



Kingston St Mary Church of England Primary School



Prospectus 2009-10

Greenway, Kingston St Mary, Taunton, Somerset TA2 8JH

Tel: 01823 451353

Fax: 01823 451390

Email: office@kingston-st-mary.somerset.sch.uk



Dear Parents

WELCOME TO KINGSTON ST MARY

We are a high-aspiring and yet caring and welcoming school, with attention given to the educational needs and well-being of each individual child in our care. Apart from covering all areas of the National Curriculum, we provide numerous additional activities for the children to enjoy in clubs during lunchtimes and after the end of the normal school day. Many of these are of a sporting nature and we have been awarded an 'ActiveMark', but they also include the popular Kingfisher Club, which provides a secure environment for general after-school care.

We strive to achieve the highest possible standards, not only in an academic sense, but also in meeting personal needs and in promoting social skills and courteous behaviour; and we benefit from close association with the local Church and with the rest of the village community. We are pleased to have obtained recognition as a 'dyslexia- friendly school'; as well as a 'Healthy School' for promoting healthy lifestyles.

We pride ourselves in our staff and recognise their outstanding commitment towards meeting the needs of each child here at the school. Parental interest and support nevertheless has a huge impact on a child's education and we actively encourage all parents and carers to contribute wherever possible to their child's time in school. We are delighted that parental engagement in the school continues to be high and we have a very active Parent Teacher and Friends Association.

Our prospectus will answer many of the questions you wish to ask, but a personal visit would enable you to experience the warm and friendly ethos of our school and we therefore take this opportunity to invite you to visit us.

We hope that your association with the School will be a happy and rewarding one. If you would like further information, to meet the Headteacher, or to arrange a visit to the school, please ring the school office on 01823 451353. I am also, of course, always available if necessary to try and respond to any queries.

David Clews

Chair of Governors



THE SCHOOL	1
THE SCHOOL ETHOS.....	2
THE AIMS OF OUR OF OUR SCHOOL.....	2
HOW WE ORGANISE LEARNING.....	3
THE CURRICULUM	3
COLLECTIVE WORSHIP.....	4
SEX AND RELATIONSHIPS EDUCATION.....	4
INFORMATION COMMUNICATION TECHNOLOGY.....	4
EQUAL OPPORTUNITIES	4
SPECIAL EDUCATIONAL NEEDS (SEN)	4
We have a comprehensive policy with regards to the supporting children with special needs.....	4
MULTI-CULTURAL EDUCATION.....	5
HOMEWORK.....	5
EXTRA-CURRICULAR ACTIVITIES.....	5
WELFARE	6
MEDICAL CARE.....	6
SCHOOL SECURITY/HEALTH & SAFETY	6
ABSENCE FROM SCHOOL.....	7
GENERAL INFORMATION	7
KINGSTON ST MARY ADMISSIONS POLICY	7
TIMES OF SCHOOL SESSIONS.....	7
TRANSPORT TO AND FROM SCHOOL	7
SCHOOL MEALS	8
SCHOOL UNIFORM	8
JEWELLERY	9
LOST PROPERTY	9
BEHAVIOUR AND A SUMMARY OF OUR RULES.....	9
VISITS.....	10
CHARGING POLICY.....	10
STATUTORY INFORMATION	10
HOW TO MAKE A COMPLAINT.....	10
YOUR CHILD'S NEXT SCHOOL.....	10
PARENTS, TEACHERS & FRIENDS ASSOCIATION (PTFA).....	11
SCHOOL GOVERNORS	11
APPENDICES	12
Appendix A - SCHOOL SUPPORT STAFF.....	13
Appendix B - THE GOVERNING BODY	14
Appendix C - KEY STAGE 2 TEST RESULTS.....	15
Appendix D - School Terms and Key Dates 2009/10.....	16
Appendix E -ACCESSIBILITY PLAN.....	17
Appendix F - OTHER STATUTORY INFORMATION.....	17



THE SCHOOL

Kingston St Mary is a Church of England Voluntary Controlled (VC) school within the Diocese of Bath and Wells. The school shares a close relationship with St Mary's, the Parish Church. The Rector is a school governor and visits us to lead collective worship, meet the children and support the staff. We visit St Mary's Church for some of the major Christian festivals as well as using it to support the curriculum.

The school was built in 1978 on a delightful, spacious site. It is situated on the outskirts of the village and is adjacent to open farmland. It nestles on the lower slopes of the Quantock Hills and benefits from views across the Vale of Taunton towards the Blackdown Hills. There are some play areas, playing fields and a garden conservation area. The grounds are beautifully kept and the children encouraged to value and care for their school environment, which often provides a stimulus for their work.

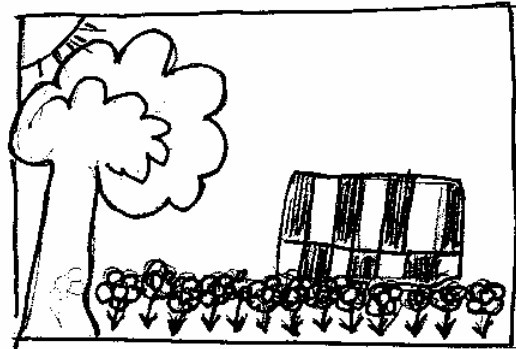
The buildings are light and airy. We have a spacious classroom for our reception aged children. It has room to accommodate the more practical nature of the curriculum for our younger pupils including an area for sand, water and role play. It has its own toilet facilities and easy access to a safe and contained playground.

Next door is our ICT suite (accommodating 15 computers) and the other key stage 1 classroom.

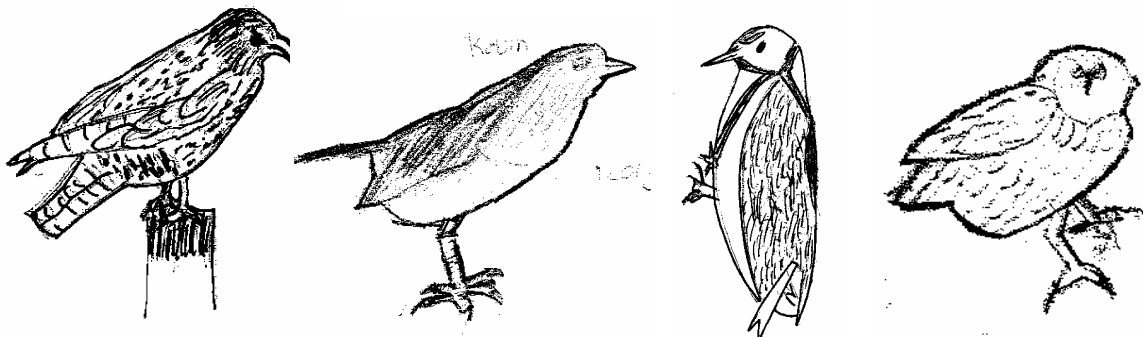
There are two Elliott classrooms - one presently for Year 3/ Year 4 and the other for Year 5/Year 6 children. They are double glazed, warm, secure and have their own toilet facilities.

By September 2010 we will have a new more spacious purpose built classroom. This will mean that our smaller classroom will become a library and resource room, suitable for group teaching and many other purposes.

Holly We are happy at school because.



we have a lovely garden to play in.



All our classes are named after birds that are indigenous to the Quantock hills area - Woodpeckers, Robins, Buzzards and Owls



Our staff are extremely caring and committed professionals who recognise the importance of extra curricular activities that are age appropriate. They voluntarily devote many additional hours to a variety of out-of-school activities, which contribute significantly to the provision we are able to offer.

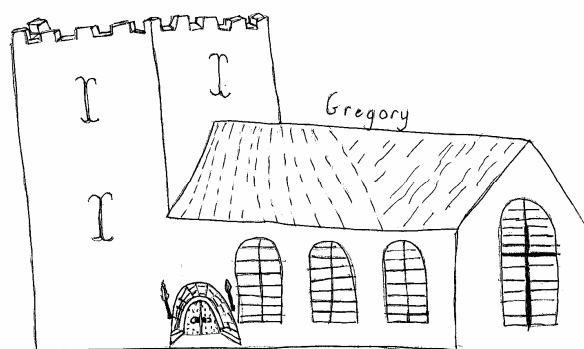
We are always pleased to see parents in school and benefit from the variety of talents which they bring. At present we have parents and friends who regularly commit themselves to coming into the school to help with computer skills, reading, artwork, games and after-school clubs.

We endeavour to be an integral part of our community and welcome visitors into school whenever we can.

THE SCHOOL ETHOS

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils and through the daily life of the school.



THE AIMS OF OUR OF OUR SCHOOL

At Kingston St Mary Church of England Primary School we provide a broad, balanced education for all. We aim to create a happy, caring and stimulating environment in which children and adults can grow in self-esteem and develop their personalities.

In partnership with parents and carers, we aim particularly to

- Develop a lifelong enthusiasm for learning, opening children's eyes to the opportunities which life offers;
- Develop in pupils their individual abilities to attain the highest possible standards;
- Give children the confidence to question, debate and be independent;
- Encourage children to be responsible and honest global citizens who care about the wider world;
- Provide creative opportunities for children in all aspects of the school curriculum;
- Help children learn to live together in a community, showing one another friendship and a respect for the beliefs, attitudes and values of others;
- Develop in children spiritual awareness and an awe of the universe.



HOW WE ORGANISE LEARNING

The school is organised into four classes by age, each class containing two age groups. Classes may very occasionally be grouped other than by age in order to accommodate specific agreed needs. The children spend most of their day with their class teacher although they may, from time to time, work with a particular teacher who has a particular expertise in a certain subject e.g. music.

Within each class the children are organised in groups so that each child may progress at his or her own pace. In this way the most able child may move on quickly whilst the child that finds set tasks more difficult can consolidate and reinforce concepts at an appropriate pace.

We offer the children a broad and balanced curriculum, taking great care over our planning to ensure that not only is the National Curriculum covered, but that it is appropriate to our children in our school setting. We follow the National Strategies for Literacy and Numeracy and endeavour to make links between subjects both in this and our topic work. Topics are planned at class level and whole school level. We operate a rolling programme for many subjects (e.g. science) so that work is not repeated for a child in the same class for two years. We encourage pupils to extend their work at home and to take a pride in all that they do.

Where possible, the curriculum is enhanced with practical activities, trips etc. The younger pupils make great use of our local environment on their weekly outdoor education afternoon. Links are made with secondary schools as the children become older.

We strongly believe in the importance of the arts and give high priority to art, music and drama. We also ensure that the children take part in a structured programme of P.E and games, having the opportunity to participate in extra curricular clubs if they so wish as they become older. We currently have an excellent choir and a range of sports teams who play in friendly matches.

Children will be taught as a class, in groups and individually. Sometimes we want children to discuss their work with others and at other times we want each child to work on his or her own. As children move through the school we encourage them to become more independent as their personal organisational skills develop

THE CURRICULUM

As in other state primary schools, all the children of statutory school age (5-11) follow the National Curriculum. This means they follow nationally agreed programmes of study in Mathematics and literacy as outlined in the Primary National Strategy, English through the National Literacy Strategy, Science, Art, Music, Physical Education (PE), History, Geography, Design & Technology, Information Communication Technology (ICT) and Religious Education (RE) which is planned in line with the Local Education Authority Agreed Syllabus. In addition to the subjects specified in the National Curriculum, the school curriculum also includes cross-curricular issues such as Personal and Social Education, Health Education, Environmental Education, Equal Opportunities and Multicultural Education. Citizenship has now become an integrated part of the whole school curriculum.

Children progress through the levels of the National Curriculum at their own rate. They are informally assessed by teachers all the time with assessments being used to plan further work and to provide information for reports. Assessments are made against the levels set in the National Curriculum. During Years 2 and 6 children will participate in National Tests (SATs). Optional SATs are undertaken by Years 3, 4, and 5 in order for staff to be able to monitor progress. We use formal assessment to identify children with special needs.



Parents' consultation evenings are held twice a year when the opportunity is given for more formal discussion about each child's progress. Written reports are issued annually.

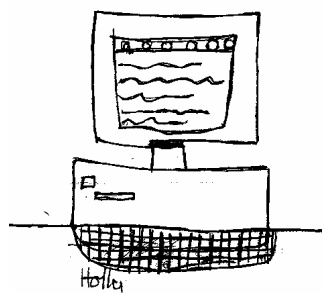
COLLECTIVE WORSHIP

Collective worship is of a broadly Christian nature. It is the right of parents who so wish to withdraw their children from collective worship.

SEX AND RELATIONSHIPS EDUCATION

The Governing Body, after consultation with staff and parents, has decided that the school curriculum should include Sex Education taught as a continuous and consistent subject area throughout the seven years of a child's primary school life. The programme which has been devised follows the guidelines laid down by the Local Education Authority (LEA). In the first five years it forms part of the Health Education and Science programme. In Years 5 and 6 the programme is taught as specific Sex and Relationships Education lessons in the Summer Term. These lessons are taught by class teachers and other facilitators who have good relationships with the pupils. We believe that this provides a comfortable environment for the children to learn. The teachers use videos and other published material, which parents are most welcome to see before it is introduced to the classroom.

Parents have the right to withdraw their children from any sex education lessons, which are not part of the National Curriculum. Parents of children in Years 5 and 6 are notified about the lessons.



INFORMATION COMMUNICATION TECHNOLOGY

We are proud of our ICT suite which allows the pupils regular hands on access to computers. We have a Smart board (interactive white board) in each classroom and digital projectors. Children use computers discretely and as part of their general curriculum work. Class teachers use ICT widely to introduce and enhance pupils' learning. Children will become confident and competent at using a variety of computer platforms and use the digital camera to support their learning. As a school we are constantly looking at way to improve our facilities.

EQUAL OPPORTUNITIES

Our aim is to provide equal opportunities for all children and adults at Kingston St Mary School. We actively discourage stereotypical views of male/female roles. Where appropriate, teachers may positively intervene to encourage children to co-operate on tasks together to overcome their own gender segregation and prejudice. Pupils with disabilities will be treated no less favourably than other pupils and we work effectively with other professionals and agencies to ensure that any needs are addressed. Though we do not yet have wheelchair access to all parts of the school site; consideration for this is on our School Improvement Plan - (please see the appendices for our accessibility plan) We recognise how important it is for each individual to have a positive perception of his/her role in life and the possibilities open to them. We have a high regard for the government's "Every Child Matters" agenda.

SPECIAL EDUCATIONAL NEEDS (SEN)

Consideration and individual support is given to all children with special educational needs including the most able, those with learning difficulties, those with physical disabilities and those with emotional problems.

Class teachers work closely with the LA's multi-skilled professional special needs team who are able to offer advice and additional support to ensure that children are able to access the National Curriculum regardless of their diverse needs. We have a number of well trained teaching assistants who support children with special needs as part of their role.

We have a comprehensive policy with regards to the supporting children with special needs.

Our School is a lovely place to be because.....
 "There's a vast number of lessons for the children to learn" - George



MULTI-CULTURAL EDUCATION

We believe it is essential that our pupils should develop an understanding of a variety of cultures. We aim to help children grow into people who respect and care for others. Appropriate and stimulating themes are chosen, usually as a whole school focus. The theme is then developed and celebrated together.

HOMEWORK

We strongly feel that primary age children should spend time out of school playing and pursuing their own hobbies and interests. We will rarely set long sustained homework tasks. The main focus of homework will be upon literacy and Numeracy, but may include research for topics, particularly as a child gets older. We believe it is important to prepare our children for secondary school and thus, the quantity of homework will increase as the child moves through the school.

Occasionally children will bring home unfinished tasks to complete. Below are suggested amounts that we feel to be appropriate (as recommended by DfES).

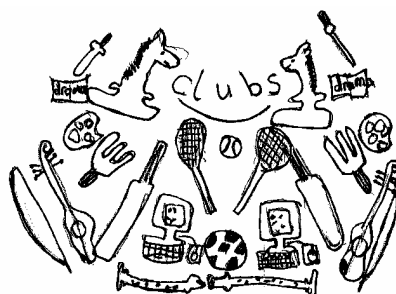
- Year R: sharing books, developing skills for reading
- Years 1 & 2: 1 hour per week: reading spelling other literacy work and number work
- Year 3 & 4: 1.5 hours per week: reading, spelling, literacy and numeracy, with occasional assignments in other subjects.
- Years 5 & 6: Up to 2.5 hours per week with emphasis upon reading, literacy and numeracy but also ranging widely over the curriculum.

Although your child will be heard to read in school through "shared reading", "guided reading" and as an individual, we hope that parents will share a book or encourage children to read at home daily for a sustained period, appropriate to the child's age. In our experience regular readers make good progress and develop a positive attitude to reading.

As your children become older, we hope you will also help them to learn their spellings or number bonds (e.g. multiplication tables). Teachers will keep you informed of any help you can give. Please encourage your child in all their endeavours at home. Your interest and commitment will be invaluable in your child's progress.

EXTRA-CURRICULAR ACTIVITIES

A variety of clubs are held throughout the year; these may include activities such as chess, netball, rugby, craft, gardening, cricket, football skills, computer, country dancing, guitars, tennis and recorders. After school clubs usually finish by 4.00pm. These are mostly available for Key Stage 2 children, as we have found that our younger pupils are tired after their day in school. We request that parents collect their children promptly after these activities in order to ensure their safe return home. Pupils in Year 5 and above may walk home unaccompanied with their parental permission. Our after school club - Kingfisher Club, is run daily until 4.45pm (4pm on Fridays) to help parents with childcare arrangements and allow children to socialise in a safe and familiar environment. A small charge is made for this. Further details are in this pack.





WELFARE

SAFEGUARDING

We at Kingston St Mary Primary School take our Safeguarding responsibilities very seriously. This means that we have ensured (and will continue to do so) that everyone working in the school has successfully completed the necessary clearances to enable them to work with your children. It also means that we have a staff member who is specifically trained and nominated as the Designated Child Protection Person within school. This person is Mrs Janet McCarthy.

We would always hope to share any concerns we may have about your child with you, at the first opportunity as we hope you do with us about your, or any other child. Part of our legal duty to safeguard your children, may also include us needing to consult with and take advice from other agencies such as the Police, or Children's Social Care, should the need arise.

By working closely together with you and our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.

MEDICAL CARE

If your child is unwell, please do not send him/her to school. Children who are below par cannot cope with the rigours of a school day. It is also unfair on the other children and staff who may suffer the risk of infection.

If your child is unwell at school, we will make every effort to contact you. It is very important that we have up-to-date home/work telephone numbers or other contact numbers. Until we have contacted you we will take any action required in the interests of the child.

Although we will always care for children who become ill at school, children on short courses of medicines, such as antibiotics, requiring regular administration should not be sent to school. If children do need to bring prescribed medicines to school, these are still the overall responsibility of parents. Please ensure the medicine is clearly labelled with the child's name and that clearly written directions for use are attached. A form will be issued to you should you require us to administer medicine at school. These medicines should be brought to the Headteacher, or in her absence, her representative. They will be stored in a nominated place. If at all possible, parents should come to school to supervise the taking of medicines. Please do not assume that your child's Class Teacher will administer the medication.

It is important that the child develops responsibility for taking the medication by reporting to the nominated place where the medication is securely stored. The exception to these rules will be in cases where medication may be needed in an emergency, e.g. inhalers for asthma. In such cases parents must inform the school what medication their child is carrying and take full responsibility for its use and safety.

From time to time, head lice are a problem in school. We would ask that you be vigilant about this and treat your child as soon as possible for his/her comfort and in order to prevent other children becoming infected.

Many of the school staff are trained in Emergency First Aid and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, we will contact you as soon as possible. We will always inform you if your child suffers a blow to the head, even if there are no apparent symptoms.

Whilst at school, children are given routine vision tests in their Reception Year and Year 6, and hearing tests in Year 2.

SCHOOL SECURITY/HEALTH & SAFETY

The school does its best to balance the need for an open and friendly learning environment with the need for security around the school site. Over recent years a number of additional security measures have been introduced including a secure entrance lobby, visitor badge system, digital door locks, security fencing and telephones in outside class rooms. Further security measures are always under consideration.



Full Health & Safety reviews together with risk assessments are undertaken at regular intervals. Fire drills and evacuation procedures are practised regularly.

ABSENCE FROM SCHOOL

If your child is absent from school for any reason, it is essential that you let us know by telephone or a short note. A note confirming reason for absence will be required on your child's return to school. If you wish your child to leave school during the day for an appointment please ensure we are informed beforehand.

In the event of severe weather, heating failure etc. making the opening of the school unlikely, every effort will be made to staff the school telephone from 8.15 am. Information may also be gained by listening to local radio bulletins. It is stressed however that school will open whenever possible.

Holidays cannot usually be authorised in term time unless there are exceptional circumstances. If you are going to take a holiday during term time, you will need to fill in a holiday form, available from the school office. Holidays taken during term time are disruptive to a child's education and are to be discouraged. Odd days off cannot be authorised. The school has to keep a record of all absences. Details of figures for the most recent academic year can be found in the appendix.

GENERAL INFORMATION

KINGSTON ST MARY ADMISSIONS POLICY

The planned admission number is 16 children in each year group. There may be years when we are oversubscribed. In that case, in accordance with LA guidelines, children are offered places according to the criteria as outlined in the LA Admissions policy. This includes admission of pupils with disabilities.

TIMES OF SCHOOL SESSIONS

Morning 8.45am to 12 Noon (Key Stage 1)

 8.45am to 12.15 (Key Stage 2)

Afternoon 1.15pm to 3.00pm (Key Stage 1)

 1.15pm to 3.05pm (Key Stage 2)

Children should not arrive at school before 8.35am.

There is a mid-morning break of 15 minutes for all children. Under a government funded initiative, Key Stage 1 pupils are given a free piece of fruit. Older pupils are encouraged to bring in a healthy snack to eat. Youngest pupils will also be offered milk subsidised by the EU.

The school year consists of the statutory 190 days. The school can only offer supervision of children for ten minutes before and after the school lessons. Please try to ensure your child is on time in the morning and he/she is met promptly at the end of the day.

TRANSPORT TO AND FROM SCHOOL

As most children are brought to school by car there can be great congestion at the beginning and end of the school day. For the children's safety, we ask you to adhere to the road markings and exercise particular care around the school entrance by not performing U-turns. The parents' car park eases the problem, but again please anticipate small children who may not be aware of the dangers of car parks.

If for any reason you are unable to collect your child on time please telephone the school so that he/she may be reassured. Please inform us and your child of any changes regarding their collection. Please also inform us and your child if any arrangements are made for him/her to be collected by another parent.



Children living at a qualifying distance of over 3 miles can obtain help with transport to school. If you think you may be entitled please contact School Transport at County Hall on 0845 3459155. Parents of children who normally travel by minibus should always contact the school regarding occasions when their child is not due to travel on the bus at home time. Older children may cycle to school with parental consent. We strongly urge those children that do cycle to wear helmets. We request that the school is informed in writing of all children who will be cycling to and from school unaccompanied.

SCHOOL MEALS

Children have the option of choosing from hot school lunches or bringing their own packed lunch. Children choosing school meals select menus for the week ahead. There is always a meat, a vegetarian and a salad option exceeding government nutritional standards.

Packed lunches from home should be nutritionally balanced and packed in a named lunch box. Drinks should be brought in a container which incorporates a cup. So that you know what your child has or has not eaten, the remains of their lunch will be brought home.

Our lunchtime supervisors will help our children to have a safe and happy lunchtime. Lunchtime "buddies" help to organise playground games, especially for younger children.

SCHOOL UNIFORM

The majority of parents are in favour of school uniform for a variety of reasons. The uniform of Kingston St Mary allows flexibility and is based on the colours red and grey. We hope your child will wear the uniform with a sense of pride.

Trousers	Grey/charcoal/black (not denim or cord)
Pinafores/skirts	Grey (not tight fitting please)
Leggings/ski pants	Grey/black
Shirt/blouse	White
Sweatshirt or cardigan	Red with school logo
Tights	Grey/black
Summer dress	Red and White
Short trousers	Grey
Polo shirts	White
Shoes/sandals	Sensible dark shoes (not trainers or boots)

PE KIT (These items are to be kept in a PE bag in school)

White shirt

Red shorts

Daps

Sweatshirts, polo shirts, book-bags, PE bags and much of the PE kit is available from the school office. We ask you to provide sensible shoes for use during school hours and to mark all clothing clearly with your child's name. We can supply details of a nametag company.

During the winter months older children may require football boots or outdoor trainers and shin pads. A track-suit is also a useful item. We encourage plain, dark colours without gimmicky logos.



The children in Years 1 and 2 swim regularly. Non swimmers in Years 3 & 4 will also have the opportunity to learn. Pupils who go swimming will need swimming costumes and towels. Long hair needs to be tied back and a swimming hat provided.

For children in Key Stage 2 we would be grateful if you would provide your child with an old T-shirt to ensure your child's uniform is not spoilt during craft activities.

JEWELLERY

Jewellery should not be worn at school. Responsibility cannot be accepted for lost items. Children with pierced ears may wear studs but decorative earrings should not be worn. Watches may be worn by pupils in Key Stage 2.

LOST PROPERTY

Items are kept at school for a reasonable period or until claimed. All items should be clearly marked with the child's name. Please check regularly that the name has not faded. We are sorry but we cannot accept responsibility for unmarked clothing.

BEHAVIOUR AND A SUMMARY OF OUR RULES

Children at Kingston St Mary are happy and have a caring attitude towards others. To maintain this we seek your support and involvement in ensuring children's adherence to our behaviour requirements.

Children are expected to treat everyone with respect. This means listening to others, being helpful at all times and being aware of good manners. They are expected to care for their surroundings and to keep the school a safe and tidy place. They are expected to look after the school, themselves and other people. This means always putting materials away where they belong, hanging up coats and bags and supporting each other. Children are expected to illustrate increasing self-discipline and self-reliance as they progress through the school. Older children recognise the importance of making a full contribution to school life in sporting, academic and social areas.

The teachers at Kingston St Mary are keen to build positive relationships with children, which helps to shape appropriate behaviour in the child, leading to good self-discipline. Good behaviour is positively reinforced and children receive praise and recognition. Success is a strong motivator for good discipline. A copy of the school's behaviour policy is available in the school office.

Below is a summary of our school rules;

- To always tell an adult where we are going.
- To only touch each other in a friendly way.
- To walk quietly and calmly in school.
- To look after the school, the people and the things that are in it.
- To be kind and helpful to everyone.

We hope that all children will work within our basic code of conduct. However, if behaviour causes concern the class teacher will discuss the matter with the child. The withdrawal of privileges may be the sanction used, but if there is an ongoing problem, parents will be consulted and asked to work with the school to resolve the situation.



VISITS

Occasional class outings may be organised in connection with school work. Parents may be asked for a voluntary contribution towards the cost of travel etc on these trips (see "Charging Policy" below). Your co-operation is appreciated. When such trips are planned parental consent will be required. Children regularly use the local environment for their work and your permission will be sought for these regular visits which take place within the parish.

CHARGING POLICY

The Education Reform Act 1988 brought new provisions regarding charges for school activities.

Under the 1988 Act, schools are unable to charge for the following:

- education wholly or mainly during school hours;
- materials and ingredients for things made in school which pupils do not want to keep;
- visits in or outside school hours which are necessary for an examination

Charges may be made for the following:

- individual music tuition which is not part of the syllabus for an examination;
- excursions where a third party is involved;
- board and lodging where a school activity involves a residential element;
- the exact cost of optional extras is not connected directly with the National Curriculum.

Some school activities will only be possible if parents make a voluntary contribution, and where this is the case, parents will always be informed at the outset.

STATUTORY INFORMATION

The Department for Education requires schools to make certain information available to parents and the public. The school holds the following information:

- The Local Authority's statement of curriculum policy
- Any statutory instruments (including those for National Curriculum subjects)
- Any schemes of work currently used by teachers at the school
- A full copy of the arrangements for the consideration of complaints
- The LEA's agreed syllabus for the teaching of Religious Education.

The school also holds copies of the prospectus and the governing body's report to parents, which are available to parents on request at the school.

HOW TO MAKE A COMPLAINT

We hope that any complaints that parents may have can be resolved by the school. However, there is a three stage procedure for dealing with a complaint.

Stage 1 A complaint to the school (through the Headteacher). If the complaint cannot be resolved it can move to:

Stage 2 A written complaint to the governing body (through the Clerk to the Governors). If the complaint is not resolved it may be necessary to go on to:

Stage 3 A written complaint to the LEA.

YOUR CHILD'S NEXT SCHOOL

At the age of eleven all children transfer to Secondary School. The local authority will send parents particulars of all the options open to them in the autumn before they move. In order to ease the transfer to Secondary School, each child's abilities and progress are discussed with the School concerned. Secondary teachers visit Kingston St Mary and the children before they transfer. We maintain good



links with our Secondary Schools, in particular Ladymead, which is our designated secondary school. Parents also select Heathfield School, The Castle School, Kingsmead and other local secondary schools.

PARENTS, TEACHERS & FRIENDS ASSOCIATION (PTFA)

The Parent, Teacher and Friends Association forms an important part of Kingston School. We try to encourage past parents and friends to join in our events to keep a continuous link within our community. The role of the PTFA is to organise a mixture of fund raising and social events. The money raised enables the staff to equip the school with items which benefit the children, but are perhaps the "extras" to school life. Although the fund raising is important we try to do things light-heartedly and with fun so that our activities also serve as a social focus for the community. Kingston St Mary is lucky to have such an enthusiastic, supportive PTFA.

SCHOOL GOVERNORS

Our school governing body is a combination of appointed, elected, co-opted and ex-officio governors, all working collectively to ensure the highest possible standards of school life are achieved.

The governors of Kingston St Mary Church of England Primary School are proud of the school and are committed to helping the school staff provide a warm learning environment for each child's physical, educational, social and moral development.

The Governing Body has a range of statutory and delegated duties encompassing the curriculum, policy, finance, staffing, resources, and accommodation. The governing body meets formally twice per term to discuss a range of matters affecting the school. We welcome our governors into the school, to work alongside the pupils and to support the teachers in their work.

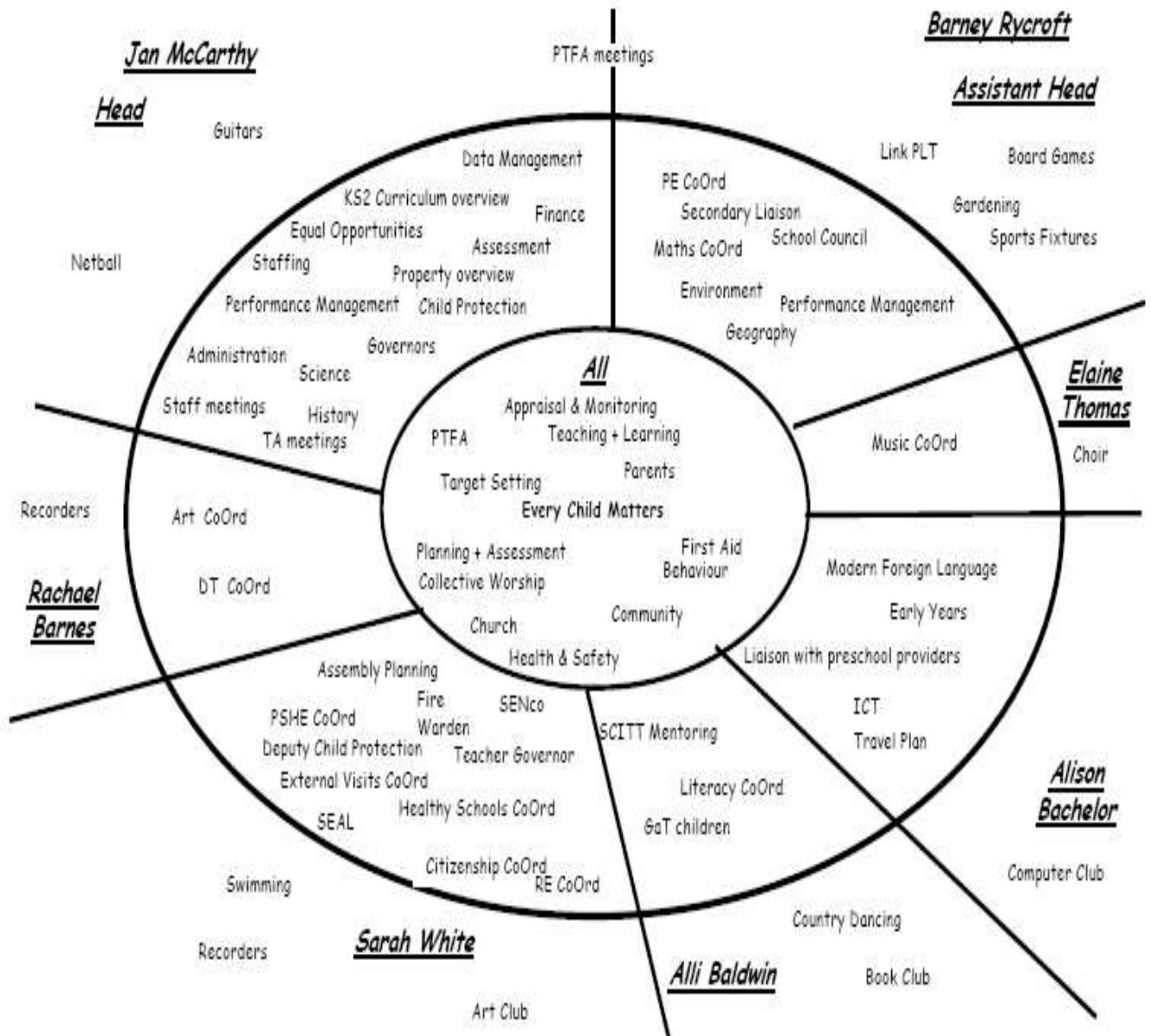


APPENDICES

Appendix A - SCHOOL TEACHING STAFF

Kingston St Mary Primary School

Roles and Responsibilities - Teaching Staff



Our School is a lovely place to be because.....
 "It's a very happy place" - Jordon



Appendix A - SCHOOL SUPPORT STAFF

<u>Support Staff</u>	Stephanie Hoare	Office Manager	
	Sarah Greaves	Admin Assistant	
	Carol Kennedy	Teaching Assistant (SEN)	
	Ros Allen	Teaching Assistant (SEN)	
	Julie Ball	Teaching Assistant	
	Gwawr McIntyre	Teaching Assistant	
	Hana Hoare	Teaching Assistant / Mealtime Asst	
	Emma Chant	Kingfisher Club Supervisor	
	Kymm Littlewood	Special Needs Assistant / Meal Time Asst	
	Trudy Mancini	Senior Meal Time Assistant	
	Viv Hollands	Meal Time Assistant	
	Paula Hollands	Meal Time Assistant	
	Sarah Hancock	Kingfisher Club Assistant / Meal Time Assistant	
	Bella Flood	Kingfisher Club Assistant	
	Sharon Wyatt	Caretaker / Cleaner	
	Simon Glauert	Maintenance	



Appendix B - THE GOVERNING BODY

KINGSTON ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNING BODY		as at July 09
<u>David Clews</u> tel : home 451489 / work 358120 email : daclews@somerset.gov.uk	Chair Finance & Staffing, Performance M'ment	LA
<u>Mrs Janet McCarthy</u> tel : 451353 fax 451390 email : jmccarthy@educ.somerset.gov.uk	Finance & Staffing, Property	Head teacher
<u>Mrs Stephanie Hoare</u> tel : 01823 451353 mobile: 07840 880958 email : sjhoare@educ.somerset.gov.uk	Finance & Staffing	Clerk
Miss Hana Hoare		
<u>Mrs Dorothy Earp</u>	<u>Curric/ Comms</u> , Performance M'ment, Robins	Foundation (DBE) August 2009
<u>Rev. Richard Edwards</u>		Ex-Officio Aug 2050
<u>Mr Barney Rycroft</u>	Curriculum & Community	Staff
<u>Mrs Lucy Hay</u>	<u>Property</u> , Finance & Staffing, Woodpeckers	Community Oct 2009
<u>Mrs Bella Flood</u>	Curriculum & Community, SEN, Children Looked After	Community March 2010
<u>Jason Louis</u>	Finance & Staffing, Property, Training & Induction	Parent March 2010
<u>Mrs Kathy Aladin</u>	Curriculum & Community, Woodpeckers	Parent March 2010
<u>Mrs Jane Churchill</u>	Property, Literacy, Performance M'ment	LA Nov2011
<u>Mrs Rosalie Hughes</u>	Curriculum & Community, Buzzards	Foundation (PCC) Dec 2011
<u>Mr Nick Townsend</u>	Property, ICT / Website	Parent
<u>Mr Alistair Lambon</u>	Curriculum & community, Maths	Parent
<u>Rev. Ann Fulton</u>		Ex-Officio Associate Member
<u>Mrs Barbara Coulthard</u>	Property, Owls, Early Years, Child Protection	Associate Member



Appendix C - KEY STAGE 2 TEST RESULTS

Key stage 2 school and national level data

These tables show the percentage of year 6 pupils at Kingston St Mary C of E Primary School achieving each level, compared to national end of key stage 2 teacher assessment levels and test results.

The shaded sections of the tables represent 2008 national teacher assessment and test result data.

Figures may not total 100 per cent because of rounding.

Level 4 represents attainment for the "average" child.

Teacher assessment (number of pupils in cohort 19)									
Percentage at each level									
	W	1	2	3	4	5	6	Pupils disappled	Pupils absent
English	0	0	0	16	58	26	0	0	0
English	0	1	4	16	49	30	0	0	0
Mathematics	0	0	0	16	47	37	0	0	0
Mathematics	0	1	4	16	46	33	0	0	0
Science	0	0	0	21	47	32	0	0	0
Science	0	0	2	12	47	38	0	0	0

Test results (number of pupils in cohort 19)						
Percentage at each level						
	Below level 3*	3	4	5	Pupils not entered [#]	Pupils absent
English	0	21	58	21	0	0
English	6	13	51	30	0	1
Reading	0	5	42	53	0	0
Reading	6	6	38	49	0	1
Mathematics	0	11	58	32	0	0
Mathematics	5	15	47	31	0	1
Science	0	5	58	37	0	0
Science	2	8	44	44	0	1

Key Stage 2 Results for previous years are summarised as follows:

	English	Maths
2008	100%	100%
2007	100%	92%
2006	82%	100%
2005	82%	94%

Care should be taken with interpreting results as with small year groups, each pupils may represent up to 10%.

NOTES

KS2 results for previous years at level 4+ are summarised as follows:

The school's target for Literacy is to achieve 81% at Level 4 or above 2008/2009

Care should be taken when interpreting results as with small cohorts on each year group, each pupil may represent up to 10%.



Appendix D - School Terms and Key Dates 2009/10



SOMERSET SCHOOL TERMS AND HOLIDAYS - 2009/2010 ACADEMIC YEAR

<p>SEPTEMBER 2009</p> <table border="1"> <tr><td>S</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>M</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>T</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>W</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>T</td><td>3</td><td>10</td><td>17</td><td>24</td></tr> <tr><td>F</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>S</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> </table>	S	6	13	20	27	M	7	14	21	28	T	1	8	15	22	29	W	2	9	16	23	30	T	3	10	17	24	F	4	11	18	25	S	5	12	19	26	<p>OCTOBER 2009</p> <table border="1"> <tr><td>S</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>M</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>T</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>W</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>T</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>F</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>S</td><td>3</td><td>10</td><td>17</td><td>24</td><td>31</td></tr> </table>	S	4	11	18	25	M	5	12	19	26	T	6	13	20	27	W	7	14	21	28	T	1	8	15	22	29	F	2	9	16	23	30	S	3	10	17	24	31	<p>NOVEMBER 2009</p> <table border="1"> <tr><td>S</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>M</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>T</td><td>3</td><td>10</td><td>17</td><td>24</td></tr> <tr><td>W</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>T</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>F</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>S</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> </table>	S	1	8	15	22	29	M	2	9	16	23	30	T	3	10	17	24	W	4	11	18	25	T	5	12	19	26	F	6	13	20	27	S	7	14	21	28	
S	6	13	20	27																																																																																																															
M	7	14	21	28																																																																																																															
T	1	8	15	22	29																																																																																																														
W	2	9	16	23	30																																																																																																														
T	3	10	17	24																																																																																																															
F	4	11	18	25																																																																																																															
S	5	12	19	26																																																																																																															
S	4	11	18	25																																																																																																															
M	5	12	19	26																																																																																																															
T	6	13	20	27																																																																																																															
W	7	14	21	28																																																																																																															
T	1	8	15	22	29																																																																																																														
F	2	9	16	23	30																																																																																																														
S	3	10	17	24	31																																																																																																														
S	1	8	15	22	29																																																																																																														
M	2	9	16	23	30																																																																																																														
T	3	10	17	24																																																																																																															
W	4	11	18	25																																																																																																															
T	5	12	19	26																																																																																																															
F	6	13	20	27																																																																																																															
S	7	14	21	28																																																																																																															
<p>DECEMBER 2009</p> <table border="1"> <tr><td>S</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>M</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>T</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>W</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>T</td><td>3</td><td>10</td><td>17</td><td>24</td><td>31</td></tr> <tr><td>F</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>S</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> </table>	S	6	13	20	27	M	7	14	21	28	T	1	8	15	22	29	W	2	9	16	23	30	T	3	10	17	24	31	F	4	11	18	25	S	5	12	19	26	<p>JANUARY 2010</p> <table border="1"> <tr><td>S</td><td>3</td><td>10</td><td>17</td><td>24</td><td>31</td></tr> <tr><td>M</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>T</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>W</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>T</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>F</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>S</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> </table>	S	3	10	17	24	31	M	4	11	18	25	T	5	12	19	26	W	6	13	20	27	T	7	14	21	28	F	1	8	15	22	29	S	2	9	16	23	30	<p>FEBRUARY 2010</p> <table border="1"> <tr><td>S</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>M</td><td>1</td><td>8</td><td>15</td><td>22</td></tr> <tr><td>T</td><td>2</td><td>9</td><td>16</td><td>23</td></tr> <tr><td>W</td><td>3</td><td>10</td><td>17</td><td>24</td></tr> <tr><td>T</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>F</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>S</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> </table>	S	7	14	21	28	M	1	8	15	22	T	2	9	16	23	W	3	10	17	24	T	4	11	18	25	F	5	12	19	26	S	6	13	20	27		
S	6	13	20	27																																																																																																															
M	7	14	21	28																																																																																																															
T	1	8	15	22	29																																																																																																														
W	2	9	16	23	30																																																																																																														
T	3	10	17	24	31																																																																																																														
F	4	11	18	25																																																																																																															
S	5	12	19	26																																																																																																															
S	3	10	17	24	31																																																																																																														
M	4	11	18	25																																																																																																															
T	5	12	19	26																																																																																																															
W	6	13	20	27																																																																																																															
T	7	14	21	28																																																																																																															
F	1	8	15	22	29																																																																																																														
S	2	9	16	23	30																																																																																																														
S	7	14	21	28																																																																																																															
M	1	8	15	22																																																																																																															
T	2	9	16	23																																																																																																															
W	3	10	17	24																																																																																																															
T	4	11	18	25																																																																																																															
F	5	12	19	26																																																																																																															
S	6	13	20	27																																																																																																															
<p>MARCH 2010</p> <table border="1"> <tr><td>S</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>M</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>T</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>W</td><td>3</td><td>10</td><td>17</td><td>24</td><td>31</td></tr> <tr><td>T</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>F</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>S</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> </table>	S	7	14	21	28	M	1	8	15	22	29	T	2	9	16	23	30	W	3	10	17	24	31	T	4	11	18	25	F	5	12	19	26	S	6	13	20	27	<p>APRIL 2010</p> <table border="1"> <tr><td>S</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>M</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>T</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>W</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>T</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>F</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>S</td><td>3</td><td>10</td><td>17</td><td>24</td></tr> </table>	S	4	11	18	25	M	5	12	19	26	T	6	13	20	27	W	7	14	21	28	T	1	8	15	22	29	F	2	9	16	23	30	S	3	10	17	24	<p>MAY 2010</p> <table border="1"> <tr><td>S</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>M</td><td>3</td><td>10</td><td>17</td><td>24</td><td>31</td></tr> <tr><td>T</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>W</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>T</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>F</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>S</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> </table>	S	2	9	16	23	30	M	3	10	17	24	31	T	4	11	18	25	W	5	12	19	26	T	6	13	20	27	F	7	14	21	28	S	1	8	15	22	29
S	7	14	21	28																																																																																																															
M	1	8	15	22	29																																																																																																														
T	2	9	16	23	30																																																																																																														
W	3	10	17	24	31																																																																																																														
T	4	11	18	25																																																																																																															
F	5	12	19	26																																																																																																															
S	6	13	20	27																																																																																																															
S	4	11	18	25																																																																																																															
M	5	12	19	26																																																																																																															
T	6	13	20	27																																																																																																															
W	7	14	21	28																																																																																																															
T	1	8	15	22	29																																																																																																														
F	2	9	16	23	30																																																																																																														
S	3	10	17	24																																																																																																															
S	2	9	16	23	30																																																																																																														
M	3	10	17	24	31																																																																																																														
T	4	11	18	25																																																																																																															
W	5	12	19	26																																																																																																															
T	6	13	20	27																																																																																																															
F	7	14	21	28																																																																																																															
S	1	8	15	22	29																																																																																																														
<p>JUNE 2010</p> <table border="1"> <tr><td>S</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>M</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>T</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>W</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>T</td><td>3</td><td>10</td><td>17</td><td>24</td></tr> <tr><td>F</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>S</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> </table>	S	6	13	20	27	M	7	14	21	28	T	1	8	15	22	29	W	2	9	16	23	30	T	3	10	17	24	F	4	11	18	25	S	5	12	19	26	<p>JULY 2010</p> <table border="1"> <tr><td>S</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>M</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>T</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>W</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> <tr><td>T</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>F</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>S</td><td>3</td><td>10</td><td>17</td><td>24</td><td>31</td></tr> </table>	S	4	11	18	25	M	5	12	19	26	T	6	13	20	27	W	7	14	21	28	T	1	8	15	22	29	F	2	9	16	23	30	S	3	10	17	24	31	<p>AUGUST 2010</p> <table border="1"> <tr><td>S</td><td>1</td><td>8</td><td>15</td><td>22</td><td>29</td></tr> <tr><td>M</td><td>2</td><td>9</td><td>16</td><td>23</td><td>30</td></tr> <tr><td>T</td><td>3</td><td>10</td><td>17</td><td>24</td><td>31</td></tr> <tr><td>W</td><td>4</td><td>11</td><td>18</td><td>25</td></tr> <tr><td>T</td><td>5</td><td>12</td><td>19</td><td>26</td></tr> <tr><td>F</td><td>6</td><td>13</td><td>20</td><td>27</td></tr> <tr><td>S</td><td>7</td><td>14</td><td>21</td><td>28</td></tr> </table>	S	1	8	15	22	29	M	2	9	16	23	30	T	3	10	17	24	31	W	4	11	18	25	T	5	12	19	26	F	6	13	20	27	S	7	14	21	28
S	6	13	20	27																																																																																																															
M	7	14	21	28																																																																																																															
T	1	8	15	22	29																																																																																																														
W	2	9	16	23	30																																																																																																														
T	3	10	17	24																																																																																																															
F	4	11	18	25																																																																																																															
S	5	12	19	26																																																																																																															
S	4	11	18	25																																																																																																															
M	5	12	19	26																																																																																																															
T	6	13	20	27																																																																																																															
W	7	14	21	28																																																																																																															
T	1	8	15	22	29																																																																																																														
F	2	9	16	23	30																																																																																																														
S	3	10	17	24	31																																																																																																														
S	1	8	15	22	29																																																																																																														
M	2	9	16	23	30																																																																																																														
T	3	10	17	24	31																																																																																																														
W	4	11	18	25																																																																																																															
T	5	12	19	26																																																																																																															
F	6	13	20	27																																																																																																															
S	7	14	21	28																																																																																																															

Key:

- School holiday
- Bank holiday
- Term time
- KSM Inset Day

Term date summary:

Term 1:	1 September - 23 October 2009 (39 days)
Term 2:	4 November - 18 December 2009 (33 days)
Term 3:	4 January - 12 February 2010 (30 days)
Term 4:	22 February - 1 April 2010 (29 days)
Term 5:	19 April - 28 May 2010 (29 days)
Term 6:	7 June - 23 July 2010 (35 days)
TOTAL = 195	

Bank and Public holidays 2009/2010

Christmas Day	25 December 2009	Easter Monday	5 April 2010
Bank Holiday	28 December 2009	May Day Holiday	3 May 2010
New Years Day	1 January 2010	Spring Bank Holiday	31 May 2010
Good Friday	2 April 2010	Summer Bank Holiday	30 Aug 2010

Anticipated start date for the 2010/2011 academic year: Monday 6 September 2010



Appendix E -ACCESSIBILITY PLAN



P:\Staff\Policies\
Statutory Policies\Acc

Appendix F - OTHER STATUTORY INFORMATION

NUMBER ON ROLL

In September 2009 there were 108.

ABSENCE FIGURES

In the academic year 2008 - 09 the absence rate was 3.34% authorised and 0.57% unauthorised