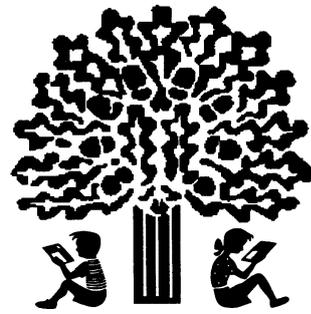


# Misterton Primary And Nursery School



## A letter from the Head teacher

Dear Parents/Carers

Welcome and thank you for taking the time to read our prospectus. I am pleased to have this opportunity to tell you about our school and hope it will give you an insight into the wide range of opportunities offered to every pupil.

Our aim is to establish and maintain high standards of work and behaviour in a caring and welcoming environment. We believe that the partnership between home and school is very important and continually strive to develop this link. We can help this process by positive use of the home/school agreement. This is a contract between home and school in which parents agree to support school and the school agrees to provide good standards of education. To keep you informed about what is happening we publish weekly newsletters. We also invite you to participate in the life of the school through educational visits, parents' workshops and a variety of other school activities.

I would welcome the opportunity to show you round the school so that you can experience the special nurturing atmosphere, warmth and dedication to ensuring that the years spent by pupils in the school are happy and productive.

Although this prospectus contains lots of relevant information, it cannot say everything you may wish to know. Please get in touch with us for any other information you may require and better still, arrange a visit if you would like to see more of the school. You will be made to feel most welcome.

I look forward to meeting you.

Yours faithfully

*Jane Cappleman-Jackson*

Head teacher

## Value Statement/ Equal Opportunities

"The school makes learning exciting and memorable through the different subject areas and the links between them. It promotes a good understanding of diversity through community projects and global issues"

Ofsted October 2012

### Value Statement

Misterton Primary School is committed to lifelong learning where every individual is valued, nurtured and respected. The school is an exciting, learning community with the emphasis on high quality teaching in all areas. Staff work hard to create a positive and caring environment where diversity, respect and tolerance are valued.

We believe that all pupils are individuals with their own special qualities, skills and interests, which need to be encouraged. We put great emphasis on the development of confidence, self-esteem, independence, kindness and courtesy.

Misterton Primary School is a secure and happy place. Pupils are supported and helped to develop academically, socially, physically and emotionally.

### Equal Opportunities

The school is totally committed to equality of opportunity for all its pupils, irrespective of gender, disability and ethnic or religious background. We oppose any form of racism.

The school is sensitive to the varying backgrounds of its pupils and welcomes differing cultures, religions and languages for the enrichment of all. Every member of the school community seeks to promote personal qualities of responsibility, self-discipline, initiative, independence and endeavour.

## Parental Partnerships



Parents considering sending their children to the school are welcome to telephone and make arrangements to visit at their convenience.

We see education as being a partnership between teachers, parents and pupils. Their roles and responsibilities are identified in the home/school agreement. This is signed by all of us to show willing and intention to provide the best possible education and care for all pupils. For this agreement to be successful it is important that parents, staff and pupils are all able to work together.

Parents are always welcome in school to help in classes or to assist with any general school activity to which they can contribute. Any parent or other family member of the community who would like to be more involved in the life of the school, are invited to discuss this with the class teacher. This can be on a regular basis or otherwise. All help is welcome.

Although parents are welcome to come into school at any time, there are more formal meetings held during the academic year. The first meeting is held early in the school year when parents and teachers can get to know each other, exchange information and explore ways of working together for the benefit of the children. A meeting held half way through the Spring term gives opportunities to review progress and a meeting towards the end of the academic year where children show their parents the work they are proud of and meet the next teacher.

# School Dress

## School Clothing

### GIRLS

Skirt, pinafore dress or trousers (grey or black)

Blouse or polo shirt (white or red)

Sweatshirt, cardigan or jumper (red)

Black flat sensible shoes.

In the summer red gingham dresses can be worn

### BOYS

Trousers (grey or black)

Shirt or polo shirt (white or red)

Sweatshirt or jumper (red)

Black flat sensible shoes.

In the summer - grey or black shorts can be worn



Sandals of any colour can be worn in Summer, but they must fit snugly and support the feet ie no flip flops or Crocs

### P.E. KIT - Indoor

T-shirt (white)

Shorts (black or blue)

P.E. will be done in bare feet

### P.E. KIT-Outdoor

Tracksuit bottoms (black or blue)

Sweatshirt (red, black or blue)

Long socks for rugby, football and hockey)

Trainers

Trunks or one piece swimming costumes should be worn for swimming, in compliance with the authorities' policy.

*P.E. Kit should be plain and not have any logos on it.*

All items of school uniform, including book bags, can now be bought from Tesco's Uniform Embroidery Service. Simply log on to [www.tesco.com/ues](http://www.tesco.com/ues) and find our school. You can then choose the items you require, pay by credit or debit card, and they are delivered free of charge. A size chart is available from the school office if you are unsure.

Jewellery is not allowed in school for safety reasons, except for simple studs and watches. All items must be removed for games, swimming and other physical activities. Children need to be able to remove these themselves. School cannot take responsibility for any jewellery brought into school.

Please label all items of clothing with your child's name.

Groveswood Road, Misterton, Doncaster, South Yorkshire, DN10 4EH

Telephone. 01427 890284 Fax. 01427 891707

Email. [officeadmin@misterton.notts.sch.uk](mailto:officeadmin@misterton.notts.sch.uk)

# School Discipline



Pupils feel safe and behave well. They take care of others and contribute well to creating a safe environment through their roles, for example, on the School Council. Ofsted October 2012

The atmosphere in school is a happy, welcoming and high standard of work and behaviour give pupils a sense of responsibility, self-discipline and independence. Pupils are expected to treat each other and adults with respect and behave towards each other in a considerate and polite manner. We constantly encourage them to consider others and hope that they will learn by example and experience. Pupils are rewarded for good behaviour and academic achievement and certificates are distributed each week in Friday's celebration assembly.

Should there be instances of regular misbehaviour, further investigation will take place, parents will be informed and invited to attend school to discuss their child's behaviour.

## Complaints

Parents should discuss any problems with the class teacher and/ or head teacher in the first instance. Most problems can be sorted out in this way. If parents are still dissatisfied an approach to any member of the Board of Governors can be made but if the matter cannot be resolved, formal arrangements for making complaints can be made. Details of the complaints procedures are available on the website and also from: Clerk to the Governors, Misterton Primary School

## Exclusion

Pupils, who behave aggressively or abusively towards others in the school community, may be excluded for a fixed term period at the head teacher's discretion.

Pupils who continually behave badly at lunch times may be excluded from the premises between 12.00 noon and 1.00pm.

Pupils who continually disrupt others' learning, behave aggressively or abusively, or commit a serious offence, may be permanently excluded from the school.

A behaviour policy booklet is available for all parents to help school and parents to work together.

## Admissions Policy Foundation Stage Unit



"Children get off to a good start to their education in the nursery and reception"

"They respond well to strong moral and social guidance through good assemblies and effective personal and social education. This prepares them well for their future education and later life, and contributes to their safety and well-being."

Ofsted October 2012

The parents of children due to be admitted to Foundation 1 (F1) are invited to visit with their child at convenient pre-arranged times. There is an initial introduction meeting followed by accompanied visits in the unit. We aim to establish firm partnership foundations between the staff and parents from the onset so that expertise can be shared for the well being of the development of all children.

Children are admitted to Foundation 1 on a part-time basis each term following their third birthday.

Children who are 4 years of age between 1<sup>st</sup> September 2016 and the 31<sup>st</sup> August 2017 will be offered a full time place in school from September 2017.

We aim to establish firm partnership foundations between the staff and parents from the onset so that expertise can be shared for the well being of the development of all children.

### Times

F1 Start 8.50am - 11.50am

This entitles children to 15 hours provision over the week.

F2 Start 8.50am - 12.00 noon

12.00 noon - 1.00 pm Lunchtime

1.00pm - 3.30pm

# General Information for Parents - 1

- All pupils must be in school on time.  
Children should arrive at school and be in school at 8.45am  
(unless under the supervision of the breakfast club)  
School starts at 8.55am and ends at 3.30pm  
Lunch is 12.00pm to 1.00pm  
There are two breaks, one in the morning and one in the afternoon  
Your child is expected to attend school punctually and regularly.
- It is very important to let the school know about any absence.  
Please inform the school office by 10.30am on the first day of absence. School will telephone you if they are not notified in order to ensure your child is safe.
- As part of its healthy schools focus, pupils are encouraged to eat fruit at break times, which is free to Key Stage 1 pupils. Pupils can purchase fruit, toast, milk shakes and flap jack at morning break.
- Pupils are encouraged to drink water in class. Please ensure your child has a named water bottle daily. They bring this home each day for washing. Water is available as and when required.
- Parents are asked to make sure contact details are up to date. This information is very important in case pupils are taken ill or involved in an accident. In the event where parents can not be contacted, the school will act sensibly and responsibly in loco parentis.
- Mobile phones are not allowed in school.
- From time to time your child's class teacher will arrange a visit to local places of interest. Children will walk to these places or travel on the schools mini buses. Your consent for these visits will be obtained in a general letter which is sent out in September. Visits further away will require your consent and individual letters will be sent out to gain this.
- Parents are encouraged to support their children with homework. Guidance outlining the schools policy is supplied to parents.

- The school has no religious affiliation. However, R.E. is a statutory requirement of all pupils unless parents have requested other wise.
- A strict no smoking policy is in operation throughout the school premises which include the playground.
- In the interest of hygiene dogs are not allowed on the school premises at any time. This includes buildings, playgrounds and grassed areas.
- Car parking in the school grounds is for staff, visitors and disabled badge holders. The only exceptions are Foundation parents when bringing or collecting children from school. Parents are asked not to park directly out side school for safety reasons, in the turning circle or loading bay.
- Children can cycle to school if accompanied by an adult, unless they have passed their cycle training level 2. Once on school premises children must dismount and walk their bicycle to the cycle sheds. Under no circumstances should children ride their cycles on school premises.
- Mrs Harris, our Crossing Patrol Warden, is always at the school entrance in a morning and end of the school day.
- The school bus brings children from West Stockwith and from both ends of the village.

## Child Protection

The head teacher is the designated child protection person. The law requires head teachers to report any obvious or suspected cases of child abuse. This includes non-accidental injury, physical neglect, emotional abuse and sexual abuse. These procedures are all intended to protect children at risk. We hope that parents will accept any actions that are carried out in the best interests of the child. We can assure you that all actions are carried out in the strictest of confidence and will follow the procedures laid down in the 1989 Children Act.

# Medical Information

Children receive a medical assessment during their first year at school and regular visitors to school include the:

- School Dental Service
- Audiomatrician
- Speech Therapist
- School Nurse

Please feel free to discuss any issues regarding your child's health with their class teacher. We can then support them if they are not feeling 100%.

If your child is asthmatic, arrangements for the safe keeping of his/her inhaler can be discussed with the class teacher.

## Medication in School

Employees working under the School Teachers' Terms and Conditions of Employment have no contractual obligation to administer medicines.

Parents are responsible for the administration of medicines to their child/ren. But at Misterton we appreciate how difficult it can be for parents to return to school in the middle of the day to administer medicine. For this reason I have volunteered to assist parents in this awkward situation with the following provisos, that;

1. Parents must consult with Mrs Cappleman-Jackson and/or the class teacher beforehand to see if their situation is workable. Please note that if medicine is required less than 4 times a day, then we will not be able to administer it in school.
2. Only medicines prescribed by a doctor will be administered by school staff.
3. The medicine must then be accompanied with written details giving the child's name, the name of the medication, dose, timing of the medicine and contact details in case of difficulties. Written advice must also be provided on the storage of medicine including pharmaceutical requirements ie refrigeration if necessary. A form can be obtained from the school office.

4. It is the parent's responsibility to ensure the medication is personally handed to the office. Please note medication will not be accepted in unmarked containers and without prior permission being agreed with Mrs Cappleman-Jackson. Children must not be made responsible for administering their own medicine.

This is at the discretion of the Head teacher and is a service we choose to offer and is by no means statutory. We reserve the right to refuse.

Under no circumstances will we administer medicines to children who fall ill during the school day. It is for this reason that it is vital we are kept up to date with contact numbers.

As a school we are advised not to take pupils to hospital, or ask teachers or non-teachers to do so. But we are realistic enough to know there are occasions when immediacy is the key to certain situations, and children will be taken to hospital on these occasions. If you have any objections to this policy please inform the school, we fully respect the wishes of parents in all situations.

# Curriculum



Currently, the curriculum is in line with changes made by the Government in 2014:

English  
Mathematics  
Science  
Information and Communication Technology  
History  
Geography  
Design and Technology  
Art and Design  
Physical Education  
Music  
Languages

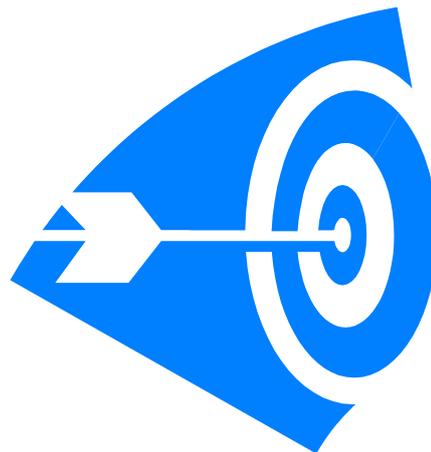
English, mathematics, science and Computing are called 'core' subjects. Schools must also teach Religious Education. All the other subjects listed above are called foundation subjects.

In general terms we aim to provide a broad, balanced and relevant curriculum, which promotes the development of the whole child. We are concerned about the social, physical, intellectual, emotional and spiritual growth of every child, and plan our curriculum accordingly.

The school also provides a wide range of extra curricular activities at lunch times and after school.

Sex and health education is taught with the support from the school nursing team. A copy of the policy is available in school.

# The School's Curriculum Aims



The school curriculum aims to provide for all pupils the ability of how to learn effectively, so that they can develop a desire to embark on life long learning and achieve success.

It builds on pupils' strengths, interests and experiences and endeavours to develop their confidence in their capacity to learn and work independently and collaboratively. It equips them with the essential skills related to English, mathematics and information and communications technology. At the same time it endeavours to promote in pupils, an enquiring mind and capacity to think logically and rationally.

By providing rich and varied contexts for learning, pupils are helped to acquire a broad range of knowledge, understanding and skills. They are given opportunities to think creatively and critically, solve problems and become creative, innovative and enterprising citizens. The curriculum also develops their physical skills and encourages them to recognise the importance of developing a healthy life style and keeping themselves and others safe.

The curriculum also promotes pupils' spiritual, moral, social and cultural development and in particular, principles for distinguishing between right and wrong. It develops their knowledge, understanding and appreciation of their own and different beliefs and cultures, and how these influence individuals and societies. It supports pupils in becoming caring and compassionate citizens capable of contributing to the development of a fair community.

# School Meals and milk.

## SCHOOL MEALS

Lunchtime meals are cooked on the premises by our own school kitchen staff and are of excellent value. It is a sociable occasion during which all are encouraged to show good manners and consideration for each other.

Dinner money is collected on Monday mornings and should be in an envelope with your child's name, class and amount clearly written on the front. The cost of a school meal is £2.30. All school meals need to be paid for in advance.

Mrs Hewitt, our catering manager, is keen to provide a healthy diet for the children. As part of our efforts to promote a healthy diet we have taken control of our lunchtime arrangements. This enables us to develop our own menus and use local produce.

Pupils wishing to bring a packed lunch from home must not bring fizzy drinks in cans, glass bottles or isotonic drinks. All lunches must be packed in sealed and named containers. Under no circumstances must chocolate or sweets be brought to school.

## SCHOOL MILK

If your child would like to have milk, it is free to those 5 and under. If they are older than this, there is a small charge. Cool Milk supply all the milk and you are required to register with them, even if your child is entitled to free milk. The number is 0844 854 2913.

## Free School Meals

If you are in receipt of Income Support or other benefits, your child may be entitled to free milk (until the age of 7) and free meals. If you feel your child/ren may be entitled to free meals, please call in at the school office, or ring the Area Education Office on 01623 433009+.

## Extended Services

### **BREAKFAST CLUB**

The Breakfast Club is open every school day morning from 8.00am and for a small charge of £2.50 per morning provides children with breakfast and supervision until school opens. For more information, please see Mrs Hewitt or Mrs Wilson in the kitchen.

### **AFTER SCHOOL CLUB**

The After School Club runs Monday to Thursday after school during term time from 3.30pm to 6.00pm and currently costs £6.50 per session. Included in the cost is a light tea. For further information please contact the school office. This is run by JPAC an independent agency.

### **PARENT TEACHERS ASSOCIATION**

The school has an active Parent Teachers Association (PTA) which arranges many activities including a twice yearly Book Fayre, Discos and other fund raising events. Their many fund raising events, for specific large items of equipment, mean that the school benefits from have resources that they could otherwise ill afford.

The association funded our magnificent sound system in the Hall, the large P.E. frame, the beautiful climbing equipment in the Foundation Unit and much, much more.

The PTA notice board is in the entrance hall. We are very grateful to them for their invaluable support. Membership is open to all our parents.

# ATTENDANCE

Regulations and Advice from the Department for Education and Employment require schools to record attendance in detail. Please let us know by telephone before 10.30 am why your child is absent to help us ensure your child is safe. An absence can be "authorised" if children are out of school for illness, or medical appointments which genuinely cannot be made out of school hours.

Absences for shopping trips, birthdays or a day off for other than genuine illness are not valid reasons for keeping children away from school. These will be recorded as "unauthorised" absences and will appear on reports at the end of the year.

When there is severe bad weather, school will do their upper most to keep the school open. It is expected if the school is open, that children attend and any who do not will be unauthorised.

## HOLIDAYS

Due to a recent update received via the Department of Education website regarding taking holidays in term time, we are unable to authorise holidays in term time. If you still choose to take your child out of school for the purpose of a holiday, the absence will be recorded as unauthorised in the register. Unauthorised absence may lead to legal action being taken by the local authority and a fine being implemented. Should you wish to discuss exceptional circumstances with the Headteacher, please call the office to arrange a mutually convenient appointment.

A copy of the school holiday pattern for the school years are available on the Nottinghamshire Education website. Parents will be regularly notified in advance about In-Service closure days as and when they occur.

# Special Educational Needs



Misterton Primary and Nursery School is an inclusive school and pupils with special educational needs are well supported. Special educational needs is a general term applied to any pupil who has specific learning needs, personal or health problems, which require teachers to make responses beyond the normal teaching styles appropriate for classes and individual pupils.

In July 2010 the school was awarded the Nottinghamshire Dyslexia Friendly Schools Standard.



## **Gifted and talented pupils**

Staff identify pupils who are demonstrating marked ability and skills. Through our gifted and talented programme, these pupils are provided with extensive activities and opportunities to develop and extend their abilities.

## **Support for minority ethnic pupils**

The school supports children with EAL (English as a second language) through a specific programme of work and the support from the EAL team within the authority.

# Educational Visits



Visits out of school are valuable experiences for pupils as they enrich the curriculum and enhance learning.

Misterton Primary School is fortunate to own its own mini bus which enables us to take pupils out in to the local environment.

Year 4, year 5 and year 6 have residential visits to various outdoor centres to develop their independence and also their team work skills.

Detailed risk assessments are carried out for each visit prior to the visit.

# Staffing

## Teachers

Jane Cappleman-Jackson	Head Teacher
Andrew Green	Deputy Head Teacher Year 6
Suzanne McNamara	Year 5
Charlotte Jones	Year 4
Emma White	Year 3
Jane Cole	Year 2
Emma Day	Year 1
Lindsey Brunt	Foundation Stage 2
Kerri Blessed	Foundation Stage 1

## Teaching Assistants

Sandra Young  
Jo Large  
Jane Soulsby  
Diane Eusman  
Nichola Richards  
Donna Humphrey  
Lavinia Warner  
Amy Johnson

## Care Assistants

Cheryl Baillie  
Helen Cousin

## Office Staff

Helen Hanson Office Manager  
Penny Elsegood Office Assistant

## **Site Manager**

David Smith

## **Cleaning Staff**

Cheryl Baillie

Helen Cousin

Lorraine Murray

Carolyn Gray

## **Catering Team and Breakfast Club Supervisors**

Diane Hewitt Catering Manager

Suzanne Wilson

Joanne Eaglen

## **Midday Supervisors**

Lydia Beech Senior Midday

Margaretha Sidebottom

Angela Robinson

Pearl Richardson

Joanne Harris

Sally Hancock

Nicola Hitchin

## **Crossing Patrol**

Joanne Harris

# The Board of Governors

The school has a governing body which meets formally once a term as a full governing body, and once a term for committee meetings.

If parents wish to raise any points at a governors meeting, they should do so through the parent governor's in order for the item to be put onto the agenda.

## **Misterton Primary and Nursery School Governors:**

Ravinder Saib	Chair
Jill Fairbank	Vice Chair
Jill Fairbank	Parent
Deborah Smith	Co-opted LA
Hazel Brand	Co-opted
Jane Wilson	Parent
Andrew Horton	Co-opted
Ravinder Saib	
Gill Smith	
Jane Cappleman-Jackson	Head teacher
Andrew Green	Teacher
Sandra Young	Staff

# Authorised and Unauthorised Absences

School year 2015/16

Number on roll	213 - Summer census
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Authorised Absence	3.3%
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Unauthorised Absence	0.7%
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Attendance	96%
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**Pupils' Attainment - Key stage 1**  
**May 2016**

**Pupils achieving Expected Standard and above**

<b>Subject</b>	<b>Misterton Primary School</b>	<b>National Average</b>
Writing	65%	
Reading	73%	
Mathematics	69%	

**Pupils' Attainment -Key stage 2  
May 2016**

**Pupils achieving Expected Standard and above**

<b>Subject</b>	<b>Misterton Primary School</b>		<b>National Average</b>	
<b>Combined Reading, writing and maths</b>	<b>60%</b>		<b>53%</b>	
	% gaining EXS	Progress	% gaining EXS	Progress
<b>Writing</b>	<b>80%</b>	<b>1.8</b>	<b>74%</b>	<b>-7</b>
<b>Reading</b> Scale score 102.2	<b>60%</b>	<b>-0.6</b>	<b>66%</b>	<b>-5</b>
<b>Mathematics</b> Scale score 101.5	<b>68%</b>	<b>-1.4</b>	<b>70%</b>	<b>-5</b>

**Pupils achieving Higher Standard**

<b>Subject</b>	<b>Misterton Primary School</b>		<b>National Average</b>	
<b>Combined Reading, writing and maths</b>	<b>8%</b>		<b>5%</b>	
<b>Writing</b>	<b>20%</b>		<b>15%</b>	

Reading	16%	19%
Mathematics	8%	17%

## CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES (PRIMARY SCHOOLS)

### 1. General Principles

- 1.1 School Governing Body like the Education Committee is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by the Nottinghamshire Education Committee and have also taken account of the Committee's Entitlement Curriculum.

The Governing Body recognizes the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

### 2. Charges

- 2.1 The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

- 2.2 Residential Activities held during school hours: charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described at paragraph 3.1 below.

- 2.3 Activities held outside school hours: the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfill statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described at paragraph 3.1 below)

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependant upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as;

- (i) the pupil's travel costs
- (ii) the pupil's board and lodging costs
- (iii) materials, books, instruments and other equipment
- (iv) non-teaching staff costs
- (v) entrance fees to museums, castles, theatres etc
- (vi) insurance costs
- (vii) the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'

Any remission arrangements for such activities will be at the discretion of the *Governing Body*, EXCEPT in the circumstances described at paragraph 3.1 below.

- 2.4 **Materials and Ingredients:** a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product eg. In home economics or CDT. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

### 3. Remissions

- 3.1 Where the parents of a pupil are in receipt of Income Support or Family Credit, the *Governing Body* will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

- (i) takes place within school hours, OR
- (ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

- 3.2 Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the *School Governing Body*. Any subsidy provided by the *Governing Body* will be met from the funds at its disposal.

### 4. Voluntary Contributions

Nothing in this policy statement precludes the *Governing Body* from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

### 5. Breakages and Damage to school property

The *School Governing Body* reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

### 6. Review

The *School Governing Body* reserves the right to review and amend this policy statement from time to time as appropriate.

## **DISCLAIMER**

The information given in this brochure that relates to the school year 2013/2014 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this brochure or in any particular part of them before the start of the school year 2013/2014 or subsequent years.

**Date of issue: September 2016**