



# ALL SAINTS PRIMARY SCHOOL



## PARENT HANDBOOK 2022/2023

Giles Lane, Bishops Caundle, Dorset, DT9 5NQ  
01963 23450  
[office@bishopscaundle.dorset.sch.uk](mailto:office@bishopscaundle.dorset.sch.uk)  
[www.bishopscaundle.dorset.sch.uk](http://www.bishopscaundle.dorset.sch.uk)

Dear Parent / Carer,

As I enter my forth year as head of All Saints, I continue to be so proud of the uniquely nurturing, happy and friendly atmosphere that has been created here. Our community centred outlook is so important to us and we treasure the close links we forge with our families.

Each and every one of our compassionate and dedicated staff hold this school very close to their hearts; it is perhaps this that drives them to get the best for the school and our pupils. As a team of staff and governors, we will ensure your children have a broad and exciting education that will lead to them reaching their full potential, thus leading a fruitful life.

Naturally, as with all successful organisations, we continue to look for improvements to our school. Rather than sitting back and congratulating ourselves on our numerous positives, we are keen to look outwards to other schools, other groups and to you the school community for ways by which we can improve our provision.

This year we will be continuing to focus on 'growth mindset' with our pupils. We praise effort not just attainment. Pupils will learn that if they have the attitude, 'If I put the effort in, I will succeed' or that 'Failure is a chance to learn' they will make far more progress and overcome what are sometimes are misconstrued as insurmountable hurdles (tests and studies have proven this). Your help by modelling this 'growth mindset' attitude at home would greatly benefit your child(ren).

Whenever possible, please do support your child's learning at home. Hearing them read is the most important way of supporting your child's education, however, in addition counting, times tables, telling the time, spellings and getting familiar with paying for items in shops / calculating change etc. are things that will have a big impact on the learning of your child(ren).

If there are any of you who can spare some time in the afternoons to hear readers or help out in classes please do get in touch. This additional support really helps our pupils.

Finally, if you have any worries, concerns, questions or requests, please pop in and see me.

Let's have a great year.

Nigel Roberts



**STAFFING:** For the current academic year 2021/22, our staffing is as follows (This is subject to change)

**HEADTEACHER**

**Mr Nigel Roberts**

**DEPUTY HEAD**

**Mrs Lisa Regan - SEND Lead**

**DIAMOND CLASS**

**Mrs Lisa Regan - Teacher**

**Mrs Debbie Legg - Teacher**

**Mrs Lorna Amor – TA**

**Miss Jessica Kindred – TA**

**Mrs Kirsty Batten – TA**

**TBC - TA**

**RUBY CLASS**

**Ms Sarah Barnes – Teacher**

**Mrs Ellie Dennehy - Teacher**

**Mrs Rachel Amor - TA**

**Mrs Carolina Williams - TA**

**OFFICE ADMINISTRATOR**

**Mrs Lou Wookey**

**TOPAZ CLASS**

**Miss Bethany Scott - Teacher**

**Mrs Julia Parkinson - TA**

**Ms Tina Durose – TA (Job share)**

**Ms Shareena Brooks - TA (Job share)**

**SAPPHIRE CLASS**

**Mr Christopher Grant-Peterkin - Teacher**

**Mrs Laura Jo Gawler – TA**

**Mrs Rio Parsons - TA**

**CARETAKER**

**Mr Darren Eveleigh**

**LUNCHTIME STAFF**

**Miss Tina Durose**

**Ms Shareena Brooks**

Please note that Teaching Assistants will be attached to classes predominantly for mornings only and will be generally working with smaller groups in the afternoons.

**VISION:**

***‘Nurturing hearts; Inspiring minds’***

***‘Let your Light Shine’ Matthew 5:16***

**All Saints CE VC Primary School is  
...a place where SPIRITUALITY IS NURTURED.**

***At All Saints CE VC Primary School Spirituality is a lifelong journey, inspired by moments of awe and wonder and in which we strive for harmony with ourselves and others, to achieve a positive direction and purpose in the world.***

**...a place where LEARNING is at the heart of everything and is believed to be a lifelong process.**

The vision is to create happy, successful, articulate, aspirational and empathetic young people who are eager for the next stage of their learning and ready to make a valued contribution to society.

**VALUES:**

At All Saints, every individual is valued for who they are and what they contribute to the school. Values are intended to support the personal, social and spiritual development of every pupil throughout the school.

Our school values are:

**Thankfulness      Forgiveness      Respect      Christian Love      Perseverance      Inclusiveness**

These values go hand in hand with the British values which we also integrate in all areas of the curriculum. The British values are:

**Democracy      The rule of law      Individual Liberty  
Mutual respect for and tolerance of those with different faiths beliefs and for those without faith.**

**DAILY ROUTINE:**

|                      |          |                          |
|----------------------|----------|--------------------------|
| <b>7:45 - 8:45</b>   | <b>-</b> | <b>Breakfast Club</b>    |
| <b>8:45</b>          | <b>-</b> | <b>Doors Opens</b>       |
| <b>8:55</b>          | <b>-</b> | <b>Registers Close</b>   |
| <b>10:30 - 10:45</b> | <b>-</b> | <b>Break</b>             |
| <b>12:15 - 1:15</b>  | <b>-</b> | <b>Lunch</b>             |
| <b>3:30</b>          | <b>-</b> | <b>Dismissal</b>         |
| <b>3:30 – 4:30</b>   |          | <b>After School Club</b> |

## REWARDS:

### STARS

Stars are given to pupils by all members of staff as a recognition of praise. Pupils will receive a certificate in Celebration Worship, on a Friday, for reaching 25, 50 and 75 stars and then when/if they reach 100 stars in an academic year a letter will go home inviting you to special Worship where they are awarded a pin badge.

### READING

In KS2 (Years 3 – 6), pupils who read regularly each week and have evidence in their reading record to confirm this will get a sticker in the reading record. Pupils who have a sticker for each week of a term will be presented with a book prize. Please see your child's reading record for further information.

### CELEBRATION WORSHIP CERTIFICATES

Pupils demonstrating excellence in any area of school life will be presented a certificate during that week's Celebration Worship. Celebration Worship are on Fridays.

### TOUT LE TEMPS AWARD

Awarded to the class with the week's best attendance. Please see our weekly 'What's On' for these results.

### ORINADO AWARD

Presented by School Council to the tidiness classroom each week with the aim of encouraging children to take ownership of their learning Environment

### PLAY LEADERS AWARDS

Weekly certificates presented by the School's Play Leaders to children who have challenged themselves and preserved at their lunchtime active learning challenges.

## BREAKFAST AND AFTER SCHOOL CLUBS:

Breakfast Club runs each morning from 7:45 – 8:45am. Cereal, toast, fruit and water / milk is available for the pupils.

After School Club runs from 3:30 – 4:30pm, these clubs are a different sporting, artistic or learning based activity each day which are generally changed each half term.

For prices and enquiries, please call the School Office.

## SAFEGUARDING

Whilst they are in our care, the safety of our pupils is paramount. If you have any concerns or queries about the safety of your own or any other child, please pop in for a chat.

Designated Safeguarding Lead - Mr N Roberts

Deputy Designated Safeguarding Lead - Mrs L Regan

## E-SAFETY

The school also takes the issue of e-safety very seriously. Indeed, pupils are reminded on the potential dangers on the internet each time they use computers in lessons. If there is any way in which we can assist you with keeping your child safe on the internet at home, please ask for advice from Mrs Legg (our e-safety leader in school). It is strongly recommended that children are monitored when using technology at home, ensuring that the content is age appropriate and that children are aware of the potential dangers of not following safe procedures, whilst on-line. We regularly invite the Safer Schools Team to visit the school to update and educate both children and parents on safer use of digital technology.

Parents / carers should refrain from publishing comments or photographs on social media about other children, other parents, staff or volunteers as this may result in legal action.

## ATTENDANCE

In order to do well, children need to attend school. The value that you, as adults, place on education in the Primary School years will be inherited by your children as they move into the Secondary phase and beyond. The school uses an electronic (computerised) system of registration. The register is a legal document and as such can be used in a court of law (e.g. to establish a pupil's attendance or absence at a particular time on a precise day.)

In accordance with other Sherborne School's Partnership Schools, our registers are marked at the beginning of each session, morning and afternoon. Registers are marked in the first 10 minutes of the start of the school day. Registers are submitted to the office at 8.55am. We expect our parents to ensure that routine medical appointments are made out of learning time and that family holidays are not taken in term time. If for any reason you wish to keep your child away from school, please ask for an 'Application for Leave of Absence' form from the School Office. In only exceptional circumstances will holiday absence be authorised. Good attendance will be recognised.

#### What might the impact of poor attendance be on your child?

In primary schools less than 65% of children with an average of 15 days absence a year achieve good results in English and Maths.

This rises to almost 90% where the average absence is less than 8 days.

Parents can be very surprised at how quickly their children can accumulate 15 days absence within a year.

#### The world is run by those who turn up.

Attending school every day = 100% attendance

95% attendance = 2 weeks learning missed per year

90% attendance = 4 weeks learning missed per year

80% attendance = more than half a term's learning missed per year.

70% attendance = more than a quarter of the school year missed.

An average attendance of 90% or less across a child's school career adds up to missing a whole year of schooling.

**Persistent absence (PA) is defined as an attendance rate of 90% or below.**

#### Being late for school reduces learning time.

If your child is 5 minutes late every day they will miss three days of learning each year.

If your child is 15 minutes late every day they will miss 2 weeks of learning each year.

#### HOME SUPPORT

In addition to home learning, which will be set each week, all parents are expected to hear their child read at least 3 times a week, asking questions to confirm that they have understood the text. Please record these sessions in your child's reading record. Also, support in the learning of times tables, spellings, number bonds, telling the time, working out costs and change when shopping etc... **will** make a big difference to the attainment of your child.

#### LUNCH BOXES, SNACKS & DRINKS

Pupils are to have a drinks bottle containing water. This will always be accessible and kept on a trolley throughout the day.

We encourage pupils to eat a healthy snack at morning break time. Children in Key Stage 2 are welcome to bring in a healthy snack from home. Children in Diamond and Topaz Class are provided with a fruit or vegetable snack daily.

All KS1 pupils will eat lunch in the Hall along with pupils in KS2 who have ordered a hot meal. For further details about how to order hot meals, please contact the School Office. KS2 pupils who have packed lunch will eat in their classrooms.

All parents are free to choose to send their child to school with a healthy lunch box (named). We remind you that we are a 'nut free' school and all products containing nuts must remain at home. Lunch Boxes must be in-keeping with our Healthy School status, therefore we ask you to provide a balanced lunch without chunky chocolate bars or sweets. The School Nurse Team will be glad to help support families that find this difficult.

#### HELPING TO LEARN

To gain the very best learning opportunities for your child(ren), we look to identify and positively support the learning which takes place in classrooms.

Every child will display areas in their learning which requires support at various stages throughout the year; this may be met through differentiated learning activities, small group or individual (1:1) work. Any form of "gap filling" is referred to as



intervention – we aim to identify learning and skills which are missing and then intervene. Our interventions also aspire in challenging the child to further their understanding and knowledge of a specific area by setting targets.

Some interventions are very short term while others might be ongoing for a period of time. We believe intervention (run either by the class teacher or teaching assistant), which occurs all of the time in a primary classroom, to be a positive measure. We identify areas of need or challenge and then implement strategies to help further your child's learning and celebrate their achievements. As always, should you wish to have further details, please speak with a member of your child's class teaching team.

### MEDICAL MATTERS

If your child has any specific medical or dietary needs, please ensure that you liaise with the School Office to ensure that we have the correct medication and instructions in order that we can support their individual needs. All medications are kept securely by the First Aid qualified office staff. If prescribed medicine is to be administered through the school day a consent form must be completed by parents, stating dose and time. This form is available on our website as well as from the School Office.

The school will hold a small stock of Calpol and Piriton. This may be administered to pupils who are deemed to require it if we have written permission in advance and providing that verbal permission is given (via phone) by a parent/guardian on the day.

### REPORTING TO PARENTS

There will be the following opportunities for formal feedback throughout the year:

|             |   |   |
|-------------|---|---|
| November    | - | Parent Consultation (how your child has settled in / target setting/ any concerns)                                |
| Spring Term | - | Parents Consultation (your child's progress / targets)  |
| July        | - | Formal report including your child's end of year progress and attainment.<br>Opportunity for further consultation |

### COMMUNICATION

The School holds great importance on effective school communication. Every Friday you will receive an email from the Headteacher reviewing the week activities and updating you on future events and expectations. Our school website holds the majority of policies and information for Parents, however, if there is something that you think would be useful, that is missing from the website, please do let the Office staff know. We also encourage our parents to download the School App, which will provide you with helpful 'push notifications' of up and coming events.

### VOLUNTEERING

At All Saints, we are extremely lucky that a number of parents and people from our local community volunteer to assist in running clubs, to help in classrooms, to help with administrative tasks and to provide specific 1 to 1 support for pupils. If you are interested in volunteering in any aspect of the school's life, please speak to the School Office. We do ask that you are prepared to complete a Volunteer request form, which asks for the names of two references and a DBS check.

### ADULT EXPECTATIONS

We expect all adults on the school premises to model good manners and behaviours. We expect adults to behave and communicate, both with staff and other parents/adults in a manner that is appropriate to the setting, the values and the ethos of the school. Failure to do so could result in further action being taken against individuals.

As we continue to offer an open door policy, we expect that any concerns parents/carers have for their child are addressed directly to the school staff and not posted on social media sites. The school will always address concerns made through the correct channels. The school reserves the right to act on any inappropriate social media postings (which may identify children, members of staff or other parents/families) that come to our attention, which may result in legal action and/or referral to the police.

We continue to allow the use of photography at the majority of our school events for personal use. If the photographs include other children or members of staff, then these must not be posted onto social media sites or shared further.

## UNIFORM

We want all of the children to be comfortable at school and, at the same time take pride in their appearance.

### **Winter Uniform**

- Royal blue sweatshirt, round or v-necked (with logo) for both boys and girls or royal blue cardigan (with logo) for girls
- White or Blue shirts / Polo Shirts – branded All Saints
- Grey or Black tailored trousers for boys and girls. Grey or black skirts or pinafores for Girls
- Black school shoes (no trainers, heels or boots)
- Grey / white socks or grey tights

### **Summer Uniform**

- White or blue polo shirt (with logo)
- Royal blue sweatshirt / cardigan with logo
- Grey smart tailored trousers / tailored shorts for boys and girls
- If preferred, Blue and white checked dresses (without adornments) for girls
- Plain white or grey socks
- Black school shoes - please note that open-toed sandals are not suitable

### **P.E. Kit**

The same kit is worn by boys and girls. This consists of

- White t-shirt (with logo)
- Black or Blue shorts (girls may wear a skirt)
- Trainers
- Black or blue jogging bottoms
- A school hoody (with logo) or plain black or blue sweatshirt
- White socks (a change from what is worn throughout the day)

We ask that PE kit remains in school all week. Staff teams will send it home for washing at least half termly. Jewellery should not be worn for PE and long hair should be tied back (this applies to both girls and boys).

### **Forest School Kit**

- Clothing which could get wet, muddy ...
- Long sleeved top
- Wellington boots
- Waterproof coat and trousers

### **Swimming Kit** (Required for 2<sup>nd</sup> half of the Summer Term)

- Swimming trunks for boys
- Swimming costumes for girls
- Flip flops
- Swimming hat
- Swimming towel.
- Swimming Bag

**Plus a SCHOOL BOOK BAG – branded** - Children will need a school book bag for taking home reading books. The uniform is available to buy from Kitz UK in Sherborne <https://all-saints.secure-decoration.com/>

## JEWELLERY

We ask children not to wear jewellery in school. If children have pierced ears then plain stud earrings are required. **Children should be able to remove earrings independently for PE sessions.** If they are not able to do this, then earrings should not be worn on PE days. **Watches (including Fitbits) must be removed for PE sessions and are the responsibility of the child.**

## ASSA

The All Saints School Association is extremely superb. The contribution that it makes to every child's time here at All Saints is hugely beneficial. The fundraising events that happen throughout the year are vital in the supporting the school financially and promoting our school to the families and community that surround us.

The school thoroughly appreciates the work and support of the ASSA. As soon as you join our school, you automatically become a member. All our parents and families are encouraged to attend the ASSA meetings which are held regularly.

### EXTREMES OF WEATHER

We love our children to take advantage of our fantastic outside space. Depending on the weather, please ensure that your child has suitable (and named) wet / cold weather clothing, wellington boots, or hat and sunscreen, so that they can access these outside areas in all but the harshest conditions.

### ANY CONCERNS

Talk to us! We continue to be a friendly and approachable staff – we care passionately about what we do and that which we do is for the benefit of your child. We always would wish to know if there is something else we can offer.

If you have any questions or concerns about any aspect of your child's schooling, please initially speak to their Class Teacher (concerns are usually resolved here, with the staff that know your child best). If your concern is not resolved, please ask at the School Office for an appointment with Mr Roberts.

Likewise, to make an appointment with a member of staff, speak to/email the School Office and leave a message; the staff member concerned will get back to you at their earliest convenience. Due to class commitments staff are more likely to be available after school.

