Puddletown CE VC First School

'Inspiring learners to be the best they can be'









School Prospectus

CHARTER STANDARD SCHOOLS

Eco-Schools

DASP Getting it right by working together

RIGHTS RESPECTING SCHOOL UNICEF

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Welcome to Puddletown CE VC First School

Dear Parents

Welcome to Puddletown Church of England First School. We look forward to working with you to provide the very best opportunities for your child to learn and to enjoy their time with us.

Each child is equally important to us. We will strive to ensure that your child develops to become a confident and self-assured learner with a sense of their own responsibility to themselves and the wider community.
We want all our children to leave Puddletown First having belief in their own ability and a respect for the beliefs and abilities of others.

This brochure provides basic information about the school, its aims, organisation, curriculum and activities. In order to find out more about the school, you are very welcome to visit; just ring or email the office or call in to make an appointment. Our website also gives you a more colourful and up to date picture of recent activities in school (www.puddletownfirst.dorset.sch.uk.)

I look forward to a successful partnership with you.

Daniel Hunwick
Headteacher





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About our School

Puddletown is situated 4 miles east of the county town of Dorchester on the A35. Puddletown is a mixture of old and new, with many picturesque buildings and new housing developments on the outskirts of the village.

Puddletown First School serves a wide catchment area, with children coming from Puddletown, Tolpuddle, Briantspuddle, Burleston, Crawthorne, Dewlish, Higher Bockhampton, Higher Kingston, Kingston Maurward, Lower Bockhampton, Pallington, Piddlehinton Camp, Rogers Hill, Southover, Stinsford, Throop, Tincleton, Troytown, Turnerspuddle and Waddock. Many of the children are transported to school by bus.

The original school was built in 1864 as a Church of England voluntary controlled school to educate the children of Puddletown. Today the school retains the same status, providing a Christian education in line with the teachings and practice of the Church of England. However the facilities have changed considerably.

In November 2013 we moved to our current purpose built site. We now benefit from superb facilities. A fast and modern internet connection allows us to make good use of a mix of I pads and laptops. Our large hall facilitates PE, dance, drama and music as well as whole school assemblies. Our classrooms are light and airy with good 'breakout space' for small group learning. We also now benefit from substantial grounds which will include an orchard, a wild meadow as well as a fantastic playing field. And on top of that we have fantastic children, supportive parents and a very dedicated staff!



Puddletown Church of England V.C. First School
Dorchester Road
Puddletown
Dorset
DT2 8FZ
Tel
01305 848206
E.Mail
office@puddletownfirst.dorset.sch.uk

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Our school commitments to you and your child

At Puddletown Church of England First School we are committed to:

- Providing a safe, caring, Christian environment where everyone is valued and respected
- Inspiring children to view learning as a positive experience
- Ensuring they are able to identify personal development and progress and are equipped for their continuous learning journey
- Helping the children recognise and appreciate their individual talents
- Ensuring children have high expectations and embrace challenge
- Encouraging positive relationships between children, staff, parents and the wider community through respect and empathy





We believe this is best achieved by:

- Recognising our Christian foundations and heritage in our service to the children, parents and community
- Providing a broad curriculum which provides all children with an inspirational foundation for learning that recognises and celebrates the diversity and qualities of the individual
- Providing a fully inclusive environment regardless of race, gender or religion
- Providing opportunities for children to explore issues of spirituality and the meaning and significance of faith in its many forms
- Ensuring there is a continual process of school improvement in which we seek the best from and for our children

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Our Values

Our Core Values
At Puddletown First School we are proud of our Christian heritage and will continue to value and promote it . However, we are also mindful that some parents choose Puddletown First School not because we are a church school but because we are the local school within the community.
With this is mind we have ensured that our Core Values come from both our Christian traditions and from our Rights Respecting School status which is based on the UNICEF Charter for Children's Rights. We believe that both elements complement and support each other ensuring that our school ethos can be supported and promoted by all involved in our school.

Responsibility
Accepting responsibility for our actions and the effect they have on ourselves and others.
Accepting responsibility to use our talents to their full.
Learning to accept responsibility for stewardship of the world.

Acceptance
Accepting the differences of others.
Showing empathy and compassion for others.

Forgiveness
Learning to understand that forgiveness needs to be given and accepted and that this can be challenging.
Understanding that forgiveness can help to repair damage or hurt made.
Understanding that we all make mistakes and that we can learn from them.

Justice
Understanding that fairness is important for all.
Fairness and justice can mean supporting some more than others.
Understanding that we all have a role to play in creating a fair world.





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Our Curriculum

We aim to ensure that our children leave Puddletown First School fully equipped for the next stage of their education as successful learners, confident individuals and responsible citizens. For us we believe that means children should have; a secure phonics knowledge and a good understanding of literacy appropriate to their age and a good understanding of numeracy. We use the National Curriculum as the start point of our planned learning.

Phonics and Spelling

To develop reading and spelling in the early years we place a strong emphasis on the teaching of phonics throughout the school. We follow the 'Letters and Sounds' scheme of work in Foundation Stage and Key Stage One. We carefully group for phonics teaching across KS1 ensuring that the children experience targeted teaching of this crucial step towards fluency in reading and accurate spelling.

In KS2 we run catch groups for those children who have experienced difficulty in developing a secure grasp of phonics. However, the majority of the class will be taught using the 'Support for Spelling', 'Grammar for Writing' and the National Curriculum Spelling Bank. This develops the children's understanding of spelling and grammar.



Reading

We see phonics as providing just one of the tools needed to understand text. Therefore we also undertake weekly guided reading sessions with each child in all years. In these sessions we explore the written text looking at the meaning of the text, the children's comprehension of the text. In the later years we begin to look at the intent of the writer, explore the writer's vocabulary choices, the structure of the writing and the deeper meaning of the inferred text.

All children have a reading book provided by the class teacher and part of the expected home learning is regular reading at home.

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Maths

We have adopted the Singapore Maths approach to our learning in maths. This is based on a mastery approach to the subject and one that we believe promotes a deeper understanding of the concepts taught that enables the children to apply their learning in different contexts. It takes the children through 3 stages of a learning experience across all ages.

Concrete

The handling of real objects to show the calculation or concept. For example in YR or Y1 when looking at the question 'I have 4 apples and you have 3 apple. How many apples do we have?' we would have actual apples to represent the calculation, later the apples may be replaced with cubes etc. If we were looking at 345+543=? in later years we might use Denes apparatus to show the 100s, 10s and 1s.

Pictoral

The next stage is to use a pictorial representation of the problem. This may involve a bar diagram.

Abstract

This is where the calculation is represented by the numbers and operation required. A bar may still be drawn to help identify the calculations

The children will often move within the 3 stages throughout their school career as they cover the requirements of the National Curriculum. Our aim is always to make the children accurate and fluent with a good focus on tables and mental maths.

More details on our approach to maths can be found on our website.









Writing

In Reception the work undertaken in pre school is followed up in reception by the development of gross and fine motor skills. This involves 'finger gym' activities as well as ensuring that the children have a good pencil grip. To support the acquisition of the movements needed for letter formation we use the 'Write Dance' scheme. Through play based learning activities the children are encouraged to use the opportunities for mark making and emergent writing. In reception as the children's phonetic knowledge develops they are taught letter formation and to undertake writing tasks in more formal situations.

As the children journey through KS1 in years 1 and 2 opportunities for more sustained writing are provided by timetabled English lessons. A variety of genres are studied in these lesson, these where possible are linked to the children's topic learning. The children will also be learning the basics of good punctuation and grammar as well as undertaking regular handwriting practice.

In KS2 the children continue with daily English lessons in which the children continue to experience writing in different genres. Their lessons also look to develop their use of effective punctuation and grammar.

We provide a regular opportunity for extended writing in which the children are provided with a stimulus for writing in a given genre. Where appropriate we may arrange the classroom to ensure that the atmosphere supports the children's natural creativity.

All activities taught aim to reflect the requirements of the National Curriculum

Spelling

We have a robust and secure approach to spelling. It is very closely linked with our phonics teaching, Using 'Letters and Sounds' especially in KS1.The spellings given for home learning in KS1 reflect the phonics phase and teaching they have had in class during the week. This ensures that one reinforces the other and underlines the link between effective reading and spelling. In addition to this is the children in Year 2 have high frequency words that sent home to secure their understanding of common words.

In KS2 our spelling lists are, for the majority of children, drawn form the National Curriculum spelling lists. This enables us to focus on groups or words, spelling rules and grammar conventions. For some children their spellings are taken from their phonics teaching if they are still working to a secure acquisition of phonics.

Across Y2,3 and 4 we use the 'No Nonsense' Spelling Scheme.

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Computing

Our ICT teaching follows the requirements of the National Curriculum. We aim to develop the children's ability to use ICT to present information using word processing and presentation software. The children are taught to use the internet safely to gather information and how to conduct themselves on line. The children also learn to use ICT to control events using Beebots and other software packages.

More than this we realise that technology is a dynamic and fast changing educational resource that can be used to enhance and increase learning. To this end we ensure that appropriate IT is readily accessible to both children and teachers. We have enough laptop and Ipad provision for whole class teaching to ensure that all children are able to access a variety of IT platforms.

We use a number of on line learning resources such as 'Mathletics' which can be accessed from home.

Science

Our Science curriculum is organised into topic modules. The modules are planned throughout the school to ensure balance and progression within the content of the National Curriculum. Much of the work is of a practical nature and will involve the children in observing, hypothesising and predicting results within topics. Children are encouraged to investigate and learn about 'fair testing'. They are taught to observe carefully and to record their findings in a range of ways. All children are taught to predict and explain their findings using scientific vocabulary and to create their own investigative questions.













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PE

We believe that a positive attitude towards physical activity and sport is essential in the development of a healthy lifestyle. Therefore we aim to deliver a wide range of sporting activities. These include gymnastics, dance, athletics and traditional games such as netball and football as well as more adventurous activities such as sailing and climbing.
We have a large hall, extensive playing field and netball court to deliver our PE.
We enhance our provision with a 'Daily Mile' run and a wide range of extra curricular sports clubs. We take part in regular interschool competition. Y4 also visit an outward bound centre in the summer term to undertake activities such as tunnelling and climbing

History and Geography

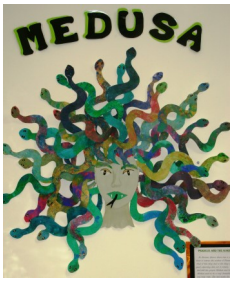
We aim to develop curiosity and enthusiasm for the world in which we live and to develop an appreciation of all that has gone before.
Geography and History are usually taught through topics.
Children develop a range of skills and knowledge across all year groups and both subjects are taught using a range of teaching styles. Where applicable, children are offered visits to key places of interest.



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Art and Music

Art and music are both an important part of our school life. Art is taught within the topics and provides opportunities for children to express their creativity in a variety of mediums. In addition we have 'special' days or weeks in which we work on longer term projects such as art connected to Book Week or during our Reflection Days. We also run an after school art club.

Music is taught across the school, in Years 3 and 4 we have a specialist music teacher within the school to deliver the music curriculum. We are able to offer a variety of instrumental lessons through DASP Music and run an after school recorder club.

Singing plays a big part in the life of our school and we are very proud of our children's singing. We perform in DASP concerts and put on an annual Christmas Production.





Modern Foreign Languages

It is important that children learn the skill of communicating in another language. French is taught as part of our curriculum from Year 3 onwards. Children learn through songs and role play activities that ensure learning a foreign language is fun and interesting. We also run an after school French Club for our younger children.

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RE

Religious Education is taught in line with the locally agreed syllabus, which provides breadth and balance in teaching and learning. Our aim is for all children to develop an understanding of the Christian faith and to see how this underpins good citizenship, respect and tolerance for all people across the world, no matter what their faith or religious beliefs are. Children are also given the opportunity to learn about the main world faiths, these include: Judaism, Islam, Hindi and Buddhism.

We recognise the legal rights of parents to withdraw their children from R.E and Collective Worship. Please discuss this with the Headteacher if you wish to do so.



Collective Worship

The Christian calendar, Christian values and principles are explored in all curriculum areas and especially in Collective Worship. Collective Worship takes place everyday, either as a whole school or within classes. A member of the Church clergy leads a weekly assembly. At all times the diversity of spiritual traditions will be recognised and pupils will be given access to alternative views.

PSHCE (Personal, Social, Health and Citizenship Education)

PSHCE is central to our school ethos. Our curriculum provides opportunities for children to learn about staying healthy and safe, developing independence and a sense of responsibility and playing a worthwhile role in society. Our children are encouraged to develop independence and a sense of responsibility for themselves and others.

One of the highlights for our Y4 children is become a designate 'Buddy' for the Reception children. This provides our eldest children with a nurturing role within the school and the Reception children with a point of reference within the school.

We use 'Trick Box' to support the children's emotional well being.

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Day and Residential Visits

All school visits are memorable events for the children and we ensure that each class undertakes at least one visit a year to support their learning on their topics.
Whenever a visit is planned a full risk assessment is always carried out beforehand which parents are welcome to see if requested.

Year 4 take part in the 3 day DASP Residential Visit in the summer term, this is often the highlight of the children's time at Puddletown First School.








Cost

We are mindful of the expense involved in school visits and will always ensure that they have a clear learning purpose. We will also endeavour to keep the costs as low as possible, FOPS often subsidise the costs involved. It is the policy of the Governing Body to welcome contributions from parents for the expenses set at the average level of cost per pupil. The cost will include the admission fees, where applicable, of up to 4 parent helpers per class, who kindly support the teachers' supervision. Whilst the school budget will support the underfunding of any school visit by up to 10% of the overall cost, it cannot support on a regular basis any underfunding in excess of this sum. If insufficient contributions are not therefore forthcoming, visits may sometimes have to be cancelled. Parent support is therefore vital. If you are unable to make a contribution, please contact the office - **your child will never be excluded from an activity due to inability to pay.**

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School organisation and general information

This section is to provide you with information about the day to day running of our school, the people who will work with your child and the things that your child will need.





Office Hours
Monday to Friday 8.30am—3.30pm

School Day

Morning session	8.45 am	-	12.00 noon
Afternoon session	1.00 pm	-	3.15 pm

Morning Arrival
As a safety precaution we ask that no children enter school before 8.30 am and parents should ensure that they escort their child to the school gate. Teachers are on duty from 8.30 am and if the weather is wet children are permitted to enter the classroom from 8.30am. Parents are asked to encourage all the children to enter the school cloakrooms unattended in the morning. This is to avoid congestion and promote the child's independence. Teachers and Teaching Assistants will be on duty to help with fiddly buttons, bags etc. If you need to speak to your child's teacher please try to see them after school, unless there is a message of particular importance.

Absence
Please contact the school office on the first day of any absence by 9.30 am. The school is required to have the reason for your child's absence so we will contact you if we have not received an explanation for your child being absent from school. We are also required to have an explanation in writing, so please send in a note when your child returns to school.

Break and lunchtime

Morning Break

The children have a 15 minute break from 10.30 am. Free fruit is available for Years R, 1 and 2, courtesy of a Government initiative. You may buy into this scheme for children in Years 3 and 4 through the school office. They can also bring in fruit or vegetables from home if they wish. Milk is available from school, please contact the school office for an order form. We like the children to bring in a named water bottle which they have access to all day.

Lunchtime

Children may go home, order a hot school meal or bring in a packed lunch. We encourage healthy eating and appreciate your support with this. We insist upon good table manners and socially acceptable behaviour. We use our positive behaviour management system to support this. Free school meals are available for the children of parents who are in receipt of benefits. If you think your family may qualify please call Dorset Direct on 01305 221000 where a quick and easy check can be made over the telephone.






Hometime

Children going home by bus are escorted to their bus by a teacher. When all the buses have left, the remainder of the children are collected from the classroom doors. All the teachers are on duty at this time. Please let us know if you make different arrangements from normal for your child to be collected by ringing or emailing the school office or writing a letter to your child's teacher.

School Closure/Emergency contact

If the school has to close a text message will be sent to each child's first point of contact. Please also check the DCC website which will hold a current list of school closures: http://mapping.dorsetforyou.com/closed services/schools. We will also put an alert on our website.

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Uniform

Girls
Light blue polo shirt (available from school)
Grey skirt, pinafore dress or
Trousers
Blue sweatshirt (available from school)
Sensible shoes
Grey or white socks

Blue/white checked dress (summer)



Boys
Light blue polo shirt (available from school)
Grey trousers or shorts
Blue sweatshirt (available from school)
Grey or white socks
Sensible shoes



PE Kit
Blue PE Shirt (available from school)
Blue Shorts (available from school)
Plimsolls or Trainers
PE Bag (available from school)

Other equipment such as book bags and sun hats are available form the office.

PLEASE MAKE SURE ALL CLOTHING IS CLEARLY NAMED

Jewellery
Please remember that the wearing of jewellery can be a source of danger. We prefer our children not to wear any jewellery except stud earrings. Loop earrings are not to be worn in school. All stud earrings should be covered with tape during PE lessons please. Watches can be worn but must be removed during PE.

FOPS keep a stock of good quality second-hand uniform. This is on sale at school events for a nominal fee per item. If you would like to donate any good quality "cast-offs" please drop them into the school office.

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The Staff

Teaching Staff
Mr D Hunwick - Headteacher
Mrs H Roberts - Assistant Headteacher/ Reception Class teacher
Mrs A Roff- Y1 teacher
Miss K Reeve - Y2 teacher
Mrs B Murphy - Y2 teacher
Miss A Gomm- Y3 teacher
Miss H England - Y4 teacher/Senco

Teaching Assistants
Mrs B Newton - Reception
Mrs J Barkle - Y1
Mrs C McCarthy - Y2
Mrs J Wootton- Y3
Mrs S Downes - Y4
Mrs S White- 1:1
Miss L Woodrow -1:1

Lunchtime Assistants
Mrs T Smith
Miss S Howlett
Mrs H Barrett
Mrs P Kelloway
Miss C Kinder
Mrs A Vickers
Mrs M Thomas

School Finance Officer
Mrs N Andrews
School Admin Officer
Mrs J Cheatle

Pre-School Leader:
Mrs S Brown (01305 849533)









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The Governors

School Governors are part of a volunteer team, the Governing Body, who work with the Headteacher and staff to cover a range of responsibilities, some set out in law.

- Governors are accountable for the performance of the school to parents and the wider community
- They plan the school's future direction
- They select the Headteacher
- They make decisions about the school's budget and staffing
- They make sure a broad range of subjects are taught, that meet legal requirements, and

Ensure that the school provides for all its pupils, including any with special needs

Governors are at the heart of how a school operates, and the Governing Body's main role is to help raise standards of achievement. As well as helping the school agree and maintain standards by setting and monitoring targets and planning for the future, the Governors also help the school to respond to the needs of parents and the wider community, and they are a friend to the school, offering support and advice.

Name:	Type of governor	Special responsibilities
Mrs K Weir		Chair of Governors SEN
Mr D Hunwick	Headteacher	
Mrs L Evans		Safeguarding
Mrs J Whiting	Foundation	RE/ Collective Worship
Miss M Miles		Curriculum, Early Years
Mr P Fleetwood	Foundation	H&S
Ms M Miles		EY, Curriculum breadth
Mrs T Ennion	Parent	Maths & Vice Chair
Mrs R Partridge	Parent	Well being, science, English
Mrs Roberts	Staff	



Safety and welfare

Safeguarding Children

Staying Safe our prime concern for all the children at Puddletown First school and we are committed to this. All of the staff and volunteers that work within school are subject to a vigorous recruitment process and an enhanced criminal record check is always undertaken. The entire staff team receive regular Safeguarding training and we have the Headteacher as our Designated Senior Person for Child Protection and Safeguarding issues. One of our governors also has a lead role for safeguarding. School staff report all cases of suspected abuse or child disclosure to the Headteacher who is duty bound to refer to Social Services. Please refer to our Safeguarding Policy which can be viewed on our website: www.puddletownfirst.dorset.sch.uk.

Security and Visitors

When visiting the school, except for special events or consultation evenings, we ask you to report to the office in the first instance. This applies particularly when taking home children who are unwell or bringing in a child who is late. For safety reasons, i.e. a fire, if you are to remain on the premises we ask you to sign in and out of the Visitors Book which can be found at the reception desk. All visitors and helpers are asked to wear a "visitor" badge to indicate to everyone their authorised presence. This identifies strangers who have entered the premises.

Medical Treatment

We have qualified first-aiders on the staff and they will attend to your child in the event of an accident. If your child becomes unwell whilst at school it is important that we can contact you. Please make sure that we have up to date contact phone numbers.

Medicines

We have a policy that allows staff to administer prescribed medicines to children only with the written consent of their parent/guardian. Forms are available from the school office and must be used in all circumstances. All medicines must be sent to school in their complete and original packaging. Our school nurse arranges 'drop in sessions' each term should you wish to discuss any concerns you may have about your child.

Pastoral Care

We perceive the pastoral care of our children to be of the utmost importance. All children should feel safe and secure and should be able to learn in an environment based on respect, tolerance and thoughtfulness for all. All members of staff work hard to provide learning environments that are positive and which build self-confidence and self-esteem. We feel this underpins all successful learning. We believe all children should understand their responsibility to contribute positively to each other and the school as a whole in order that all can achieve the very best outcomes in their learning.

The class teacher has responsibility for ensuring the schools Behaviour Policy is adhered to for their own class. The Headteacher has overall responsibility to ensure the Behaviour Policy is followed with consistency across the school.

If there are any issues regarding the behaviour of any child, parents will be informed so that we can work together to help put any existing matters right.

Nurture Groups and ELSA (Emotional Literacy Support)

To help children who are having friendship or other self esteem difficulties we run a nurture group in an afternoon to provide structured activities to develop positive attitudes towards school. We also have a trained ELSA on our staff

Behaviour

At Puddletown First School we have a whole school policy for discipline so that all adults in the school – teachers, support staff, lunch supervisors and helpers use a common, positive approach to children with simple rules, rewards and sanctions that everyone can understand. This is largely based upon our Core Values.

Extremely poor behaviour will always be reported to parents and the Headteacher and staff will aim to work in partnership with parents to help children improve.

Good behaviour is, however, expected and the school and staff take every opportunity to draw attention to good behaviour and conduct. A strong emphasis on praise, respect for the individual child and positive reinforcement is our method of promoting a happy and well behaved school.

One of the ways we promote this is through our 'Shining Light' award. This is presented in our Friday worship. It is given in recognition of behaviour that can act as an example to all the children as a role model. It is used also to recognise that just as Christ's light shines as an example so the children can 'light up' our school with their positive acts.

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Race Equality Policy

As a school we believe in promoting equality of opportunity for all members of the school community. We value all people, regardless of race, colour, nationality, ethnicity, language, culture or religion. Our school is committed to maximising the potential of all its students regardless of their membership of a particular racial group.



Gender Equality

Puddletown First School is committed to the principles of equality and diversity for everyone. This commitment underpins and impacts on every area of activity and influences how the school works and what it does, and is integral to the delivery of its mission.

Disability Equality Scheme

The purpose of the Disability Equality Scheme is to show how Puddletown First School is going to promote disability equality for disabled pupils, staff, parents and the wider community. We believe in treating everyone fairly and we are committed to creating an environment in our school in which everyone involved can take part.

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Special Educational Needs

SEND

Puddletown First School is committed to enabling all pupils to make progress in their learning. We aim to enable all children to have access to the full curriculum and the full range of activities offered by the school. We aim to ensure all our children enjoy their time at our school and develop fully their academic abilities, physical skills, aesthetic and spiritual qualities and all other aspects of personality and character that go to make a well-balanced adult.

Gifted and Talented

The school is committed to ensuring equal access to a full range of opportunities for pupils of all abilities and it is our responsibility to identify and provide for an appropriate level of educational provision to meet the needs of able pupils.



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Community Links





The Greenwood Tree Academy Trust (GTAT)

We are part of a multi academy trust created Easter 2014. Thiis made up of the majority of school that form our mini pyramid of schools; St Mary's Middle School, Frome Valley First School, Milborne St Andrew First School, Piddle Valley First School and ourselves.

The vision of GTAT that we aim to live out was a mutually supportive collaboration of schools in which we can challenge ourselves to secure the best outcomes for all the children as they journey from YR to Y8. Each school is encouraged to maintain its distinct identity to ensure that is best serves its community but is accountable to the trust for high attainment and progress,

Dorchester Area Schools Pyramid (D.A.S.P.)

We are fortunate to be part of the Dorchester Area Schools Partnership (D.A.S.P.). Children leave Puddletown First School at the end of Year 4 and normally go on to Puddletown St. Mary's Middle School. After Year 8, they transfer to The Thomas Hardye Upper School in Dorchester. There are strong supportive links between all the schools in the Dorchester pyramid and in particular between our school and St. Mary's Middle School. We aim for a smooth transfer for the children from Year 4 to Year 5.

Parent Helpers:

We welcome the help of parents and many other adults in school. If you would like to help, please see your child's class teacher or call in at the school office for more information. We especially need parents willing to listen to readers in the afternoons.

Extended Schools

We run a breakfast club 7.30am—8.30am and an afterschool club 3.15pm—6.00pm. Details and bookings can be made through the school office.

Community Links

Friends of Puddletown First School
"Keeping the FUN in fundraising!"

Registered Charity number: 1109014

Friends of Puddletown First School or FOPS as we are more familiarly known as would like to welcome you and your family to the school.

The friends association has been an integral part of the school community for many years and is formed currently with a team of over twenty members which is a mix of staff and parent volunteers. The committee consists of three officers – Chair, Secretary and Treasurer and five named members. Our team is also made up of a number of associate members as well as additional parent helpers for specific events. We are a registered charity and submit annual returns to the Charity Commission and are bound by our Constitution which details how we operate and conduct ourselves. As a parent or carer of a child new to the school you automatically become a member of FOPS.

Over the years, FOPS has raised thousands of pounds which have been spent on improving equipment and resources and offering opportunities to our children to enhance their learning experiences. For the last few years we have committed to keeping the cost to parents for school trips to a minimum by subsidising the trip so that parents pay no more than £5 per child. With the cost of educational outings increasing to an average of £14 per child we feel that this has benefited all of the children.

FOPS also exists to provide closer links between home and school and is an excellent way to bring staff, parents and friends together socially in support of the school working towards one common goal. We hold our Annual General Meeting (AGM) at the beginning of the autumn term each year and other meetings are held throughout the year as required around the planning of events, usually these are held at The Martyrs Inn in Tolpuddle during the evening and are relaxed and informal gatherings.

Our focus is always about keeping the "fun" in fundraising and we hold a wide range of different events for all the family to enjoy. FOPS events and information are communicated via our termly newsletter or flyers which are sent home in book bags and cannot be missed as they are printed on canary yellow paper! Updates are also included on the school newsletter and on our noticeboard which can be found opposite the school office.

Puddletown CE VC First School

'Inspiring learners to be the best they can be'

Home/School Links

We believe that it is essential to maintain close links between home and school. Please let us know if anything has happened that may affect your child in school. Sometimes things that seem small to you as an adult may be important to your child.
If you wish to see you child's teacher, please make an appointment. After school is often a good time for the teachers. If there is an emergency, please call in to the office at any time or phone.
We aim to keep you informed with what is happening in school through newsletters. These come home by 'pupil post' with your child. Every effort is made to ensure that you receive these. We number the newsletters so that you can check if one has been missed. Each newsletter is also published on our website: www.puddletownfirst.dorset.sch.uk. Letters that have been sent home are put in a file in the school lobby for your information.
If you need to contact school, please phone, email or send a note to your child's teacher.
We hold formal parent/teacher consultations in October and February.

Home learning
All year groups are given home learning activities. This will include reading, learning of phonics blends or spellings, tables learning in years 2 -4 and topic based tasks. It is an important part of our partnership with you to support the child's learning and secures good study habits for the middle school and beyond.

Open Afternoons
Each class will have an open afternoon each term when you will be invited in to the classroom to look at the children's topic work and for them to demonstrate their learning. There will also be opportunities for you to join in activities with your child. These are always great fun and very well attended.

Reports
We provide a detailed report at the end of the Easter term for Maths, English and Science which includes our end of year predictions. This is followed by a parent/teacher meeting to discuss progress and targets for the summer term. We provide a summative report at the end of the summer term.

Puddletown CE VC First School

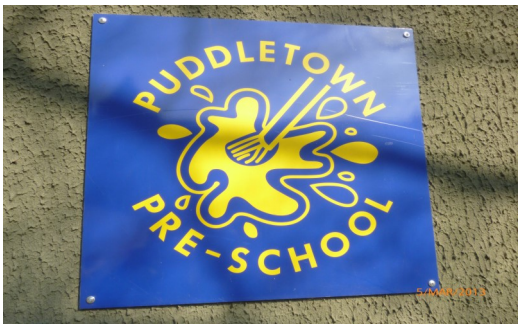
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Pre School and New Children

Parents who wish to register their child for admission to Puddletown First School should contact the School Office to obtain an Admission Form which they will be required to return to Dorset County Council by a certain date. It is expected that most parents will have registered their child at a school of their choice when their child is 3 years old.
The staff at Puddletown First School are very keen to welcome the new children into school in a warm and friendly manner. To this end the following procedures are adopted.

All new children registered with the school and their parents are invited to "Puddleducks Club" held in school by the Reception Class staff and the Headteacher during the summer term. This is an opportunity for your child to meet the Reception Class staff and to get used to the school environment. The Headteacher and Reception Class teacher also hold "information sessions" for new parents.

The Reception Class teacher can visit pre-admission children at home during the summer term if a visit is requested.
The Reception Class teacher visits our feeder playgroups to discuss each child's needs.



Pre-school.
Puddletown Pre-School operates from a purpose-built classroom within the school buidling. We have close links with them and the children join in with school activities whenever possible. Contact Mrs Sharon Brown on 01305 849533 for further information. *Please note however that admission to the Pre-School does not guarantee a place at our school*.

Pre-School Leader:
Mrs S Brown (01305 849533)

Puddletown CE VC First School

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Raising Concerns

Whilst we hope that you and your child will be happy with us at Puddletown First School we also realise that there will be times when a concern over the well being or education of your child may arise.
If this is the case please do not hesitate to get in touch with us, as prompt action will usually solve the problem before it escalates and becomes unmanageable

Should you wish to approach the school either with compliments or because you have a concern, please follow the procedure below:

Type of Enquiry	**Who to speak to**	**How do I get in touch?**	**Response time**
Lost Property	Class teacher or Teaching Assistant	Speak to teacher at end of school day or send in a note.	Same day
Curriculum Enquiry	Class teacher	Make an appointment via the school office	Within 2 working days
Poor behaviour or bullying matter	Class teacher	Speak to teacher at the end of the school day or send in a note.	At the earliest opportunity – usually within 1 working day
Serious bad behaviour issue	Headteacher	Make an appointment via the school office	At the earliest opportunity – usually within 1 working day
Complaint about a member of staff	Headteacher	Initial contact by letter to Headteacher	Within 2 working days
Complaint about the Headteacher or Governor	Chair of Governors	Letter to Chair of Governors to be passed to them, confidentially, via the school office.	At the earliest opportunity