



**Spinfield School
Terrington Hill
Marlow
Buckinghamshire
SL7 2RE**

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Marlow
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email: office@spinfield.bucks.sch.uk

www.spinfieldschool.co.uk

Headteacher : Miss J Spreadbury

Dear Parents

Welcome to our school. I hope you find this prospectus useful and informative.

Spinfield School is a combined school catering for children from the age of 4 to 11. We have a single form intake of 30 pupils in each of our year groups.

We provide a broad and balanced curriculum for all our children and expect high standards of work and behaviour. As our February 2007 Ofsted report shows; "The school provides an outstanding education for the pupils. As a result they achieve very well and reach exceptionally high standards. The pupils' personal development and well-being are also outstanding. Very effective teaching and a vibrant and interesting curriculum underpin the school's success. Leadership and management are outstanding. The Headteacher, Senior Management Team and Governors combine very effectively to monitor and evaluate the school's performance. Lessons are frequently observed and areas where improvements can be made are clearly identified".

We value the support of our parents who work closely with us as partners in the education of the children. We have an open door policy and I am always willing to talk with you about your children or any school related issue.

We look forward to working with you to ensure your child's time at Spinfield is happy and successful.

Yours faithfully

J Spreadbury

Miss J Spreadbury

Headteacher

TERM DATES

Academic Year 2018-19

SUMMER TERM 2019

Wednesday 24th April 2019

Tuesday 4th June 2019

Friday 24th May 2019

Wednesday 24th July 2019

Wednesday 5th September 2018

Wednesday 2nd January 2019

Friday 15th February 2019

Tuesday 23rd April

Monday 3rd June 2019

Staff Training Day

Staff Training Day

Staff Training Day

Staff Training Day

Staff Training Day

Academic Year 2019-20

AUTUMN TERM 2019

Wednesday 4th September 2019

Monday 4th November 2019

Friday 25th October 2019

Thursday 19th December 2019

SPRING TERM 2020

Tuesday 7th January 2020

Monday 24th February 2020

Friday 14th February 2020

Friday 3rd April 2020

SUMMER TERM 2020

Tuesday 21st April 2020

Tuesday 2nd June 2020

Friday 22nd May 2020

Tuesday 21st July 2020

Monday 2nd September 2019

Tuesday 3rd September 2019

Monday 6th January 2020

Monday 20th April 2020

Monday 1st June 2020

Staff Training Day

Staff Training Day

Staff Training Day

Staff Training Day

Staff Training Day

NB: School finishes at usual time for half-term, but the school day ends at 1.45 pm on the last day of each term.

PLEASE NOTE DATES MAY BE SUBJECT TO CHANGE



School Vision

At Spinfield our vision is to provide an enriching environment to inspire each and every child to thrive, achieve their full potential and have the confidence and skills to meet the challenges of the future

Mission Statement

Learning, developing and growing together

AIMS OF THE SCHOOL

- ❖ To realise each child's full learning potential through an enriching, stimulating, broad and challenging curriculum
- ❖ To provide a secure, happy and flexible school environment for all our children to become highly motivated life-long learners
- ❖ To foster children's esteem, respecting themselves, others and the environment as well as creating the ability to work independently and collaboratively
- ❖ To nurture in the children a desire to extend themselves in mind, body and spirit, developing an enquiring mind, a sense of curiosity and respect for other races, religions and ways of life
- ❖ To develop the learning partnership between school, home and community enabling the children to adapt confidently to the rapidly changing world

To become a global citizen and develop respect for others

Equality Statement

At Spinfield School we are committed to ensuring equality of opportunity in line with the Equality Act of October 2010. We seek to demonstrate this through all aspects of school life and in particular through our commitment to every child, fulfilling their potential.

This commitment applies to our work in the classroom, our pupil support systems, our recruitment and retention of staff and our work in the local and wider community.

As a school we will ensure that all pupils have the opportunity to achieve the very best that they are capable of and will also guide parents on how they can support their child's achievement. Where pupils experience barriers to their success we will work with them to address these in a sensitive and sympathetic way.

Through our work in the classroom we will ensure that pupils understand the importance of equality and what forms discrimination can take and the impact discrimination can have. We will also seek to foster within our pupils their own commitment to promoting equality.

- **As an employer we will not discriminate on any of the following:-**

- Age
- Disability
- Gender re-assignment
- Race
- Religion and belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Nor as a school or employer will we accept any of the following:
 - Direct Discrimination,
 - Indirect Discrimination,
 - Discrimination by perception,
 - Associative discrimination,
 - Harassment,
 - Harassment by a third party,
 - Victimisation.
-

We regularly work with the Governing Body to develop and review our Equality Policy to ensure it is in line with the requirements of the Equality Act 2010.

MEMBERS OF STAFF

Headteacher: Miss J Spreadbury

Deputy Headteacher: Mrs R Holland
Assistant Headteacher: Miss V Canwell

Teachers: Mrs S Armstrong
Mrs S Beilby
Miss V Canwell
Mrs C Clarke
Miss B Denton
Mrs R Holland
Mr B Smith
Mrs V Wright

Support Staff: Mrs S Beilby
Mrs K Britton
Mr S Eltringham
Mrs A Farrand
Mrs T Grainger
Mrs J Gutteridge
Mrs N Hatch
Mrs S Haveron-Jones
Mrs J Holdsworth
Mrs H Johnston
Mrs C Platt
Ms D Robinson
Mrs S Short
Mrs M Wiggins

Secretary: Mrs J Baxter
Finance Officer: Miss H Childs
Librarian: Mrs J Wilson

Midday Supervisors: Mrs J Andrew
Mrs R Banks
Mrs J Bolam

Caretaker: Mr B Bowe

GENERAL INFORMATION

PROSPECTIVE PARENTS

We welcome visits to our school. Please contact Mrs Baxter, school secretary, or Miss Childs to arrange a convenient date and time.

CATCHMENT AREA

Spinfield School is situated on the western side of the town of Marlow. To ascertain if you are in the catchment area of our school, please go to:

- internet explorer
- www.buckscc.gov.uk
- F.A.Q.'s
- postcode checker
- enter postcode
- search for postcode
- scroll down and click on your address
- catchment school search will appear
- result will be shown.

The school was opened in September 1976 and caters for children in the age range 4 - 11 years.

The intended admissions number for children entering the school is 30.

(Please refer to the Admissions Policy in the appendices).



ADMISSION TO RECEPTION CLASS

Children begin in the reception class at the beginning of the Autumn Term when their fifth birthday falls between 1st September and 31st August of that academic year. From September 2011, parents have been able to choose whether their child starts school on a part-time or full-time basis. Should parents opt to admit their children on a part-time basis, the options for starting full-time are as stated below. Please note that your child **MUST** attend school full-time during the term after his/her 5th birthday. We would encourage all parents to discuss with the Headteacher, the most effective date to start full-time.

Option 1	Attend full day starting in the Autumn Term (September)
Option 2	Attend full day starting in the Spring Term (January)
Option 3	Attend full day from the beginning of the Summer Term (April)

To help children and parents settle quickly into the school we run an induction programme:

- An induction afternoon during the Summer Term for children and parents.
- Induction pack for new starters
- Interviews with parent and child during the first two days of the Autumn Term. (The reception class begins two days after the other classes begin.)
- A reading, writing & maths workshop in the first half term.
- Coffee morning for new parents.
- An opportunity for parents to liaise with school staff to discuss any individual induction needs.
- In the term before your child starts school, staff to visit, where appropriate, pre-school settings.

ADMISSION AFTER RECEPTION

This depends upon school numbers. Statutory regulations state that class sizes at key stage 1 be a maximum of 30. Our admission number per class is 30 and statutory regulations state that in key stage 1, class sizes are a maximum of 30. Parents may appeal to Buckinghamshire County Council. We encourage all new children to spend a day in their new class prior to starting so that they can feel more at ease with the change of school.

TIMES OF SCHOOL DAY

In accordance with DfES recommendations Key Stage 1 have 21 hours teaching time per week and Key Stage 2 have 23 hours and 30 minutes.

Key Stage 1		Key Stage 2	
08.45 - 08.55	Arrival	08.45 - 08.55	Arrival
09.00 - 10.30	Session 1	09.00 - 10.30	Session 1
10.30 - 10.45	Assembly	10.30 - 10.45	Assembly
10.45 - 11.00	Break	10.45 - 11.00	Break
11.00 - 11.05	Snack	11.00 - 12.20	Session 2
11.00 - 12.10	Session 2	12.20 - 13.15	Lunch
12.10 - 13.15	Lunch	13.15 - 14.15	Session 3
13.15 - 14.10	Session 3	14.15 - 14.30	Afternoon break
14.10 - 14.30	Afternoon break	14.30 - 15.30	Session 4
14.30 - 14.45	Session 4	15.30	School ends
15.30	School ends		

ARRANGEMENTS FOR LUNCH AND MID-MORNING BREAK

Parents who wish their children to have lunch at school provide a packed lunch and drink (non-fizzy) in a named lunch-box. Please try and ensure packed lunches are healthy. Children benefit greatly from eating healthily (fresh food, fruit & vegetables, no sweets or crisps) in terms of improved concentration & better long term health. At Spinfield we have gained the healthy school award.

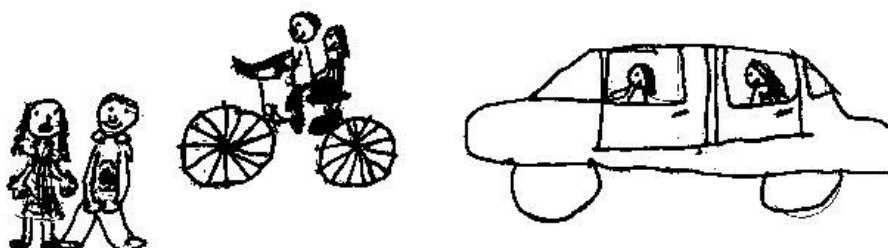
As we have very little room for storage in cloakroom areas, backpacks are not allowed. Children may partake of hot school meals or bring in a packed lunch. We liaise with a company called Dolce to provide hot school meals which are cooked offsite and delivered to schools. Meals cost £2.40. Further details are available from the school office. The mid-day supervisors look after the children while they eat their lunch and during their lunchtime play. Generally, lunch is eaten in the hall. When the weather is fine packed lunches may be eaten outside. On some occasions lunch may be eaten in classrooms. We encourage children to have a healthy snack of fruit during the morning break. It is more convenient if it is wrapped separately. Please do not send crisps or sweets as the snack. Children are also asked to bring a filled water bottle each day which they will have access to throughout the working day. Please ensure this has your child's name on it. In Key Stage 1, all children are provided with a piece of fruit every day.

HOUSE SYSTEM

The school has a vibrant House system. The Houses are named after four famous people who have had connections with the town of Marlow.

- **Shelley:** named after the poet Percy Bysshe Shelley who lived in the town around 1817 (house colour red).
- **Tierney:** named after W Tierney Clarke who built Marlow's celebrated suspension bridge in 1831 (house colour blue).
- **Hobart:** named after Sir Miles Hobart who was MP for Marlow in 1628, and was famous for locking the door to the House of Commons against the King's Messenger (house colour green).
- **Eliot:** named after the poet T S Eliot, who lived in the town around 1918 (house colour yellow).

A House shield is awarded annually to the most successful House. There are many House competitions throughout the year.



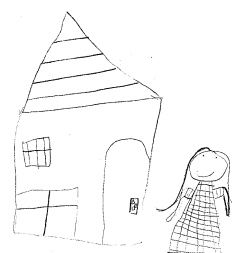
SPINFIELD SCHOOL WEBSITE

At Spinfield we have our own website at www.spinfieldschool.co.uk. The site provides a good source of information about the school for Spinfield families and our community and acts as a showcase for our pupils' work and celebrates our activities and achievements.

The site offers pages of information about the school, its staff, pupils and governors. There are links to pupils' work and to information about clubs and activities, a useful 'Diary Dates' page. Each class in the school has its own pages, as does the Parents' Association.

The site offers a link to our Ofsted report and contact links to the school.

Please visit our online Guestbook and let us know what you think of this exciting school resource.



PASTORAL CARE

All staff are concerned with the emotional, personal and social development of your child, as well as their educational progress. We address this in a variety of ways:

- Regular 'Circle Times' where children sit in a circle and listen to each other's views on social issues which are relevant to every day school life.
- In assemblies, recognising and sharing pupils' school achievements and those from outside interests e.g. presenting music exam certificates or sporting medals.
- Awarding stickers and merit certificates for sustained efforts and achievements.
- Giving pupils responsibilities through the house system, the monitor system and School's Council.

We try to combine high expectations with a sympathetic approach. Sometimes however, problems do occur and we involve parents at an early stage. We welcome parents to come in and discuss any issues or concerns that you and your child may have. Please send a letter to the class teacher or telephone the school secretary to make an appointment, stating the area for discussion.

ABSENCES AND EXTRA HOLIDAY REQUESTS

All absences require a written note or phone call, which should be addressed to the class teacher. If on the first day of absence, we have not received a note or phone call, then school will contact parents to ascertain the reason for the absence. Absence requests for holidays to be taken during the term time, **which can seriously affect a child's progress**, should be made on a separate form which will be passed to the governing body for consideration. Under the Attendance Regulations from the DfES, Governors have very clear instructions as to what they can and cannot grant as leave of absence. If a parent requests that a child is taken out of school and the governors find the reason given is unacceptable, they will then inform the parent that leave of absence cannot be granted. If that parent then takes their child out of school, the absence will be defined as a 'Parentally Condoned Unofficial Absence' and will be recorded as such in our attendance register.

COSTS & VOLUNTARY CONTRIBUTIONS

Many activities take place outside the school day and some are not possible unless we ask parents to help to cover the costs. Others occur during the school day and in these cases we ask parents to make a voluntary contribution to the cost of providing the activity.

Parents may be required to meet the cost of breakages and damages where this is a result of their child's misbehaviour.

PUNCTUALITY

If children arrive at school after the bell, they come in through the main entrance. Children will be signed in. School does keep a record of lateness.

SCHOOL UNIFORM

Children are encouraged to wear uniform whilst at school and to take pride in their appearance. **Jewellery will not be worn in school.** For school use, please provide sensible shoes, **not open-toe sandals.** Closed-toe, T-bar sandals are acceptable during the Summer Term. Trainers are requested for use on school field during playtimes. Long hair should be tied back at school and a uniformed colour hair-band or tie to be used. We encourage children to wear a sun hat in the summer months.

WINTER UNIFORM

Shoulder length hair must be tied back.

Grey trousers/skirts

White shirt/polo shirt /school blouse

Spinfield sweatshirt

Spinfield tie (optional for everyday wear but may be required for special school events)

Grey tights

Grey or White socks

SUMMER UNIFORM

Shoulder length hair must be tied back.

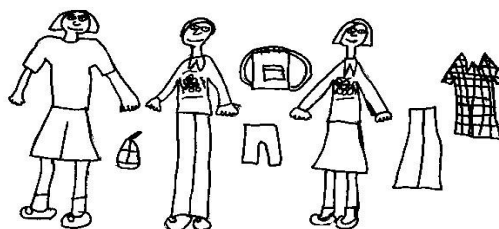
Grey trousers/shorts/skirts

White shirt/polo shirt/school blouse

Green checked/striped dress

Sun hat

Grey or White socks



PE AND GAMES

Drawstring bag in House colour

Plimsolls or trainers

Plain T-shirt in House colour

Black shorts

PE and games kit must be available in school every day.

Shoulder length hair must be tied back.

Navy blue or black jogging bottoms

PLEASE ENSURE ALL ITEMS OF CLOTHING AND PE KIT ARE CLEARLY NAMED – Lost property is kept in special lost property bins for 6 weeks then donated to an overseas charity.

SCHOOL SHOP

The school shop is open on the last Friday of every month from 15.15 pm – 15.45 pm in the resources room. A small amount of stock will be held at school, including Spinfield sweatshirts, cardigans & polo shirts; sports t-shirts, sports hoody & PE bags; water bottles; book bags; second hand uniform. All items of uniform can be ordered directly from www.pmgsschoolwear.co.uk or from their local shop in High Wycombe (5 Church Square, HW). A new Spinfield sports hoody is now available from PMG Schoolwear. Please write your child's name on the outside of the PE bag.

CURRICULUM AND CLASS ORGANISATION

CLASS ORGANISATION

The National Curriculum is divided into stages. The primary stages are:

- Foundation Stage for 4- 5 year olds, Year R (Reception)
- Key Stage 1 for 5 – 7 year olds, Year 1 and Year 2
- Key Stage 2 for 7 – 11 year olds, Year 3, Year 4, Year 5 and Year 6

For teaching purposes the school will be organised in the most effective way, having due regard to the resources available, number of teaching staff and children on role. For most children, this will mean that they are with their class teacher most of the time working as a class, in groups or individually. There will be times when children will be taught by another member of staff e.g French. Teaching Assistants may work alongside the class teacher to support the children's learning. Parents also kindly come in to help.

Classes are named using the National Curriculum year and the initial of the class teacher's surname. Each term class teachers send letters outlining the curriculum for that term and other relevant information.

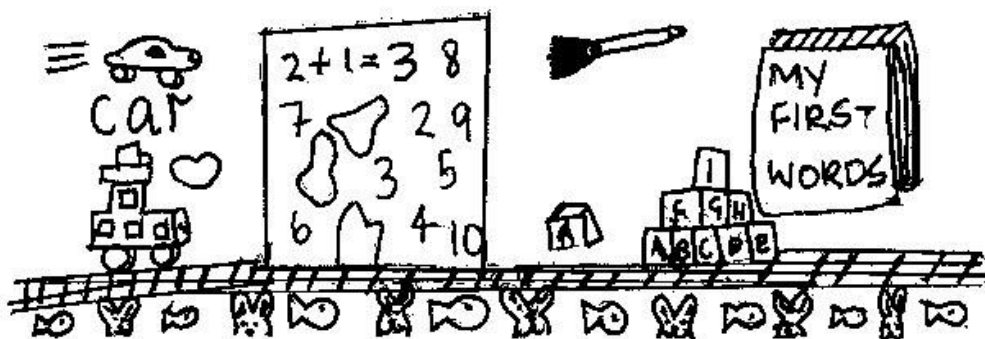
THE CURRICULUM

What is taught at Reception:

The curriculum for the foundation stage underpins all future learning by supporting, fostering, promoting and developing children's:

- Personal, social and emotional well-being
- Positive attitudes and dispositions towards their learning
- Social skills
- Attention skills and persistence
- Language and communication
- Reading and writing
- Mathematics
- Knowledge and understanding of the world
- Physical development
- Creative development

At the end of the reception year the children's progress is assessed using observations that cover all areas of learning that make up the Foundation Stage Curriculum.



What is taught at Key Stages 1 & 2:***Core subjects:***

- English
- Mathematics
- Science
- Information and communication technology (ICT)

Foundation subjects:

- Design and technology
- History
- Geography
- Art and design
- Music
- Physical education
- PSHCE
- Citizenship
- Modern foreign language (French)

RELIGIOUS EDUCATION

Religious education is also taught. Although our collective worship assemblies mainly reflect the broad traditions of Christian belief, we do encompass other major religions. Parents may, if they wish, withdraw their children from religious education lessons but please talk this through with the Headteacher before making such a request. If a child is withdrawn we will offer an alternative activity and adult supervision will be provided.

ICT FACILITIES

The school is well resourced for ICT. We have an interactive whiteboard in every classroom and laptop trollies, a netbook trolley and an iPad trolley. The school also has Wi-Fi access.

SCHOOL TRIPS

Trips are an important part of the children's learning experience. These may involve walking to the local park or a coach trip to a specialist museum. The school has also built up a tradition of residential field trips for children in years 5 and 6. These are always of an educational nature involving thorough preparation and follow-up work. These trips follow National and Local Authority recommendations and guidelines.

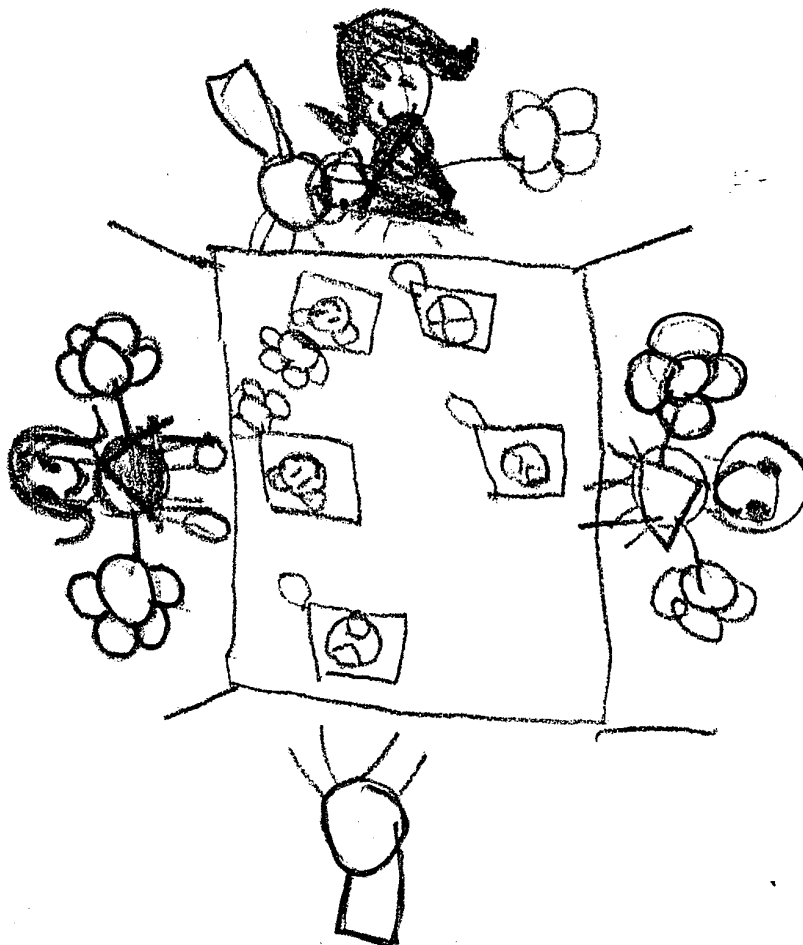
SCHOOL GROUNDS

The school grounds give many opportunities for play and for learning. There are playgrounds, a balance trail, climbing apparatus and gazebo where children can sit quietly and chat. In the fine weather the open space of the large field is very popular. We have a nature trail around the edge of the field, a wild life pond and small garden areas, which support the environmental aspects of the science, geography and art curriculum.

DISPLAYS

We value the work that the children produce and openly celebrate their achievements. We make use of the many display areas around the school to allow the children to share their talents with their peers, teachers and visitors to the school. The Headteacher and teachers are always happy to answer questions about the curriculum, so if you would like more details, or have any concerns, please ask us.

Lunchtime



SPECIAL EDUCATIONAL NEEDS

The school has a policy for children with special educational needs so that we can support children who have any difficulties accessing the curriculum. We aim to identify children with special educational needs early so that appropriate provision can be organised. Identification is done through regular assessments, observation and monitoring of progress. If your child is identified as having special educational needs, we will give them extra support in areas of difficulty and carefully monitor progress against targets that we set. Any action taken will always be discussed with you and you will be consulted at all stages. A child may be put on our special educational needs' register for learning and/or behaviour difficulties.

Your child's teacher and the special educational needs co-ordinator (SENCO) will talk to you about the amount and type of provision that will be provided, be it extra support in the classroom, following a programme to address a particular difficulty or support from another professional, for example, an Educational Psychologist or Speech and Language Therapist. This will be co-ordinated by the classroom teacher and carried out by a learning support assistant. The weekly progress made against a specific target will be recorded on a tracking sheet and the progress made will be reviewed with you on a termly basis. We also use the support of other professionals to give advice and set targets. Your child's class teacher and the special educational needs co-ordinator are always available to discuss any questions or concerns that you may have.

ABLE CHILDREN

Children who are especially able will be given tasks within the daily curriculum which match their level of understanding and emotional maturity. The school has a policy for able children to ensure that we make appropriate provision for all our children.

SEX EDUCATION & PSHCE

Sex education is undertaken as part of the school curriculum on health education (PSHCE). This is given in such a way as to encourage children to have due regard to moral considerations and the value of family life. Sex education is incorporated at all stages of school, for example, with farm visits and babies visiting school.

In Year 5, children are taught about changes of puberty and relationships in line with National Curriculum requirements. In Year 6, children see one of two sex education films. Parents may request to view the films if they wish. Governors of the school have agreed that sex education should be taught in school. The school shows 'Living and Growing', a set of six programmes with accompanying material. Parents, however, may withdraw their children from all or any part of the sex education provided, except those elements taught as part of the National Curriculum. These children will view the 'Growing Up' film with appropriate follow-up material. Sex education is taught in Year 6 in mixed sex groups. The material is reviewed regularly.

Our ethos is based on care and respect for each other and we expect all members of our school to behave in a polite and responsible way. This is stated in our behaviour policy, which is made explicit to the children so that they are aware of our expectations.

Incidents of unacceptable behaviour are always treated seriously and are dealt with promptly and fairly. Children are asked to record what has happened and to reflect on their actions. If children have a problem or a worry they cannot cope with, they know that they can go to any member of the Spinfield staff for help. It is also helpful, if parents think that their child is being upset by another, that they inform us so that the appropriate action can be taken.

A hand-drawn diagram of a square room with a large central pool. Two people are swimming in the pool. The room has four walls, each decorated with different items. Top wall: a TV, a box labeled 'RONALD DAHL', and a telescope. Left wall: a vase of paintbrushes, a picture of a sun and waves, a trash can labeled 'RECYCLE', and a sign labeled 'ART'. Right wall: a person reading a book, a picture of a sun and waves, and a person in a heart-shirt. Bottom wall: a box, a trash can, and a box. Stars are in the corners.

SPORT

Sport plays an important role at Spinfield. Through the curriculum, children are taught games, gymnastic activities and swimming. The children are time tabled for two PE/games sessions per week and there are plenty of opportunities for them to take part in our extensive programme of extra-curricular sporting clubs. The school participates in many local area sporting competitions and organises House tournaments in soccer, netball, cross country, table tennis, athletics, cricket and rounders.

THE ARTS

Art and the performing arts are actively encouraged at Spinfield and every opportunity is provided for the children to explore their artistic/musical abilities to many different levels. The children are time-tabled for one class music session and one singing session each week. There is also a wide range of extra-curricular activities and opportunities for children to extend their talents and commitment by learning to play musical instruments. As we recognise the importance of performance for children, they are encouraged to share their talents in school assemblies, concerts, Inter House competitions and in the wider community.

EXTRA-CURRICULAR ACTIVITIES

There is a range of extra-curricular activities offered by the school. Some are run by the school staff while others are run by private providers. For the latter, there is usually a charge. At the beginning of each term a letter containing the arrangements for the term's clubs is sent to each parent. The range could include all or a selection of the following.

Clubs	Providers
Sport Football, cross-country, netball, cricket, table tennis, games, gymnastics, badminton and tennis & kickboxing.	Staff, parents or private providers
The Arts Choir, dance, sewing, art appreciation, origami. French singing club	Staff, parents or private providers
Other Relax-kids, Chill Skills, computer Club, cookery	Staff, parents or private providers



HOMEWORK

Homework is work which is set to be done outside the time-tabled curriculum. In setting homework for children, we provide a relevant activity for them to do in which their parents can be involved and which can aid their general educational progress. It is clear that properly designed homework can play a valuable part in education, adding a substantial amount of study time to a pupil's school career. Class teachers make specific references to homework in the termly class letters.

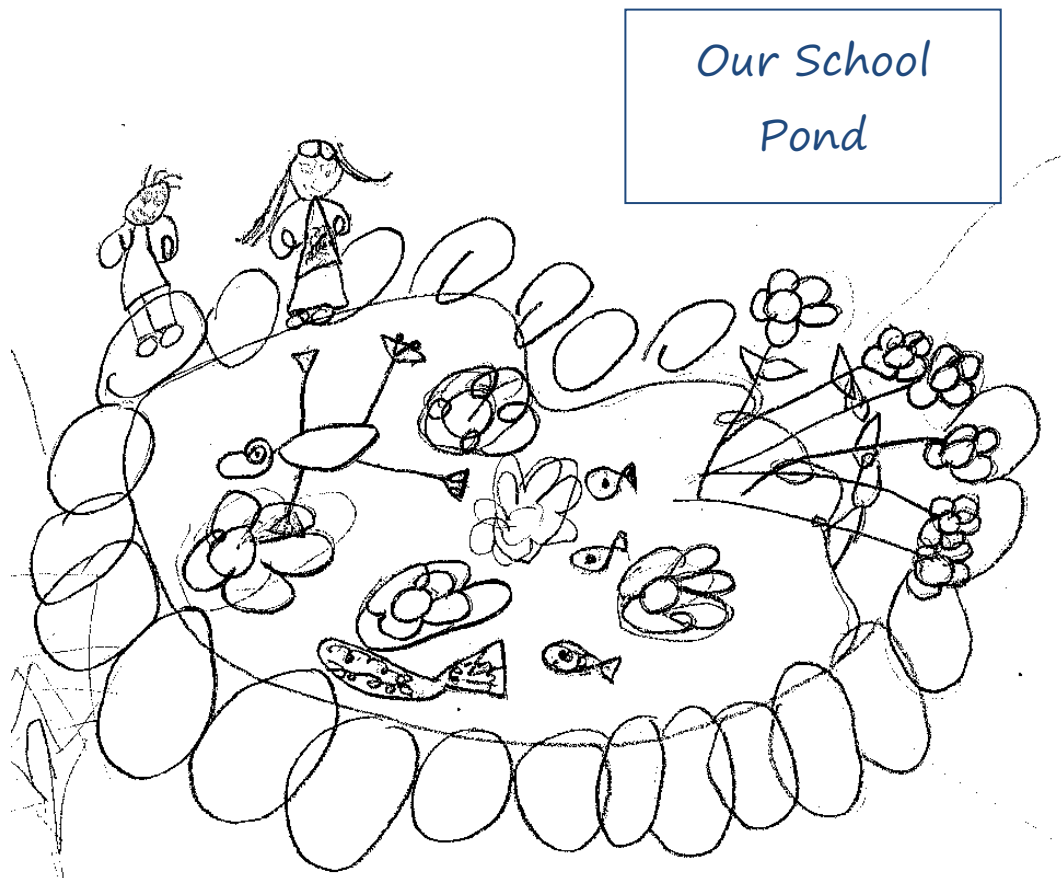
ACCESS TO CURRICULUM DOCUMENTS

Parents may request to see copies of the following documents:

- Any statutory curriculum and National Curriculum guidance sent to schools by the DfES
- Schemes of work
- OFSTED report
- The school's policies.

COMPLAINTS PROCEDURE

Bucks County Council is required by the 1988 Education Act to set up arrangements for the consideration and disposal of any complaints related to the curriculum and religious worship, by parents. Such complaints should be addressed in the first instance to the Governing Body of the school who will inform parents of the correct procedure to follow.



WORKING TOGETHER

As our ethos is based on co-operation and working as a team, we value highly, our strong parent/school partnership.

YOUR CHILD'S PROGRESS

We recognise the importance of keeping you informed about how your child is progressing. We do this in a range of ways:

- Parents are invited to talk to their child's teacher twice a year. These are set up as interviews using an appointment system.
- Written reports are sent out in the Spring and Summer terms. They include information and comments on the curriculum, national test results at the end of each key stage, comments on personal and social development and a page written by the pupils themselves.
- During the summer term there is an open morning when parents can come and see the school in its working environment.
- Each class prepares a special parent assembly when the children share, with their parents and the rest of the school, highlights of the work they have been doing in class.

Staff and governors may also hold information evenings covering a range of subjects such as curriculum, secondary allocation procedure or end of key stage assessment.

HOW CAN PARENTS HELP?

We welcome help from parents, be it helping their own child or working in school for the benefit of all Spinfield children.

Parents can help their own child by supporting the school's efforts:

- Helping with homework
- Ensuring that children arrive punctually
- Making sure that children honour any commitments they make such as membership of extra-curricular clubs or attending music rehearsals.
- Helping children to understand and fulfil the home/school agreement (in the appendices) and the health and safety guidelines

Many parents help the wider school community by becoming a parent helper. Areas where we find parental help especially useful are:

- Helping to organise the school library
- Running the school uniform shop
- Listening to readers
- Helping with extra-curricular activities such as sport, cycling awareness, choirs or music groups
- Looking after our grounds and nature trail
- Helping with art and craft
- Accompanying trips or swimming sessions
- Helping and supporting the PA events

If you come into school as a parent helper, will you please ensure that you sign the register in the entrance hall, collect a badge from the office and read the fire drill procedure, which is displayed in every classroom. Volunteers will be required to complete a DBS check and sign our confidentiality policy.

COMMUNICATION

We recognise the importance of effective communication and do our best to keep you as fully informed as possible. The Headteacher sends out newsletters, which always include the dates of forthcoming events. Teachers send out class letters at the beginning of each term outlining the curriculum and other relevant information. The youngest children have home/school books where parents and teachers can exchange messages when necessary. All letters from staff, governors or PA are sent via the children and/or e-mail.

WIDER COMMUNITY

Spinfield is not just about our school environment but also about the wider community. The children have opportunities to go out into the local community by giving harvest baskets to the elderly and by singing with a choir at events. We also welcome a range of organisations into school to inform the children about their charity work or work with the children on our nature trail. When the Y6 pupils have their mini-enterprise week, local business people become involved as their advisers on finance or marketing. We also have strong links with all our local schools. We believe that by working in a partnership we will give the children the best possible education.



HEALTH AND SAFETY

Safeguarding Statement

At Spinfield School, the health, safety and well-being of every child is our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is for children to enjoy their time as pupils at Spinfield. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service checks, as recommended by Buckinghamshire County Council in accordance with current legislation.

In accordance with our responsibilities under section 175/157 of the Education Act 2002, we have 2 Designated Persons for Child Protection; Miss J Spreadbury (Interim Headteacher) and Mrs R Holland (Deputy Headteacher) who have received appropriate training for this role. It is their responsibility to ensure that all staff in contact with children receives child protection awareness training on a regular basis.

There are occasions that when concern about a child may mean that we have to consult other agencies. Whilst we would always aim to work in partnership with parents there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under s47 of the Children Act 1989, may want to speak to a child without parents' knowledge. This would be a decision made in collaboration with partner agencies and would only be done in situations where a child might be at immediate risk. To gain consent at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures, which we follow, have been laid down by the Local Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Headteacher, Miss Spreadbury, or your child's class teacher. The Child Protection Policy can be found in the policies section of the website.

Safeguarding Procedures

- The school has a policy requiring **all** visitors to report to reception, sign in and out and wear a badge whilst on the premises.
- The large gate at the side of the school leading on to the playground is access for children only.
- Each term we have a fire drill and lockdown drill so that all staff and children are familiar with the emergency procedures.
- The children are always supervised by staff when they are playing outside. Before school, supervision is from 08.45 am.
- If your child has a doctor's or dentist's appointment during the school day, please collect him or her from the school office. A letter of authority, signed by a parent/guardian is required if your child is to leave with someone other than the parent/guardian.
- The school has established procedures to deal with emergency situations that may arise, for example fire, hoax calls, bomb alerts, accidents, unauthorised persons, trespassers, etc. All staff and pupils are familiar with the emergency procedures.
- The Headteacher, or his/her representative and Governors, will undertake regular risk assessments of security and review procedures to ensure their effectiveness. Within available budgets, steps to improve security will be taken wherever possible.
- The school will maintain contact with appropriate organisations, such as the Police and LA, to ensure procedures are effective, current and familiar to staff, governors and pupils.
- On external doors, there is a key code system to restrict access from outside.

POLICY ON THE USE OF MOBILE PHONES AND CAMERAS

This policy applies to all pupils in the school, including in the EYFS

1. Use of Cameras and the manipulation and storage of images

In this policy terms such as 'photography', 'pictures', 'images', 'camera', 'device' and 'digital technology' include both still and video media. The term 'camera' includes mobile phones, ipads and other equipment which has the capacity to take photographs.

At Spinfield School we recognise that the appropriate use of photography enhances many aspects of school life and the pupils' education. Mobile phone technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular, extend the capabilities of mobile phones further; which allow access to new content and services, such as the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recording as standard. Mobile phones, alongside other technologies aim to change the way we communicate. This speed of communication often provides security and reassurance; however, as with any other form of technology, there are associated risks.

This policy is intended to ensure an environment in which children, parents and staff are safe from images being recorded and inappropriately used by providing a clear framework to ensure that the use of cameras and the storage of images:

- reflect good practice
- the safeguarding needs of the pupils are met
- staff are not distracted from their work with children.

The policy also recognises that learning to use digital technology is an important part of the ICT curriculum. Teaching needs to ensure that pupils are able to learn how to use digital cameras and to edit and store photographs with an understanding of safeguarding requirements, for themselves and others, which is appropriate for their age and taking due account of the cyber-bullying aspects of the school's anti-bullying policy.

Photography is used at the school for a variety of purposes, including:

- Recording pupils' achievements, learning and progress, providing evidence to support EYFS milestones in the early year learning journals
- Recording school events and providing material for displays
- Communication with parents, for example to help reassure new parents or carers of young children that they have settled well into school life and provide prompt information on their children's activities on residential trips
- For publicity purposes (brochures, prospectus, media articles, website etc.)
- To support work undertaken by members of staff or students on placements for training and gaining further qualifications.

On their child's admission to the school, parents are asked to sign a consent form in relation to their child being photographed at school or during school events. Responses to the photography consent form are collated and all staff are made aware of the results. It is important that staff familiarise themselves with this information. If parents withhold consent for certain aspects of photography in relation to their child, this must be respected. Images should be checked to determine whether photographs have been taken which inadvertently include pupils for whom consent has not been given. If this is the case, images should be

destroyed, cropped or otherwise edited to ensure that parental consent is respected. If an image is edited for this reason, the original must be destroyed.

Periodically, professional photographers visit the school by arrangement to take portrait photographs and formal pictures of sports teams etc. Care should be taken that parental consent is respected and also that parents have not unintentionally withheld consent regarding such photographs. Any areas of doubt should be discussed with the Headteacher, who will arrange for parents to be contacted as appropriate. It is not compulsory for pupils to be included in portrait and team photography, nor is there any obligation on parents to purchase the resulting photographs.

From time to time a teacher, student or trainee teacher on placement may undertake a case study of a child, for example, as part of a training course to gain a qualification. In such situations, parental consent with regard to photography must be respected. Case studies will only be undertaken following prior written consent from the parent or carer and, except by prior arrangement between the Headteacher and the parent/carers, the child's name will be changed in the case study to protect his or her identity.

Occasionally a photograph may be taken which inadvertently catches a pupil in an unfortunate, embarrassing or compromising position. If this is the case, the image and any copies of it must be destroyed immediately.

Photography by parents

It is very difficult to police the use of cameras by parents, for example in assemblies or at sports fixtures. However, if members of staff have concerns about the suitability of photography by parents, they should consult the Headteacher, who will consider the situation with reference to this policy and the school's safeguarding procedures and take appropriate action. Concerns will be taken seriously, logged and investigated appropriately.

Any parent who works at the school, for example as a volunteer, must abide by this policy. The teacher responsible (for example the Trip Leader for an educational visit which uses parent volunteers) must ensure that the parents involved are aware of this policy and abide by it.

If parents wish to make a video recording of a school event (nativity, concert, drama production etc), prior permission must be obtained from the Headteacher, who will consider the situation with respect to this policy and the levels of consent given by parents of other children involved. Since it is difficult to ensure that parental consent is respected in these situations, and not appropriate to share the details of consent given for particular children with other parents, the Headteacher may refuse permission for a video recording of the event to be made. As an alternative, the school may make an official video recording/DVD, the editing of which, before it is made available to parents, will ensure that parental consent is respected.

Use of equipment

Except with permission from the Headteacher, staff may not use their own cameras, phones or other equipment to take pictures in school or at school events. School cameras are available for this purpose. A camera is kept and used in Early Years, all images are deleted after use in learning journeys and display.

Users bringing personal devices in to the school must ensure there is no inappropriate or illegal content on the device. Staff must ensure that this policy is observed when using other equipment which can be used in connection with photographs (photocopier, scanner, printer, ipads etc.)

Editing and storage of photographs

All images taken by members of staff or volunteers at school or on school activities remain the property of the school. The school may require images to be deleted or edited as appropriate and may also select images taken by members of staff or volunteers for other purposes, with due attention paid to the requirements of this policy.

When editing images, staff must take due professional care and ensure that edited images do not mislead or misrepresent. Care must also be taken to ensure that images do not result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

Close attention must be paid to the storage of images, particularly whilst kept on portable media such as flash cards and memory sticks. Staff are responsible for the security of such media and the images they contain and must take all reasonable measures to ensure that they are kept safe and do not come into the possession of unauthorised people.

Unless specific prior consent has been obtained, members of staff and volunteers must not post school images on personal pages of social networking sites or other websites. The use of images on the school's official website and other approved sites is carefully monitored to ensure that it is in line with this policy and parental consent. The age limit for having a Facebook account is 13 and other social networks have similar restrictions. However, parents do not always enforce these restrictions. Staff must be vigilant in respect of any inappropriate use by pupils of school images or their own photographs of school events on social networks and must report any concerns to the designated person for child protection.

This policy is available on the school's website and all parents are made aware of how to find it. Final responsibility for the appropriate use of photography at school and in connection with school events rests with the Headteacher and the designated person/s for child protection. They monitor school images and may require an image to be deleted, edited or removed from a particular document, website etc in accordance with the requirements of this policy.

The school assesses the risk of access to archived images by inappropriate individuals to be very low. Staff and volunteers must ensure that their use and storage of images maintains a similarly acceptable level of risk.

2. Use of mobile phones by members of staff and by volunteers in school

Mobile phones provide many benefits to school life, notably in improving health and safety through better communication with staff in more remote parts of the school grounds and on off-site visits. However, mobile phones, particularly those capable of taking pictures, also present a challenge to the school community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times. Pupils are not encouraged to have mobile phones in school however, some year 6 children may bring them in and hand them in to the class teacher who will keep them secure in a box in a cupboard.

Staff must be vigilant to ensure that the use of mobile phones, including their use by volunteers and visitors is always appropriate and that the safeguarding needs of the pupils are met. Any concerns should be discussed with the Headteacher or designated person/s for child protection. Concerns will be taken seriously, logged and investigated appropriately. Where a member of staff, visitor or volunteer has a mobile phone with the facility to take pictures, its use is subject to the policy on the use of cameras and the manipulation and storage of images, above. EYFS staff phones are kept secure in their area.

On arrival at school, staff should switch their phones off to silent during the course of the school day. Staff may use their phone at break times and lunch time provided that (i) pupils are not present, (ii) they are not on duty and (iii) this does not prevent them from responding to a request for assistance from another member of staff or other aspects of their professional duties. **Mobile phones must not be used in classrooms by staff during the school day** as there is always the possibility that other members of the school community could be aware of confidential conversations. Staff are expected to keep their phones in their classroom cupboard during lesson time. Phones are generally not to be used in the classrooms or areas where the children may be working. As part of our school policy on emergency procedures, each classroom has a red card that can be used in an emergency to summon help.

The school Site Manager and Headteacher are exempt from the restrictions on the use of mobile phones whilst on duty so that they can be contacted at all times by the school office in case of emergency.

By arrangement with the Headteacher, a member of staff's personal mobile phone may be designated as the means of communication for specific activities. The use of mobile phones by staff whilst on school duties must respect national legislation and common courtesies. For example, they must not be used whilst driving and should be switched to silent at events and venues where this is expected. Parents and visitors are requested not to use mobile phones in school. They must not be used on school premises. This information is also displayed in guidance for volunteers.

The school assesses the risk to pupils through the improper use of mobile phones to be very low.

PARENTS & ROAD SAFETY

Whilst Spinfield School accepts responsibility for educating children about road safety, it believes that it has a partnership with parents to ensure the safety of children as road users. Parents are expected to take responsibility for their children's safety on journeys to and from the school. To minimise the congestion around the school gate, we have set out parking guidelines, a copy of which is in the appendices. We have also designated Y5 & Y6 children as road safety officers.

CYCLING AWARENESS

The school aims to run a Cycling Awareness Course each year for children in Year 6 and a Biking Basics Course for Year 3 whenever possible. Children are actively encouraged to take part. All pupils cycling within school grounds are required to wear a helmet.

HEALTH & WELFARE

In the case of illness or accident it is essential that the school has an up to date record of an emergency contact number when parents are not available. Please let us know if your telephone number changes.

We care for children in school if they become ill. If they continue to feel unwell, we will contact parents so that sick children can be collected and taken home. It is important that the school is informed about children with specific medical needs e.g. asthma, allergies. Medicines cannot be administered by school staff. If you have a particular problem please make an appointment to discuss it with the Headteacher.

The school nurse, from the local health centre, is available to discuss any health issues which may affect your child's learning.

Everyone has to be aware of Health & Safety requirements whilst on school site.

EVERYONE IN SCHOOL, ADULTS AND CHILDREN, MUST BE AWARE OF THE COUNTY HEALTH AND SAFETY RULES WHICH APPLY TO THEM.

THESE RULES ARE DISPLAYED IN THE SCHOOL ENTRANCE HALL.

NO SMOKING in or around school premises.

SPINFIELD SCHOOL: GOVERNING BODY

Governors are like a board of directors and make decisions about how the school is run. The Headteacher is like the Chief Executive who is responsible for the day to day running of the school.

At Spinfield, we work closely together as a team. Governors are elected or appointed every four years. We meet together once a term in school and there are various small committees and working groups which meet as needed during the term.

Governors are appointed to work in partnership with the staff to help:

- Decide aspects of the curriculum and school policies
- Set standards of behaviour
- Interview and select staff
- Decide how the budget should be spent.

School Governors have legal duties, powers and responsibilities. They can only act together, not as individuals.

School Governors are made up from:

- Parents
- Teachers at the school
- Local council representatives
- Community representatives and business people.

Parent Governors bring the views of parents to the Governing Body, but they speak and act as individuals. They should not be thought of as delegates or “mouthpieces” of the parents as they do not vote for all the parents in general. You, as a parent, elect the Parent Governors.

The minutes of the Governors’ meetings are displayed on the Governors’ notice board in the reception area of school.

To strengthen the partnership between the school and its Governors, each Governor has a class and curriculum link in the school. They learn more about the curriculum by coming involved with teachers in their specialist subject. Governors accompany the school on various school visits and field trips.

SO, WHO ARE WE?

Miss J Spreadbury - Headteacher

Parent Governors

Mrs Claire Barford

Mr John Rodgers

LEA Governors/ Community Governors

Mr James Grant (*Chairman*)

Co-opted Governor

Mrs J Barnes

Mr David Hollywood

Mr Neil Martin

Mrs Eileen Shaw

Mr Keith Spence

Mrs Jane Trainer

Mr G Uden

Mrs L Watts

Staff Governors

Mr S Eltringham

Observer

Mrs Rebecca Holland (*Deputy Headteacher*)

Miss Victoria Canwell (*Assistant Headteacher*)

Clerk

Ms Sarah Penkethman



PARENTS' ASSOCIATION

All Spinfield parents are automatically members of the Parents' Association. This information sheet tells you what membership entails and what the association sets out to achieve. There are no subscriptions and no obligations. As members you do have the positive opportunity to help your child's school give its pupils a wider, richer education through enhanced facilities. You also have the chance to get to know other parents, perhaps making new friends. All money raised goes directly to enriching your child's education. Charitable status restricts us from raising money for other causes although the school does support a range of charities directly through the children's own efforts.

WHAT DOES THE PA DO?

The PA is actively involved in a range of activities throughout each school year. It works in partnership with the staff and governors helping to enrich the children's learning and their environment.

- Supporting the staff with the wider educational experiences that they give to the children by helping at school events, helping distribute the harvest baskets to elderly people, helping at concerts and by taking part in workshops to make curriculum resources.
- Raising funds through the events, key fundraisers are the Christmas and Summer Fairs.
- Helping to maintain the children's learning environment by planting and tending flowering tubs, regularly walking around the Nature Trail keeping the paths clear and by taking part in the Tender Loving Care (TLC) morning when the grounds and buildings are spruced up and tidied.
- Providing social events for children and their parents; children's discos, Spring Dance and a Camping Night which usually have a theme, e.g. James Bond.

WHAT CAN YOU DO?

You can support your association in a number of ways:

- Come along to the social events. Enjoy yourself and help the school into the bargain.
- Provide items for sale - produce, handicrafts, bric-a-brac, for our sales and fairs. Please do attend the events and spend money - again in a good cause.
- Help organise and run all these events. You don't have to be on the committee to get involved - indeed on more than one occasion in the past we have had non-committee members as event co-ordinators, taking responsibility for management of the endeavour.

Finally, please make an effort to attend the Annual General Meeting, which usually takes place in September. At this meeting you can have your say about your association, vote on important issues, nominate someone for committee service, or better still stand for election yourself! If you would like to help or have any questions, please contact a committee member or get in touch with the Association's Chairman through the school. Look out for the letters your children bring home or are sent via e-mail, telling you of our events.

**BUCKINGHAMSHIRE COUNTY COUNCIL
EDUCATION COMMITTEE
ADMISSIONS POLICY**

The County Council has agreed that the admissions policy detailed below should be used for those children due for admission to primary schools at the age of four or seven. In most cases, the Education Department will be able to confirm that a place is available at your preferred school, however, when a primary school is over subscribed i.e. more children wish to attend the school than there are vacant places, the list of criteria detailed below is used to allocate places up to the Intended Admission Number.

**ADMISSIONS CRITERIA FOR COUNTY AND VOLUNTARY
CONTROLLED PRIMARY SCHOOLS**

Places are allocated according to the following criteria, in order of priority:-

1. Looked after children
2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person
3. Children living within the catchment area of the school
4. **For the main point of entry:** Siblings of children who are attending the school or a linked primary school in years R –5 at the time allocations are made, and are expected to be on the school roll or linked school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school or a ‘linked primary school’
For immediate in year admission after the normal point of entry: Siblings of children who are in years R to 6 at the time of admission to school
5. Children attending a primary school linked to the school named in the list of ‘linked primary schools’ at the time allocations are made.
6. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family’s Normal Home Address and the school’s nearest open entrance gate offering the closest first. We use a straight line distance.
7. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.
8. If it is still not possible to decide between two applicants who are equidistant then an independently scrutinised random allocation will be made to allocate the final place.

Full details regarding admissions may be found on the Bucks County Council website: <http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/admission-to-primary-schools/>

**SPINFIELD SCHOOL, MARLOW
HOME/SCHOOL AGREEMENT**

Family Name

.....

School

The school will aim to:

- care for your child's safety and happiness
- ensure that your child achieves his/her full potential as a valued member of the school community
- provide a balanced curriculum and meet the individual needs of your child
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- keep you informed about general school matters and about your child's progress in particular
- be open and welcoming and offer opportunities for you to become involved in the daily life of the school

Signature(s) _____

Parents

I/We will aim to:

- see that my child goes to school regularly, on time and properly equipped
- make the school aware of any concerns or problems that might affect my child's work or behaviour
- support the school's policies and guidelines for behaviour
- support my child in homework and other opportunities for home learning.
- attend parents' evenings and discussions about my child's progress
- get to know about my child's life at the school

Signature(s) _____

Pupil

I will aim to:

- attend school regularly and on time
- bring all the equipment I need every day
- wear the school uniform and be tidy in appearance
- do all my class work and homework as well as I can
- be polite and helpful to others
- play fairly at all times on the playground and be considerate to others
- talk to my teacher and parents when I need help or I am not sure what to do

**TOGETHER WE WILL SUPPORT CHILDREN'S LEARNING TO HELP THEM ACHIEVE THEIR
BEST**

SCHOOL LEAVERS 2018

The governors wish all the pupils leaving Spinfield every success in the future and thank them and their parents for their contribution to the school. Year 6 transferred to the following schools:

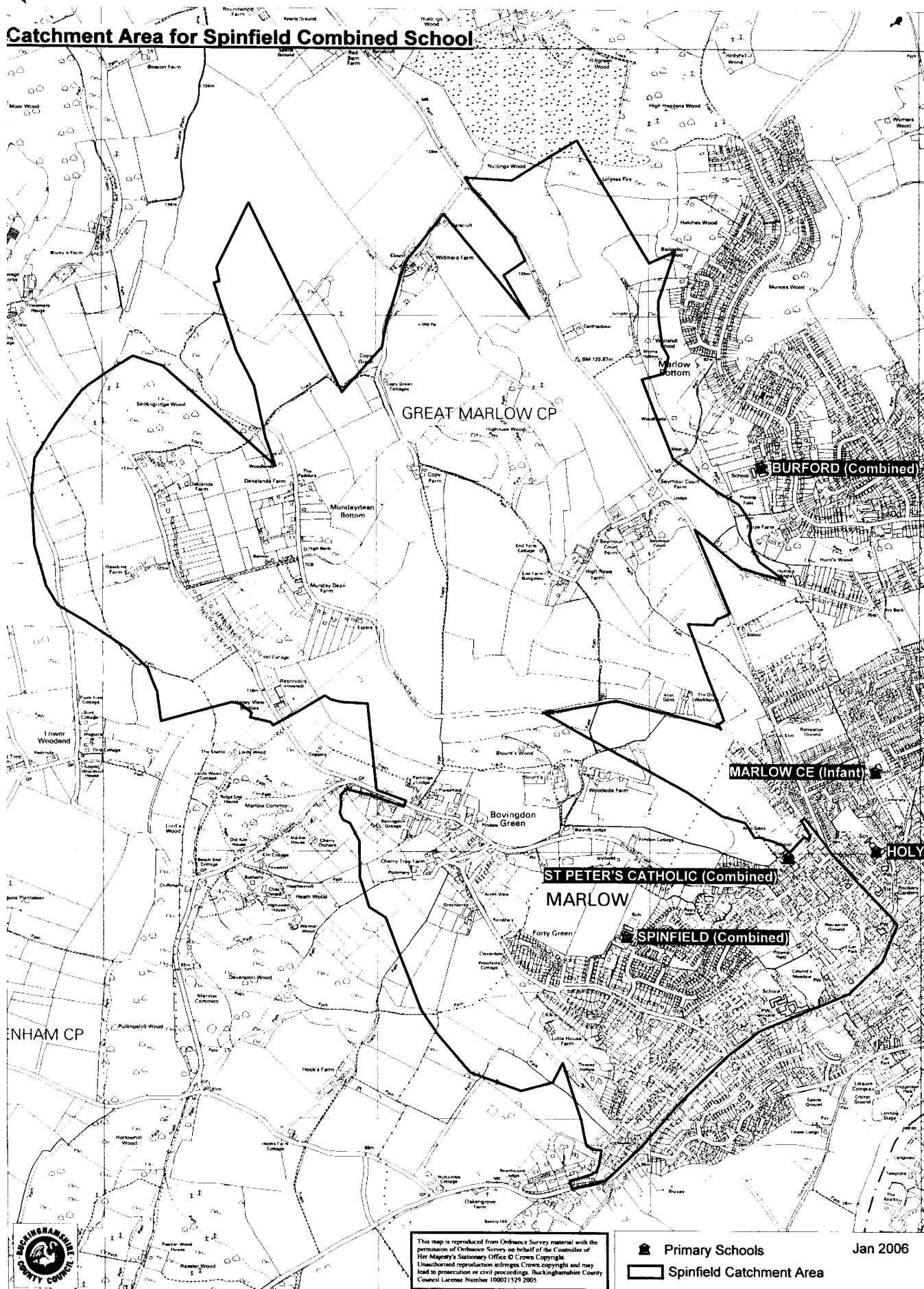
Sir William Borlase's	12
Wycombe High School	0
Great Marlow	17
Independent	0
Stoneydean School, Amersham	01
Total	30

Whole School Essential Objectives

The following are included in our curriculum:-

Essential Objective	Impact on Children
Enterprise	Pupils are not dependent on adults to learn. They show initiative
Diversity	Pupils see different types of lifestyles. They broaden their horizons.
The Arts	There is a passion for a broad, cultural education for our children
Engineering	Fosters the belief that economic growth is dependent upon design and manufacture
Community	The school sees itself as a central part of the community
Environment	We value the environment and feel passionate about its management
Sport	We believe competition and sportsmanship develop confidence
Drama	Through drama, pupils learn to express themselves and build confidence for everyday life
Spiritual and Moral	The children understand the importance of spiritual and moral beliefs, not just the value of material wealth
Possibilities	Children aspire to things that they may never have encountered before
Philosophy	Our children will learn to think deeply and to reflect imagination
Danger	Pupils will learn to assess and manage risks by having fun and encountering a little bit of controlled danger

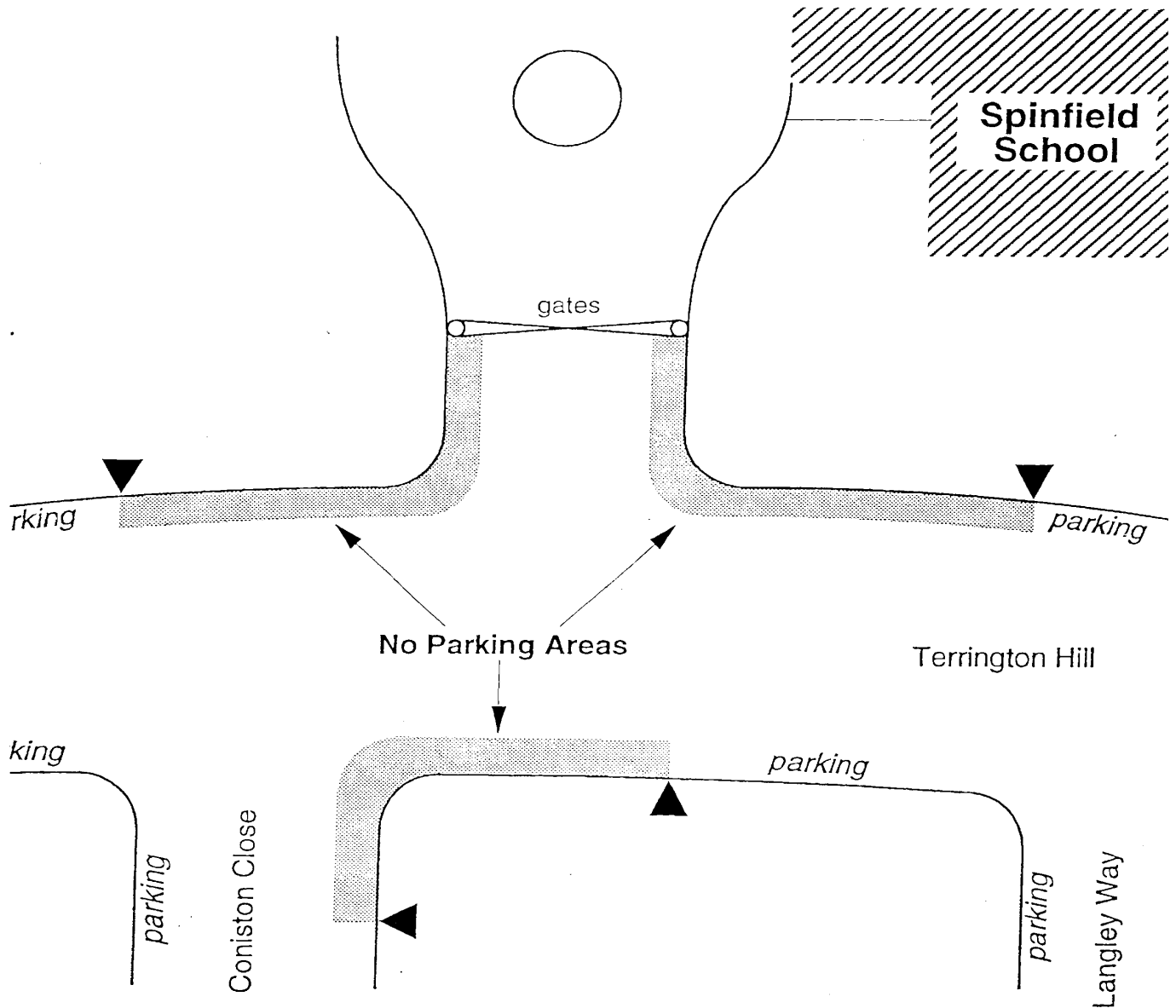
Catchment Area for Spinfield Combined School



CHILD SAFETY

The map below indicates where you should not park or turn your vehicle adjacent to the school.

I ask for your co-operation in the interests of our children.



The shaded areas show where you should not park, turn or reverse your vehicle. Yellow kerb markings in the places shown by the ▲ symbols indicate the limits of the No Parking areas.

- PLEASE RESPECT THE DOUBLE YELLOW LINES AND DO NOT PARK HERE
 - GATES WILL BE CLOSED AT KEY TIMES
- PLEASE DO NOT DRIVE IN/OUT OF SCHOOL AT BUSY TIMES
 - BE CONSIDERATE OF OUR NEIGHBOURS
- AT PICK UP AND DROP OFF, PLEASE PARK LEGALLY AND SAFELY
- PLEASE DO NOT STAND ON THE DOUBLE RED LINES BY THE TRIANGLE