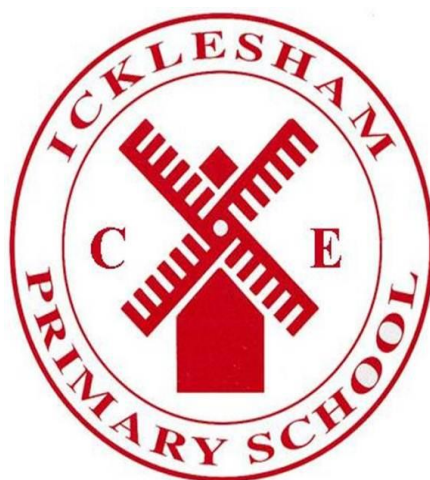


Icklesham
Church of England
Primary School



Our Vision

Hope

Aspire

Faith

Believe

Love

Care

PROSPECTUS
2016/2017

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Additional information available from the school office:-

- Inspection Reports
- Basic Skill Agency Quality Mark
- Home -School Agreement
- Reading Booklet
- Behaviour Policy and Anti-bullying Leaflet
- Homework Policy - Information for Parents
- Spelling Policy - Information for Parents
- Acorn Nursery Prospectus
- Rye Area Primary Schools Alliance/Hastings Learning Together Alliance (LTA)
- Education Futures Trust Parent information
- SEND Local Offer including on site Speech and Language Therapy

Icklesham C.E. Primary School

High Fords, Icklesham,
East Sussex TN36 4BX

Web: www.ickleshamcp.e-sussex.sch.uk
E-mail: office@ickleshamcp.e-sussex.sch.uk
Telephone/Fax: (01424) 814448
Headteacher: Paula Robinson B Ed (Hons) NPQH

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Welcome to Icklesham Church of England Primary School

Dear Parents, Carers and Friends

The aim of this prospectus is to provide parents and the local community with an overview of life in Icklesham Church of England Primary School. We aim to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences we offer to all our pupils.

Icklesham CEP School has a strong teaching and support staff, a supportive governing body and a willing band of volunteers, who together aim to ensure that all children work to the best of their ability. We pride ourselves on our positive relationships and knowing all our children and families well. Our aim is for every child to achieve his or her potential in both academic and personal development.

In November 2015 we had our Diocesan Inspection in which we were judged as **OUTSTANDING** in every area. In September 2016 we achieved the School Games Gold Award in school sports for delivering high quality curriculum provision for Physical Education and Sport. We run many after school clubs as well as employing a specialist sports coach who works with all our children. We hold the prestigious Gold Arts Mark Award in recognition of the quality and breadth of Arts provision (Art, Design, Music, Drama, Literacy and ICT). In November 2014 we received a **GOOD** in our inspection report from Ofsted and have continued to achieve outstanding academic results. In October 2014 we achieved the Quality Mark for Primary Schools for the sixth time. It was presented by the Basic Skills Agency in recognition of the work we have achieved in Literacy and Numeracy across the curriculum.

We work closely with the Icklesham Acorn Nursery which is on site. We are delighted to be working in partnership with Ms D Walters (Head of Acorn Nursery) and are extremely fortunate to have this pre-school facility.

To find out more about us, why not pay us a visit? Please contact the school office to arrange an appointment.

Yours sincerely

Mrs P Robinson
HEADTEACHER



The commitment of the Governing Body and whole staff (teaching and non-teaching) to quality education is reflected in the aims of our school. At the Primary Stage we are focused on the development of each individual child and how we can assist with that development. Our children are being prepared for the future, for subsequent education and adult life. All staff are committed to improving and developing our children's basic skills in order for them to be prepared for their future in both work and society.

Our main aims are to:

- Provide a broad, balanced education based on Christian principles
- Provide a high quality teaching and learning environment for all our pupils where they are motivated and encouraged towards high levels of achievement.
- Equip our pupils with the necessary skills of literacy to ensure a command of basic English, an ability to communicate effectively with a variety of audiences (written and spoken) and to foster an enjoyment of reading
- Equip our pupils with the necessary basic skills of numeracy - to develop knowledge and understanding of Mathematics and to encourage a willingness to experiment, question, reflect and discuss
- Encourage scientific curiosity and interest
- Teach skills in art and design, handwriting and other creative activities including drama and music
- Involve pupils in a variety of physical activities
- Acquire an understanding and use of information and design technology to enable pupils to experiment with a range of tools and materials and develop control over their use
- Provide a rich variety of experiences and opportunities through which pupils develop their skills and attitudes and extend their awareness of and make positive contributions to the world in which they live
- Provide equal access and opportunities for all pupils
- Foster in children a sense of responsibility for their environment and our planet
- Encourage children to take responsibility for their learning and to help pupils develop the ability to work independently and collaboratively
- Create a happy and secure school environment where all our pupils feel valued as important team members
- Encourage respect, understanding and tolerance of others
- Through enquiry, investigation and design be able to solve challenging problems in a variety of situations

ADMISSIONS POLICY

We provide opportunities throughout the year for prospective parents to visit the school to:

- Meet our teachers and staff
- Meet the children, see them at work and play

We welcome children of all ages at Icklesham School when we have vacancies.

We admit children in the academic year of their 5th birthday with **all** reception pupils encouraged to start full time from September. However parents still have a choice if their child is Spring or Summer born (see below):

Children who are 5 between 1st September and 31st December start full time in September and stay for lunch.

Children who are 5 between 1st January and 30th April **may start full time** in September or attend **part time** for 5 mornings a week, stay for lunch and are collected at 12:50pm. They become full time from January.

Children who are 5 between 1st May and 31st August **may start full time** in September or attend **part time** for 5 mornings a week for Terms 1 & 2. They stay for lunch and are collected at 12:50pm. They can become full time from January.

Our reception class teacher visits children in the Icklesham Acorn Nursery and other local playgroups and nurseries, and makes home visits in September. We invite new children to spend time in our reception class before they join us. We have a staggered start for the new pupils in September and parents will be notified of their child's start date. Our admission limit is 15.



***Ambassadors
at
The Houses
of
Parliament!***

SCHOOL ORGANISATION

All members of staff have individual responsibilities and specific tasks to bring about the balanced development of the school. They provide advice and support to their colleagues in specific subject areas.

Teaching assistants work with individuals and groups in all classes. They also support pupils with Special Educational Needs.

The school organisation corresponds to National Curriculum terminology as follows:

Phase of School	National Curriculum Key Stage	National Curriculum Year Group
Early Years 4-5 years old	Early Years Foundation Stage	Reception
Infants 5-7 years old	Key Stage 1 (KS1)	Years 1 & 2
Lower Juniors 7-9 years old	Key Stage 2 (KS2)	Years 3 & 4
Upper Juniors 9-11 years old	Key Stage 2 (KS2)	Years 5 & 6

CLASSROOM ORGANISATION

We have four classes, in mixed year groups. The organisation is decided each year by the teachers according to:

- Size of year groups
- Age of pupils
- Educational Needs
- Social and emotional needs

When this happens teachers work closely together to ensure continuity. We review the organisation of the school annually.

OUR STAFF TEAM

TEACHING STAFF

Headteacher	Mrs P Robinson
Deputy Head teacher	Mrs S Cullingworth
Teachers	Mrs S Cullingworth (Yrs R / 1) Mrs A Kirton (Yrs 2/ 3) Mrs L Maskell (Yrs 3 / 4) Mrs K Kneller (Yrs 5 / 6)

SUPPORT STAFF

Bursar	Mrs D Cole	
Secretary	Mrs E Scott/Mrs J Barry	
Clerk to the Governors	Miss V Davies	
Caretaker	Mr T Wallis	
Pool Caretakers	Mrs J Barry/Mr T Wallis	
Teaching Assistants	Mrs J Barry Mrs C Piggott Mrs C Davidson Mrs J Thake Ms N Maynard	Mrs J Smith Mrs A Thomson
Lunchtime Supervisors	Mrs A Osborne Mrs J Thake Mrs C Davidson Mrs J Smith Mrs A Thomson	Ms N Maynard Mrs C Piggott Mrs J Barry Mrs T Pain Mrs L Rendle
Cooks	Mrs M Cannon Miss C Bowden	
Visiting Staff	Mr Latham (Sports Coach) Mr K Nye (ICT) Mrs T Croft (French) Mrs L Mitchell (Dance) Ms J Benwell (Violins) Mr R Butler (Guitar and Ukulele)	

USEFUL CONTACTS

Director of Education	Mr S Gallimore	03456 080190
Chair of Governors	Mr N Kirton	(contact school)
Headteacher	Mrs P Robinson	01424 814448
Educational, Support, Behaviour and Attendance Service		01424 724187
School Nurse	School Health Team	01797 223810 ext 269/270
Chair of Friends	Miss D Munson	(contact school)

GOVERNORS

LIST OF GOVERNING BODY

Chair of Governors:	Mr N Kirton	LA Governor
Vice-Chair of Governors:	Mrs A Crisford	Co-opted Governor
	Mr W Brand	Co-opted Governor
	Mrs L Camors	Parent Governor
	Mrs Tortello-Myers	Parent Governor
	Mrs T Croft	Parent Governor
	Mrs Leech	Foundation Governor
	Mrs Shone	Foundation Governor
	Mrs J Barry	Staff Governor
Head Teacher	Mrs P Robinson	Staff Governor
Deputy Head Teacher	Mrs Cullingworth	Associate Governor EYFS/ Nursery Link
School Business Manager	Mrs Cole	Associate Governor
	Mrs V Davies	Clerk to the Governors

The Chair of Governors and the Clerk may be contacted by writing to the school at the following address:-

**Icklesham C of E Primary School
High Fords
Icklesham
East Sussex
TN36 4BX**

Of the many functions of the Governing Body the following are particularly important. To:-

1. Produce and publish a statement of curriculum aims
2. Appoint a Head Teacher and assist him/her in the appointment and dismissal of teaching staff
3. Assist in the strategic planning of the school
4. Take responsibility for the Health and Safety of the building and grounds
5. Monitor the use of School Fund and finances
6. Have responsibility for the school admissions and discipline
7. Ensure all policies and procedures are up to date

The Governors' main function is to exercise an overview of school life to ensure that the resources made available to the school are being used effectively.

THE SCHOOL DAY

	School begins	Play-time	Lunch	Play-time	School ends
Infants	8.55	10.30 to 10.50	12.00 to 1.00	2.30 to 2.45	3.15
Juniors	8.55	10.30 to 10.50	12.05 to 1.00	---	3.15

It is important that at this age we establish a positive attitude to punctuality and we therefore ask you to ensure that your child arrives between **8.45 and 8.50am** to begin the day at 8.55am and at the end of the day that children are **collected promptly**.

A teacher is on duty in the playground from 8.45am each morning. In extreme weather conditions children can come straight into school. We would prefer it if you say goodbye in the playground in order to encourage independence.

Please tell us who will pick up your child at the end of school if you are unable to do so as we expect **all** infant children to be collected. Parents may meet children in the playground at 3:15pm. If you intend using a car to bring your child to school or to pick him/her up at the end of the day **please park safely away from the school (avoiding the zig-zag lines) and walk to the gate. Could you car-share?**

REMEMBER - PUT YOUR CHILD'S SAFETY FIRST

PLAYTIME AND LUNCHTIMES

All children have a morning playtime. The infants also have an afternoon playtime. Staff supervise all playtimes.

LUNCHTIMES

Children can either have a cooked meal or bring a packed lunch.

Our lunch-time supervisors:

- Help children to develop table manners
- Encourage children to eat the food served
- Allow new children time to settle in and get used to dinners at school
- Involve children in play activities
- Supervise behaviour

MORNING BREAK

Children may bring a piece of fruit or raw vegetables. All infant children receive a piece of fruit or vegetable each morning break as part of the Government's initiative free fruit and vegetable scheme.

NO SWEETS, CHOCOLATE, CRISPS OR BISCUITS PLEASE

Drinking water is available from the fountains in school. Pupils can also have their own water bottles in the classroom.

SCHOOL MEALS

Mrs Cannon and her staff cook balanced, varied two-course meals in our kitchen. New menus are sent home and are always available from the school office.

- All pupils stay to dinner
- Children may choose on a daily basis whether to have a cooked meal or bring a packed lunch
- You can request vegetarian meals for your child
- You should send a written note about special dietary needs or food allergies
- Meals cost £2.10 per day for Year 3 - 6
- Children in Reception, Year 1 and 2 are entitled to a free meal
- Payment is **daily** in a named container, **cash** or weekly cheque (Compass Group UK Ltd).
- Your child may qualify for free school meals if you receive Income Support or Job Seekers Allowance. Please see our secretary for an application form

PACKED LUNCHES

If your child would prefer to have a packed lunch, he/she will need:

- A lunch box marked with his/her name
- A named, unbreakable, **leak-free** drinks container (No cans of fizzy drinks or glass bottles please)
- A healthy, balanced lunch

Lunch boxes are kept on a trolley near the hall.

NO CHOCOLATE, SWEETS OR HOT DRINKS PLEASE

SCHOOL UNIFORM

Children should wear sensible, black footwear and our practical, neat school uniform.
Children may not wear jewellery (except ear studs) without our special permission.

SEASON	BOYS	GIRLS
WINTER	Black/grey trousers White shirt or *white polo shirt *School sweatshirt *Fleece jacket *Waterproof reversible coat	Grey skirt/pinafore dress Black/grey trousers White blouse or *white polo shirt *School sweatshirt or *school cardigan *Fleece jacket *Waterproof reversible coat
SUMMER	Black/grey trousers/shorts White shirt or * white polo shirt *School sweatshirt	Red/white dress (striped or checked) White blouse or *white polo shirt *School sweatshirt or *school cardigan
PE/GAMES KIT	*White t shirt *Black shorts *PE kit and drawstring bag White socks Black tracksuit/jogging bottoms (Junior) Plimsolls (inside)/trainers (outside) Shin pads/football boots as appropriate KS2 only. Swimming costume, towel and hat during swimming season in a drawstring bag	

***Available from** - Superstitch 86, 7 Castleham Road, Castleham Ind Est, St Leonards o/s.
www.superstitch86.co.uk Tel 01424 852225

Water bottles, swimming hats, verruca socks, swim goggles are available from the school office.



ATTENDANCE

CHILD'S ILLNESS OR OTHER EMERGENCY

Parents must contact the school before 9.15am on each day of absence to assure us their child is safe and has not met with an accident on his/her way to school. Otherwise we will have to treat the absence as unauthorised.

LEAVING SCHOOL DURING SCHOOL HOURS

You need to obtain prior permission if your child needs to leave school during the day e.g. Medical, Dental appointment or other "exceptional circumstances". Please go to the school office to sign your child out.

OTHER ABSENCES

If your child needs to be absent for any reason other than those mentioned parents must apply to the Headteacher in writing giving full reasons and the proposed dates. You must write in good time to allow the Headteacher to reply.

Each year the Government requires all schools to submit non-attendance figures.

**Unauthorised Absences for Icklesham School
15/16 were 0.5%**

**Authorised Absences for Icklesham School
15/16 were 3.8%**

ANNUAL LEAVE/HOLIDAYS

Pupils of school age must by law attend school regularly. We do not authorise holidays taken in term time as this disrupts a child's education. If parents are planning to take their child/ren out of school in exceptional circumstances they will need to notify the Headteacher at least 14 days before the proposed date. However this absence will not be authorised unless the criteria for exceptional circumstances are met. Please contact the school office for further information.

We report all absences not satisfactorily explained to the **Educational, Support, Behaviour and Attendance Service**.

SEVERE WEATHER/CLOSURE

If the school is closed owing to severe weather or for some other reason we will send a text message to parents. Parents may also listen to local radio tune into:

Heart FM 102.4

www.heart.co.uk

Arrow FM 107.8

And/or check the East Sussex County Council website at: www.eastsussex.gov.uk

- If extreme weather conditions develop during the day, and you are concerned **please come into school to collect your child**.

If we decide to close the school during the day, parents will automatically be contacted by text message. However, if parents are unable to collect their child until the normal time then a member of staff will remain with the child/ren.

We use our text messaging service to send any urgent messages and/or reminders to your mobile. Please check your messages on a regular basis.



**The Acorn Centre - Nursery
and Community Room**

SCHOOL HEALTH

The Health Authority provides a number of medical checks while your child is at school. These usually come in the child's first and last year. They are important because they can identify problems that may affect your child's education. Parents receive advance notice of these checks and can be present if they wish. You need to inform the Headteacher if you do **not** want your child to take part.

SICKNESS & MEDICINES

Please keep your child at home for at least 48 hours after diarrhoea and sickness.

In line with guidance from East Sussex County Council and the DfE the following procedures will apply to administering medicine within school.

Prescription medicines to be taken 3 x a day will **NOT** be given at school as they can be given at home eg 8.30am, 3.30pm, 8pm. If a parent specifically wants their child to have it at lunchtime they will need to bring the medicine into school and administer it themselves between 12noon - 1pm.

The school will give prescription medicines that are to be taken 4 x a day providing the medical consent form has been completed and the medication is in the original container with the medication label giving instructions for administration.

Non-prescription medication eg paracetamol, calpol, strepsils.

Any non-prescription medication for under 8's will **NOT** be given by the school. Parents may come in and administer themselves if they really feel their child needs it.

Non-prescription medication for over 8's can be given by the school if the consent form has been completed and the medication is given in its original packaging. Parents must also clarify in writing that **'the child has taken it without adverse effect in the past'**. Unless we have this information medication cannot be given by the school.

All medicines must be brought into school and collected by an adult.

ASTHMA

Asthma inhalers must be named and a medication form completed. These will be kept in a secure place in the classrooms.

HEAD LICE

Most families with school-aged children will suffer at some time! Clean hair is no protection as head lice thrive on this! Conditioning and wet combing on a regular basis are the treatments we recommend. Combs and information are available from the school office.

ACCIDENTS & MEDICAL CARE

If your child becomes unwell at school we will ask you to collect him/her.

We will deal with minor accidents at school. Our staff have had basic First Aid training and three are qualified First Aiders. In the event of an accident if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

Parents must make sure they keep us up to date with their contact details.

SCHOOL SECURITY

Every effort is made to keep your child safe whilst in our care. We have security measures in place including:-

- Door entry system
- Signing in/out procedures
- CCTV

All infant children should be collected promptly at the end of the school day. Please let us know if any special arrangements have been made e.g. another person collecting your child or if you are going to be delayed.

For Health and Safety reasons please do not bring dogs into the school grounds.

No smoking is allowed within the school and grounds.

No unauthorised adult or child should come into the school grounds out of school hours (including weekends).

Our School Grounds



HOME/SCHOOL PARTNERSHIP 1

We believe that the relationship between parents, children and teachers is very important. We hope parents will show an interest in what is happening at school and keep in regular contact with the teachers to help their children develop to their full potential.

New parents, children and staff read and sign our Home/School Agreement each September to support the aims of the school.

We consider that happiness and security are essential for a positive and caring environment. We believe the environment should be firm but friendly, and disciplined but fair.

BEHAVIOUR AND DISCIPLINE

We have a whole-school agreed Behaviour Policy.

Some features of the above are:

- Teachers and children agree rules for their class
- The emphasis is on reward
- There are sanctions for those who break agreements (see our Behaviour Policy for details)

COMPLAINTS PROCEDURE

We have a complaints procedure for those parents who have a grievance. Parents can obtain a copy from the school office.

CONSULTATION AND REPORTS

In the Autumn and Spring Terms we have consultation evenings for parents. These provide an opportunity to meet the class teacher and discuss children's work in confidence.

Annually in the Summer Term we have an open afternoon and we send parents a detailed report about their child's progress. This can be discussed with the class teacher at an agreed time if required.

VISITS TO THE SCHOOL

Parents are welcome to visit the school at any time to discuss progress or concerns. Please see the class teacher to make an appointment.

In September class teachers invite parents to a class meeting to give information about their child's new class.

HELPERS IN SCHOOL

We believe that parents and voluntary helpers are an asset for the school. If you wish to help, please contact the school office. All volunteers need to undergo a DBS check.

HELPING YOUR CHILD AT HOME

All children take home books to share with their parents and may also borrow a book from the school library. Children in each year are given homework activities to learn specific words and spellings, related to literacy skills and become confident with numbers including tables. Homework for older children is given on a regular basis in order to help with their transition to Secondary School. (please see Homework Policy).

NEWSLETTERS

We keep parents in touch with school life and forthcoming events by sending a weekly newsletter every Friday which can also be viewed on the website.

SPECIAL EVENTS

We welcome parents and friends to special events throughout the year. These include curriculum meetings, concerts, sharing assemblies and special class activities. We hold Book Fairs in school where parents can buy books. We use our commission on these sales to buy more books for the school.

HOME/SCHOOL PARTNERSHIP 2

ANNUAL CONSENT FORM

Parents will receive a Contact and Medical Information/Consent Form

This must be checked, signed and returned to school.

CHILDREN TRANSFERRING TO SECONDARY SCHOOLS

The Local Education Authority provides information annually which explains to Year 6 parents how procedures will operate during the year.

PARENT, TEACHER, FRIENDS ASSOCIATION (Friends PTFA)

Parents and staff are automatically members of the PTFA who hold a variety of events throughout the year including Christmas Fayre, Children Discos, Summer Fayre and Quizzes. Parents and friends receive full details of events.

We hope parents will take an active part in the PTFA of the School. Regular meetings take place in school to discuss fund-raising activities. These activities enable the school to buy additional equipment and resources as well as providing fun social events for the children and parents.

PARENT INFORMATION CONTACT

Our school secretary is our Parent Information Contact who will be able to direct parents/carers to local and national sources of support, information and advice on numerous issues.

COMMUNITY LINKS

We are proud of the links we have established in our community. We encourage activities where members of the community visit the school. Children also visit local institutions and vice-versa. We aim to build upon these foundations. The school is committed to supporting a range of charities and causes as a way of promoting responsible citizenship and developing caring/sharing attitudes. In the past the school has supported NSPCC, Children In Need, Shelter,

Comic Relief and St. Michael's Hospice to name but a few.

EXTRA CURRICULAR ACTIVITIES

We believe in the value of Extra Curricular Clubs and have a variety of activities for children both in lunch breaks and after school. Clubs change termly.

Parents are informed by Newsletters/club leaflets. Staff run these clubs voluntarily in their own time but we appreciate help from parents. Please see the Headteacher if you would like to help.

Some clubs are led by professional coaches. Please see current club list for this terms clubs.

Clubs may include art/make and do, netball, football, music, film, multi-skills, story-telling, dance and swimming over the course of the year.

EQUIPMENT AND PERSONAL PROPERTY

We expect each child to take responsibility for his/her property.

It is the responsibility of parents to ensure all property is marked with their child's full name.

EDUCATIONAL VISITS AND CHARGING POLICY

Children take part in a wide variety of visits to museums, National Trust properties and other places of interest. These are directly linked to the curriculum and support the learning that is taking place in the classroom. We also offer residential trips for older children.

You will be asked for voluntary contributions towards the cost of educational visits. This is in line with the school charging policy which may be viewed at the office on request.

LETTINGS

The school hall, Acorn Centre and other rooms/facilities are available for letting. Please contact the Headteacher for more information. A copy of our Lettings Policy is available from the school office.

THE EARLY YEARS' FRAMEWORK

The period from age 3 to the end of the Reception Year is described as the **Early Years Foundation Stage**. The curriculum is organised into six areas of learning:

Prime Areas

- **Personal, Social and Emotional Development**
- **Communication, Language and Literacy**
- **Physical Development**

Specific Areas

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**

Activities and experiences are planned within these six areas which contain the **Early Learning Goals**. These set out what is expected for most children by the end of the Foundation Stage.

Parents may like to see our Early Years Framework. The Reception year is an enjoyable and positive start to schooling, providing a solid foundation for the National Curriculum.

TIME FOR SCHOOL

We would hope to carry on the good work that has taken place at home in your child's pre-school years. Much of this information will be familiar to you, but here are a few suggestions and ideas in which you can help us to help your child. We trust you will find it of value. It is important that your child has a happy relaxed start at school, for it is in the early days that attitudes to school and learning are formed.

PLAY

It can never be stressed too strongly that learning takes place best when children are enjoying themselves and they will always do better when praised and encouraged. Play is your child's work. What appears to be 'just play' in the sand and water is very important as they discover what can be done and what can be achieved with certain materials.

Boxes, pencils and crayons, paint and paste, paper and play scissors provide so much fun and encourage young children to be creative and use their imagination.

Learning takes place through dressing-up, building with bricks, using playdough etc. Please allow space and opportunity for simple imaginative play.

Many children attend playgroup or nursery before starting school. When children play with others they learn to share and take turns. The experience of associating with and considering other children is very important at school.

Encourage your child to tidy up and take care of possessions. Praise his/her efforts as improvement is made. In school we expect the children to look after the equipment and clear up after an activity so contributing to classroom organisation.

TALKING AND LISTENING

Talk with your child at every opportunity. Whatever you are doing, try to talk about it as your child learns by listening and imitating. Even the most ordinary jobs have a value in introducing and reinforcing vocabulary. Reciting rhymes, singing songs and telling stories can add greatly to children's vocabularies and are all essential preparations for reading. Anything that happens is of interest to young children so please talk and discuss whenever possible. Watching suitable television programmes together can be very rewarding as they will produce new topics and ideas for discussion.

Speech enters into most of a child's activities and we must not forget to give children the chance to practise their growing use of language by listening carefully when they are trying to explain themselves and by asking questions which will encourage further conversation. If you listen attentively you can help your child to speak more clearly and to pronounce words correctly. Listening is a skill that is not so readily learned so please let your child listen to the radio or story tapes.

NUMBER

Early mathematical experiences are very important. Much of the work involved with mathematics is practical - sorting and counting, weighing and measuring and a great deal of experience is necessary. The basis of mathematical learning is an understanding of words such as big/little, in front/behind, last/first, more than/less than,

near/far, lighter/heavier, beginning/end, tallest/shortest, over/under and of the ordinal numbers: first, second, third etc. Whenever you are playing with children, you can help to develop these concepts.

Counting is the basis of all number work. There are many situations during the day when counting can occur - counting when you climb the stairs or counting the tins when unpacking the shopping. Use any opportunity that arises to teach your child to count. Simple games involving counting can be fun and beneficial, such as Snakes and Ladders and Snap. In introducing simple board games your child can learn how to move a counter the correct number of spaces. Children love to hear and join in counting and number rhymes.

Parents can also help by making good use of all the matching which happens naturally during the day - knives to forks, cups to saucers, lids to containers and pairing socks or gloves. Children love pouring water during bath time and filling and emptying different plastic bottles.

READING

Story book reading is extremely valuable because it gives an opportunity for children to learn what joys can be obtained from reading books and establishes a wide vocabulary. Read stories to your child from a book he/she likes. Caring and looking after books encourage children to become enthusiastic and will help them to regard books as a source of pleasure. Let your child handle the book and talk about the pictures while turning the pages, as they tell the story too.

Children need to learn the pattern of reading, so use your finger to follow the words from left to right and from top to bottom of the page. Occasionally pause and ask a question about the story and encourage your child to join in.

At school we encourage children towards reading skills from the very beginning. We teach Letters and Sounds from Reception and encourage the use of phonics in reading and writing. We do not follow a particular reading scheme all the way through, but branch out into a variety of schemes and individual reading books. We do run a home/school reading scheme, and even the youngest children are encouraged to take books home every day. Each class teacher discusses with the parents the way in

which they can help their child at this exciting time.

Please try to hear your child read every day and make a note in their reading record book of the page number finished. Feel free to make your own comments on their progress/difficulties etc. This is the most effective way to help your child. The class teacher will comment and guide you regularly.

When to read?

Find a quiet time for this, one that suits you both. Some children can cope with their reading book as soon as they get in. Many find they need to let off steam first. Just before bed or in the morning after breakfast may be the best time for your child. It will take a little while to get it right. Whenever the time reading should be fun with frequent praise and encouragement- see our Reading booklet

HANDWRITING

This is a difficult skill for young children to master. Please give your child as much opportunity as possible for scribbling, tracing patterns or joining dot-to-dot pictures. Tracing is useful as an aid to better hand-eye co-ordination. Children like colouring pictures, although in the early stages your child might grip the pencil or crayon in either hand. However, if you write anything for your child, or if he/she wants to learn to write his/her name, please use the lower case letters with only the initial letter as a capital.

We teach pre-cursive letter formation from Reception and ask parents to encourage their child to follow our school policy at home too.

PREPARING FOR SCHOOL

When it is time for your child to begin school he/she will need to be independent as far as possible in certain basic skills. Please help your child before he/she comes to school by giving opportunities to practise these skills at home. You should try to ensure that your child can do the following before starting school:

PRE-SCHOOL CHECK LIST

Can your child:

- Dress and undress for PE?
- Put his/her shoes on the correct feet and do them up?
- Give his/her own name, address and telephone number?
- Recognise his/her own name orally and in print?
- Recognise his/her own coat, hat and gloves and hang them up?
- Put on, take off, fasten and unfasten his/her coat?
- Wash and dry his/her hands?
- Blow his/her nose, use and dispose of paper handkerchiefs?
- Use a knife, fork and spoon properly?
- Recognise and name the main colours?
- Count to 10?
- Hold a pencil?
- Put away toys and games?
- Follow simple instructions?
- Communicate his/her needs and wishes clearly?
- ASK FOR HELP?
- Can they cope when they go to the toilet?
If not some lessons in independence should start now. A pair of spare pants in their shoe bag will help them feel less embarrassed and more secure if an accident should occur. (We do have some spare clothing, pants, etc in school).

PLEASE MAKE SURE THAT ALL CLOTHES AND BELONGINGS ARE NAMED!

They will need:

- Drawstring plimsoll bag - containing PE Kit and plimsolls.
- Lunch box - if they have a packed lunch. Preferably a **square or rectangular** box please as this will aid stacking.
- Lunch - for the first few days of term try not to overload them with food. The hall can be overwhelming and too much to eat makes it doubly so.
- School book bags, to keep their reading book clean and dry, are available from Superstitch

867 Castleham Road, Castleham Ind Est, SLeonards o/s. www.superstitch86.co.uk
Tel 01424 852225, at a cost of £5.99. We are trying to avoid the big, bulky school bags. Unfortunately we just haven't the room - a book bag will suffice with the long carry strap removed.

- A piece of fruit or vegetable, e.g. banana, apple, carrot, for playtime will ward off hunger pangs. Although please note all our infant pupils qualify for a free piece of fruit or vegetable daily as part of the Government's Free Fruit and Vegetable Scheme.

SCHOOL BLUES AND TEMPER

Children often have a period of "I don't want to go to school". This usually occurs at the 2 to 3 weeks mark when they realise that school is permanent! Don't worry. Let the class teacher know. A little extra attention, encouragement, a few more cuddles and stickers and all will be well again. They may be tired and irritable at the end of school day. Try and stay patient and avoid confrontations. A cuddle rather than a cross word will probably defuse the situation.

A word of warning, some children are very reticent when discussing their day. They often see it as their own private world, nothing to do with home. If you want to know what is going on don't grill them, just ask. The class teacher will fill you in on any major events, requests, things to collect or problems.

PLEASE NEVER sit at home and worry about your child. If you have concerns come and see the teacher who is always approachable, CARES about YOUR child and is usually available daily after school. If this is not possible please phone the school office to make an appointment to see the teacher. We want your child to enjoy his/her time at Icklesham. We aim to provide a happy and secure atmosphere and lay the firm foundations upon which children can build.

Around the School



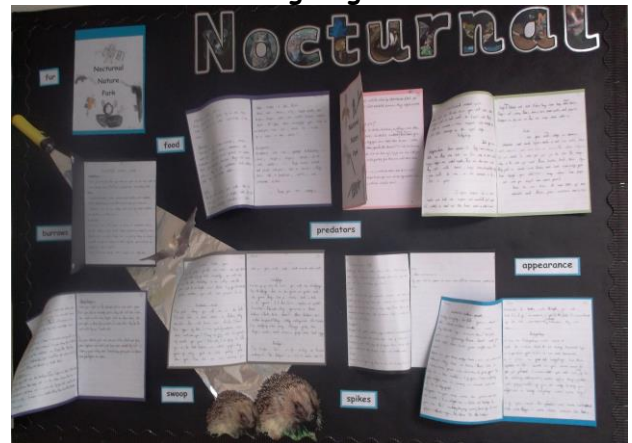
Engaged Learning!



Working Together!



Music!



We Love Learning!



The CURRICULUM

We are constantly responding to the changes in the National Curriculum by keeping up to date with new legislation and adapting our teaching methods. We have devised a two-year cycle to ensure children cover the programmes of study in all curriculum areas. We review our planning and all our school curriculum policy documents on a three-year rolling programme in line with our School Development Plan.

Teachers continually assess each child's work through observation, tests and records. All reception children are assessed during their first year using the Early Years Foundation Stage Profile. At the end of Year 2 and Year 6 as required by the Department for Education we formally assess children in areas of the National Curriculum. Your child's annual report will show their individual results. Years 1, 3, 4 and 5 are assessed regularly using relevant materials. We involve children in their learning by setting and reviewing agreed targets in Literacy and Numeracy.

We teach the separate elements of the curriculum both through class topics and individual subjects. The main emphasis is the Teaching and Learning of Numeracy and Literacy where our priority is to develop a child's basic skills. We have been awarded the "Quality Mark" for the sixth time by the Basic Skills Agency in recognition of the standards that our pupils are achieving in Literacy and Numeracy. The National Curriculum consists of:-

Core subjects English, Maths, Science and Computing

Foundation subjects History, Art, Music, Geography, Physical Education, Design Technology, RE, French

We also follow a programme for PSHE (Personal, Social and Health Education including Citizenship) and have achieved **Healthy School Status**.

We believe in the importance of delivering a 'broad and balanced' curriculum. We provide enrichment activities to enhance the curriculum e.g. gardening, dance.

The 'Arts' curriculum (i.e. music, art, dance, drama) is given a high profile as we value the contribution this makes to the development of the "whole" person. We have achieved **Artsmark Gold** awarded by the Arts Council for England. Cross-curricular links, using ICT where appropriate, are actively encouraged. Similarly our PE provision is also valued and we are proud of our resources and to have achieved **Activemark Gold Award**. All pupils are also taught French and/or another Modern Foreign Languages. Pupils identified with a Special Educational Need are supported in order that they may access the curriculum. We identify our Exceptionally Achieving pupils and ensure that activities are appropriate. We provide a wide variety of extra-curricular and extension opportunities for our pupils. Our After-School clubs change each term.

LANGUAGE & LITERACY

We give high priority to the development of Language and Literacy skills because we believe they are central to all learning. We have a structured reading development programme from the Early Years to Year 6. We aim to produce independent, confident readers who have a love and appreciation of real books. We firmly believe that in this way books become both a source of enjoyment and information.

We believe that listening, verbal and writing skills are equally important. We actively encourage children to talk, listen and write from the start of their time with us. Children participate in whole-class and group drama activities. We place appropriate emphasis on spelling, phonics, punctuation, grammar and handwriting throughout the drafting process. We continually reinforce quality in careful drafting and final presentation. We teach a cursive handwriting style from early years. We have a well-stocked library which all children use.

MATHMEMATICS

Our main aim is to give all children, whatever their level of mathematical development, an enthusiasm for the subject based on confidence in their own ability to solve problems and to handle and communicate mathematical ideas. To this end, we encourage children to work both co-operatively and individually. The emphasis throughout the school is on numeracy skills and mental maths.

SCIENCE

We use a topic or project-based approach to science closely related to other areas of the curriculum. However, we do teach some science as a separate subject. Teachers follow guidelines set down in the National Curriculum document, ensuring continuity and progression for all pupils and a balance of knowledge. Much of the work is practical, providing opportunities for children to develop their skills of observation and enquiry. We have a conservation wildlife area in our school grounds. We have achieved "**Healthy Schools**" status and "**ECO-Silver**" awards.

HUMANITIES

History and Geography topics are carefully planned by teachers in order for children to gain the knowledge, skills and understanding required by the National Curriculum. Many of our educational visits have a geographical or historical focus.

ART and DESIGN

Art plays an important part in our School Curriculum. Throughout the school we provide a stimulating environment in which the children are surrounded by excellent examples of work. We give children ample opportunity to develop all their artistic skills in a wide variety of curriculum areas, using a diversity of media. We provide opportunities where artists visit the school and pupils visit art galleries/museums. We often hold an entire week themed around the Arts. We encourage children to take part in the Arts Award programme.

MUSIC

The children have opportunities to listen to and enjoy a wide range of music from across the world. They take part in group singing and will have the experience of playing both tuned and un-tuned percussion. All children have opportunities to perform to members of the community. At the present time The East Sussex Music School provide violin and guitar lessons (these are fee paying). All children in Years 2 / 3 receive instrumental tuition weekly and are currently learning the Ukulele. We offer a wide variety of musical experiences throughout the year e.g. professional musicians coming into school, pupil involvement in musical productions and themed weeks. We also sing to local senior citizens at Christmas time and participate in a variety of concerts. We take part in as many opportunities to perform as possible, including taking part in Hastings Music Festival.

PHYSICAL EDUCATION

We aim to ensure that children develop a range of sport skills and take part in a number of sporting activities. The school is well equipped with fixed and portable apparatus to allow a full programme of gymnastics and dance. There are also opportunities for team games, such as Football, Netball, Cricket, Tag Rugby, Stoolball and Rounders. We also run these as extra-curricular clubs. Athletics is a summer event and the school organises an annual sports day. Opportunities exist for older pupils to participate in local sporting events. We have our own heated, outdoor swimming pool. All children have the opportunity to gain confidence in the water and become competent swimmers. We aim to swim whenever possible throughout the summer term. Premier Sports provides us with a qualified sports coach who works with all our children each week and provides update training for our staff. We also have a dance instructor who works with all age groups over the year. Children have opportunities to take part in dance performances such as The Time to Dance Festival.

COMPUTING

Children are taught word-processing, data-handling, control technology, graphics and web-based learning (learning platform) etc. ICT is used across the curriculum. All classrooms have a Clevertouch Smartboard, digital camera and access to computers/tablets. Our School e-mail address is office@ickleshamcp.e-sussex.sch.uk Our website is www.ickleshamcp.e-sussex.sch.uk.

DESIGN TECHNOLOGY

All children follow a structured developmental design and technology programme where they have the opportunity to plan, design and make models. We emphasize the correct and safe use of tools and equipment.

FRENCH

All children in school learn French. Children in Years 5 and 6 follow a more structured programme to prepare them for secondary school.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

We are a Church of England Voluntary Controlled Primary School which means that, while the Local Authority resources our needs, a special relationship with the Church is maintained. We use the DfE and East Sussex Authority's agreed Syllabus. It is Christian and non-denominational but recognises other spiritual beliefs. We have a close liaison with the Church and visit on a regular basis. The Vicar visits the school regularly and takes an assembly. Children take part in daily collective worship, either whole-school or class, based mainly on caring Christian themes. We welcome parents to join us for our special 'Sharing Assemblies'. Parents can withdraw children from collective worship and the Religious Education Curriculum on religious grounds after discussion with the Headteacher when appropriate supervised activities will be provided.

PERSONAL, SOCIAL AND HEALTH EDUCATION AND CITIZENSHIP

This is an integral part of the curriculum. We aim to:

- Develop self-esteem.
- Develop a sensitivity and tolerance towards others.
- Develop an understanding of personal safety.
- Develop community links with the Police, Fire Service, Road Safety Officer and various charities.
- Deliver Health education through science and related topic work.
- Include a sex and relationships (SRE) education programme. A parent meeting is offered prior to formal sex education lessons for the KS2 pupils. Although parents have the right to withdraw their child from sex education we would request that parents meet with the Headteacher to discuss this. Parents can obtain a copy of our sex education policy from the school office.

During their time at Icklesham School pupils have the opportunity to represent their class at School Council meetings. Issues are discussed and whenever possible the pupils' ideas are implemented. They work closely with the PTFA to discuss fund raising and projects reflecting the children's wishes. We also have a School Parliament where all children vote on issues for the school.

SPECIAL EDUCATIONAL NEEDS (SEN)

A 'Special Educational Need' is a learning, physical or emotional/behavioural difficulty which calls for special attention to give the best possible educational opportunities for every child.

Our principal objective is to ensure that each child has access to a broad and balanced curriculum and is given every opportunity to reach his/her full potential during their time at school. We ensure that children receive the support that they require by identifying particular needs as soon as possible. Each class teacher has the support of a teaching assistant. Class teachers continually monitor children as they progress through the school. In this way, in partnership with the parents and with appropriate outside expertise and assessments, any special needs that emerge are identified.

Icklesham CEP School has set out, in line with East Sussex County Policy for SEND and the New Code of Practice, a Local Offer which can be found on our website.

There are three stages of support:

Specific support for a child is detailed in a class provision plan (map) - this details support for individuals and small groups of children requiring some additional support in lessons.

School Based Plan - the school agrees a plan of action with parents/carers, the class teacher and SENCO. Some additional outside agency may be involved.

Health, Education and Care Plan - agreed between the Parent/ Carer, School and Local Authority following a statutory assessment. Outside specialists/agencies are involved.

We inform parents and encourage them to be involved in all stages of these processes.

We believe this is an important feature of a Special Needs Policy.

Initially if a child is identified as needing support we draw up a Provision Plan which supports the child's needs. If a child requires further support he/she is identified as requiring a School Based Plan where we usually involve outside agencies e.g. Learning and Language Support Service, Speech Therapists, Educational Psychologists and Social Services.

The class teacher or teaching assistant (directed by the class teacher) may give support in class either individually or in small groups. Much of the additional support is given in Literacy and Numeracy lessons.

We may use a variety of intervention programmes and resources to enhance learning. Pupils will be invited to attend additional booster classes in English and Maths on occasion if it is decided that this is the best way to support them.

We have invested in a variety of Special Needs equipment and resources. Mrs Kirton is our Special Needs Coordinator and is responsible for Special Educational Needs throughout the school alongside the Headteacher Mrs Robinson.

Safeguarding - The School has a duty to comply with the orders of the Children's Act when concerns are raised. The school's Designated Safeguarding Leads are Mrs Robinson and Mrs Kirton. Parents should be aware that the school will take any responsible action to ensure the safety of its pupils. In cases where the school has reasons to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, staff have no alternative but to follow the Local Authority Child Protection and Safeguarding Procedures and inform the Children's Services Department of the concerns.

Accessibility (Disability Discrimination Act) The School has a duty to ensure that not only is the curriculum accessible to all but also the physical environment. Please see our 'Accessibility Plan' in school.

Icklesham CE Primary School Rules

- Use the small pedestrian gate to come into school. You **MUST NOT** come in across the drive way as cars use this when the big gates are open.
- Arrive at school between 8.45 and 8.50am when there will be someone on duty.
- Once you have arrived at school do not leave without permission from an adult.
- Come into school quietly and calmly using the correct doors.
- Raw fruit and vegetables may be eaten at morning break
- KS1 pupils do **NOT** need to bring any toys to play with as play equipment is provided for break times.
- Pupils can only take part in PE and games lessons if they are wearing the right kit. Training shoes are not suitable for indoor PE lessons, plimsolls should be worn. Track suits can be worn outside in cold weather. Parents will be told if their children miss PE lessons because they do not have PE kit at school.
- **Full, named PE kit should be in school every day.**
- **All clothing and personal items should be clearly named.**
- Unclaimed property will be disposed of at the end of each term.
- No jewellery, except studs for pierced ears (only one per ear). Other jewellery may only be worn with permission from the Headteacher.
- **No extreme hair styles e.g. coloured/bleached, shaved/patterns, excessive use of hair gel etc. Long and mid length hair must be tied back. (Girls and boys)**
- Watches should be clearly named or marked. Teachers are not responsible for looking after them when they are taken off for PE/Games and swimming.
- Nail varnish is not permitted.
- Never have chewing gum or knives of any sort at school.
- Mobile phones or electronic toys are only allowed in school with the permission of a teacher.
- Bicycles/scooters may only be left in the cycle pod with permission from the Headteacher. Bicycles and scooters **must not** be used in the school grounds. All cyclists **must** wear a helmet.
- The low level adventure trail must not be used before school and may only be used after school **with parent/carer supervision.**
- Any money brought to school should be in a named purse or container and is the responsibility of the child.
- No football or play equipment may be used before 9am or after 3.15pm without permission from the Headteacher.
- KS2 pupils should have a pencil case, containing the equipment they need during lessons.
- Book bags should be used for carrying books etc. PE/swimming kit should be in a named drawstring/carrier bag. Large sport holdall/bags are not permitted (no space).
- Correct school uniform should be worn, no heeled shoes or trainers. Shoes should be black.
- Follow the agreed school, class and playground rules.