITH THE COMMUNITY

Throughout the year, we welcome a variety of people to the school. These include our local community policeman, the fire brigade, our school nurse, a dental nurse etc.

We have links with Amersham PLC who support local schools with a library of resources and the use of their scientists to lead lessons. Barringtons, the local Estate Agents, also help with the production and photocopying of various school information leaflets.

Elderly residents, from Halifax House and from roads close to the school, join us for our Harvest Festival Assembly, following which Year 6 make them coffee and they are given a gift of produce from the children. These residents also join us for the afternoon performance of the Christmas concert.

The school is always looking to further strengthen links with the community in a mutually beneficial partnership. Our aim is to broaden children's experience and awareness of the local community to prepare them to become good citizens.

VOLUNTARY HELPERS IN SCHOOL

We are fortunate in the help we receive from parents and others on a regular basis and in a variety of ways. These include:

- Listening to children read
- Taking small groups for cookery or sewing
- Helping in the library
- Helping with games
- Helping with ICT

Other specific help may be very welcome, such as a talk to a year group about your job or an area of expertise, help with particular projects or craft work, as well as help with supervision on school trips.

MEDICAL SERVICES

The school has access to a school nurse and doctor. The School Health Service will, on request, see children who are causing concern.

Should your child require medication during the school day, please hand it in to the Secretary. It should be clearly labelled with the child's name and the dosage. If you are in any doubt regarding your child's fitness to attend school, I am sure you will see the wisdom of keeping him/her at home.

Peanut/Nut Allergies - Peanut-Free school

At school, we have several children who may suffer anaphylactic shock if they come into contact with anything containing nuts. This can be a serious condition therefore, we ask parents not to send in lunches or snacks that contain nuts. You will be notified if one of these children are in your child's class so that you can be extra vigilant for example, by not sending in cereal boxes for art that have contained nuts.

VALUABLES

The school cannot be held responsible for the loss or damage of any personal possessions or valuables brought to school.

ILLNESS AND ABSENCES

- When children are absent from school, it is essential you inform the school secretary on that day by telephone or a note via another parent. We operate a first day absent contact to ensure all children are accounted for.
- No child may leave school during regular hours without permission from the Headteacher. To be excused, a child must present a note from home explaining the reason for the absence.

- In only **very** exceptional circumstances it may be necessary for a child to be taken on holiday during term time. We hope that such absences will be avoided if at all possible. Avoidable absence from school is always disruptive to children's education. We trust therefore, that parents will refrain from taking their children on holiday or for long weekends or birthday treats during term time. Should absence be essential, please complete the required form in advance of booking holidays; it is available from the Secretary. Birthday treats and opportunities for cheap weekends/weeks are not classed as exceptional circumstances.

SECURITY/SAFETY

The school continually seeks to update its policies on security and safety in consultation with parents, staff, children and the Thames Valley Police. The safety of our children travelling to and from school is paramount and parents/carers are asked to make themselves aware of the school's Road Safety Policy document; available in the school library. Some of the points made in this policy are outlined below:

Pedestrians

- (i) It is requested that all children, whether accompanied by an adult or not, use the school crossing patrol. This patrol is located on Amersham Road at the junction of Oakington Avenue between 8:30am and 9:00am and 3:15pm to 3.45pm.
- (ii) For obvious safety reasons, pedestrians should never use the roadway entrance to enter or leave the school.
- (iii) Please keep a careful watch (and hold) on your toddlers when in the school grounds; they should be under your control at all times. When waiting at the gate with pre-school age children, please make sure that they do not climb the school gates or play on any of the playground apparatus. Please keep them off the playground so that they do not collide with the school children.

It is easy for accidents to occur, especially when there is no supervision. In such circumstances, the County is not liable.

- (iv) Please note that the gates are kept shut during school hours; please close them behind you when necessary.

Drivers

- (i) Please drive with extreme care and be especially vigilant, bearing in mind the large numbers of school (and pre-school) children heading towards and exiting the premises over concentrated time periods each day. Please exercise caution at the junctions and adjoining side roads with Oakington Avenue; think about visibility (yours and that of the children) which, for various reasons, may be limited or obstructed when manoeuvring your car.
- (ii) Parents/ carers are expected to strictly adhere to the Highway Code when bringing, dropping off or collecting children from school. In this context, we would highlight to parents/ carers that under no circumstances should any vehicle use the yellow zig-zag area outside the pedestrian entrance as a pick-up or drop-off zone. Parents/ carers are also requested not to park opposite the school as this is also potentially hazardous and causes congestion.
- (iii) Do not reverse into the school entrance since this presents obvious dangers.
- (iv) The parents have an informal agreement to use Oakington Avenue as a one-way street as this eases congestion. However, the residents themselves clearly have no such obligation and we would remind you to respect their rights of way. Please show courtesy to our neighbours when driving and parking.

Getting children to and from school can sometimes be stressful! Please think to travel safely and calmly for the benefit of yourselves and others.

SAFEGUARDING CHILDREN

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils in this school.

We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution.

On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact you. The procedures, which we follow, have been laid down by the Buckinghamshire Area Child Protection Committee, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Headteacher or your child's class teacher.

SCHOOL FUND

We have a fund into which parents and children may contribute. This is entirely voluntary. Pupils derive immense benefit from the money collected, for its uses are many and varied. Contributions would be appreciated in the first two weeks of each term or in one annual payment in September. The Governors have suggested that a suitable contribution might be £30.00 per child each year. Please send School Fund contributions in an envelope marked

with the name of the child and class number. Alternatively, if you are a tax payer, contributions may be made to the school through "Gift aid". By giving in this manner, you may be eligible to claim tax relief. Further details can be obtained from the Headteacher.

PARENTS ASSOCIATION

A thriving and supportive association helps with fund raising and, equally important, organises a variety of social occasions to give everyone an opportunity to get to know each other.

Co-operation between home and school is of the utmost importance to all concerned. In recent years the parents have raised funds to help the school on several major projects.

CHARGING AND REMISSIONS POLICY

There are many activities connected with school life that rely on contributions from parents.

The Governors are required to adopt a policy on charging for activities and materials. It accords with Buckinghamshire County Council guidelines and is as follows:

- (a) Where activities are proposed which would take place in school session time, parents will be invited to make voluntary contributions towards the cost of the activity on a pro-rata basis. A pupil will not be debarred from taking part in the activity because his/her parents cannot or will not contribute, but the activity will not take place unless sufficient contributions are received to cover the cost.
- (b) Where activities take place outside school session time, appropriate charges will be levied.
- (c) Any application for a full or partial remission of charges will be considered. Please approach the Headteacher if there are difficulties.
- (d) Where parents have indicated in advance that they wish to own their child's finished work, an appropriate charge may be made for ingredients and materials.
- (e) Parents will be required to meet the cost of breakages, damages and loss where this is a result of their child's behaviour.

POLICIES AND SCHOOL IMPROVEMENT PLAN (SIP)

These are kept in the School Library and are available for parents to read.

THE GOVERNORS

The Governors have wide-ranging responsibilities, including overseeing the school budget that is delegated to them.

Each year, an annual meeting is held when the Governors present a report of the school's activities and invite questions from parents. The full Board of Governors meets at least twice a term, individual committees meet on a regular basis. Minutes of the Board of Governors' meetings are kept in the library.

Vacancies occur for Parent Governors from time to time.

We hope that your son or daughter will be very happy at our School.

Please do not hesitate to contact the Headteacher if you would like any further information.