

“Happy hearts, open minds, bright futures”

**FLADBURY C.E. FIRST SCHOOL
MISSION STATEMENT**

Recognising its historic foundation, Fladbury School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with The Diocese of Worcester and The Parish Church of St John the Baptist, Fladbury.

Fladbury School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. The school encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

**FLADBURY C.E. FIRST SCHOOL
VISION STATEMENT**

Our vision at Fladbury School is to:

- ❖ To provide an outstanding educational experience,
- ❖ To bring the best out of every individual,
- ❖ To recognise their unique gifts, talents and abilities,
- ❖ To encourage mutual respect and understanding
- ❖ To embrace the values of the Christian faith.

Our school is situated in the centre of Fladbury Village and the catchment area for the school includes the villages of Lower Moor and Wyre Piddle. Fladbury School is part of the Pershore pyramid and most children transfer to St Nicholas CE Middle School, Pinvin and finally progress to Pershore High School.

Our school has a strong Christian ethos and enjoys close links with the Church and local community. The children are taught in small class groups with high expectations of both academic work and behaviour. The school promotes a caring atmosphere with relationships based on mutual respect and concern. The individual needs of pupils are given high priority in all aspects of school life. The school management views the education of each pupil holistically by encouraging and providing opportunities for creative, physical and spiritual development.

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FLADBURY C.E. FIRST SCHOOL COLLECTIVE WORSHIP

At Fladbury, pupils take part in a daily act of Collective Worship which has a Christian emphasis. We aim to develop a feeling of belonging where values are appreciated and shared by all. During Collective Worship pupils are provided with the opportunity to

- Worship and respond to God
- Reflect on Christian values
- Have moments to reflect on their own beliefs, ideas and thoughts
- Develop a community spirit
- Have time to consider moral, spiritual and social issues

Members of the parish visit the School to retell popular Bible stories in ‘Open the Book’ every other Tuesday.

FLADBURY C.E. FIRST SCHOOL ADMISSIONS POLICY

The main aim of Fladbury School's admission policy is to ensure that the number of pupils on roll and the balance of age groups within the school are viable and manageable with the accommodation currently available. We have a pupil admission number of 20 children in a year group.

How do I apply for a place at Fladbury C of E First School?

The parents of **ALL** pupils, including parents in our catchment area are required to complete a Worcestershire Local Authority Common Application Form (PA1), by the closing date in January.

This can also be done online www.worcestershire.gov.uk/schooladmissions

We have a thriving Early Years Foundation class with fully qualified staff, where funded places are available for children from the age of 3 years. Our excellent pupil/staff ratio means that children are assured the very best start possible.

As a Church of England Aided First School, the governors wish this special ethos to be reflected in determining the admissions criteria of the school. The governing body also wish to ensure that short-term decisions do not have a detrimental effect on the long-term future enrolment of pupils.

Where Fladbury Church of England VA First School is named in a **Statement or an Education Health and Care Plan**, the Governing Body is legally required to admit the child to the school. Such children will therefore be allocated places before the following criteria are applied:

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1. Relevant ‘**Looked after**’ and all previously ‘Looked after’ children who were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order. - ‘Looked after’ means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 at the time of application for admission and who will still be looked after at the time of admission and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.
2. Siblings of children already attending Fladbury School at the time of application and admission. The sibling connection to the school means full brothers and sisters, half siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same address. A parent includes all of those people, including carers, who have parental responsibility for a child as set out in the Children’s Act 1989
3. Children from **within** the parish whose parents habitually worship at St John the Baptist Church in Fladbury or St Thomas Church in Lower Moor or St Anne’s Church in Wyre Piddle.
4. Children from **within** the parish whose parents **do not** habitually worship at St John the Baptist Church in Fladbury or St Thomas Church in Lower Moor or St Anne’s Church in Wyre Piddle.
5. Children from **outside** the parish whose parents habitually worship at St John the Baptist Church in Fladbury or St Thomas Church in Lower Moor or St Anne’s Church in Wyre Piddle.
6. Other children living outside the catchment area who live nearest to Fladbury School. The distance will be measured in a straight line between home and school, measuring from midpoint of the property to the main pedestrian entrance of the school on Church Road.
7. Those who demonstrate a special need for admission (e.g. medical, social or physical circumstances). Appropriate evidence would be required including possible professional referral (e.g. from a local authority).
8. In the case of over-subscription in any category, priority will be given to pupils who live nearest to the school. This will be determined by using AA Routefinder using the postcodes of both school and home address for the purposes of calculation. In the event of two or more home addresses being equidistant on AA Routefinder, exact distances will be calculated between the school gate and the home address using the shortest distance by road.
9. In the event of equi-distance applicants, lots will be drawn for any available place. This lottery will be supervised by a person independent of the Governing Body.

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If the child is currently attending Fladbury Pre-School or Chatterbox Nursery, the application must still be made for entry into the school and applicants should note it **does not** guarantee a place in our school.

Admission Notes

Under criteria 3 and 5, a letter is required from the minister, vicar or priest, in support of the application. The Governing Body would expect regular attendance to be normally at least once a month for a minimum period of 12 months prior to the application. The letter **MUST** be sent under separate cover to the school. Failure to do so will invalidate the application using these criteria.

Deferred entries can be discussed with the school but an allocated place must be taken up within the academic year of the application.

The School co-ordinates all in year applications for all year groups

If a year group is full parents may request that their child's name is placed on a waiting list which will be kept until the end of the current school year.

In the event of an application by a family with multiple births the school will aim to offer all the children places but if the school is unable to offer all the places the parents will be asked to identify a child to take the place.

All children are entitled to access full time education in the September following their 4th birthday. They can also access part time education if they wish to. The school has a phased induction period for these children.

Children who meet the prescribed ages and admission policy criteria have equal access regardless of Special Educational Need or disability. The school is able to offer appropriate provision and access. In the event of a child being refused a place, parents will be offered a place on a waiting list. Should a place become available and more than one child is on the list, the admission criteria will apply as before.

Parents who are refused a place have the right to appeal, in writing, to the Chair of Governors within three weeks of the refusal date. Any appeal will be considered by an Independent Appeals Panel in accordance with the School Standard and Framework Act 1998.

The school accepts the Local Authority Fair Access Protocol for admissions for children with specific circumstances.

For further information, visits to the school, application forms and copies of the school prospectus please contact:

Miss Julie Wilson, Headteacher, or
Mrs Alison Marlow, Office Manager, at the address below:

Fladbury First School, Church Street, Fladbury, Worcestershire WR10 2QB

Tel: 01386 860301

Email: office@fladbury.worcs.sch.uk

Web site www.fladbury.worcs.sch.uk

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ORGANISATION OF CLASSES

Each year, Fladbury School has approximately 70-80 children on roll, with an age range of 3 to 9 years old. Currently, children are taught in four class groups. As the school covers a six-year range, this results in mixed age groups within the school's class structure as follows:

Maple Class	Pre-School	Class Teacher: Mrs Kerry Bullas Teaching Assistants: Mrs Jane Nash and Mrs Lisa Cole
Elm Class	Reception and Year 1	Class Teacher: Mrs Karen Bate and Miss Julie Wilson Teaching Assistants: Mrs Elisa Kirby and Mrs Jo O'Malley
Willow Class	Years 2*	Class Teacher: Miss Lily Bermingham Teaching Assistant: Mrs Anne Chilman
Oak Class	Years 3 & 4*	Class Teacher: Miss Marianne Bailey Teaching Assistant: Miss Malindi Hill
Special Educational Needs Co-ordinator (SENCO), PPA** Cover teacher and Interventions Teaching Assistant		Mrs Anne Chilman
Sports Coach		Mr Jake Bennett

The classes are organised on an age basis. The year group splits for the mixed age classes are decided on age, maturity, academic progress or specific need. Class changes within an academic year are kept to a minimum by careful planning. The school aims to keep class numbers to approximately 25 throughout each academic year. *Year 1 in 2016-17 is a large cohort which is why it is shared between two classes.

Each class will contain children of varying ages as well as varying degrees of maturity, intelligence, social awareness and background experience. Regardless of the class base they are in, each child will be taught by matching work content and standards to their own unique requirements. Staff will teach using a variety of methods and strategies which are suited to the curriculum content of the lesson and to the children's needs within the class.

**PPA – teachers' non-contact time (planning, preparation & assessment)

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DAILY ARRANGEMENTS

SCHOOL TIMES

Begin – 8.55 am

End - 3.25 pm

LUNCHTIMES: 12.00 until 1.00 p.m.

BREAKTIMES

Morning Break: 10.45 until 11.00 a.m.

Afternoon Break: 2.00 until 2.15 p.m.

Arrival at School

Children should not arrive at school earlier than 8.45 a.m. when staff go out on duty to supervise them in the playground. Before school begins, the children remain in the playground until the supervising teacher blows the whistle at 8.55 a.m. The children are sent into their classes in an organised way, where their class teacher will be waiting to meet them.

Break

During the morning break, the children may eat fresh or dried fruits brought from home. A piece of fresh fruit is provided free of charge through a Government scheme for children in Reception and Years 1 and 2. Milk, which may be ordered on a termly basis (free of charge for under-fives), is also consumed at this time. Water from the mains water chiller is available throughout the day.

Lunchtime

Children have the choice of enjoying a hot meal supplied by Pershore High School catering, or a packed lunch brought from home. Hot lunches are free for children in Reception and Years 1 and 2 under the **Universal Infant Free School** meal scheme. The children are expected to eat politely and again this provides an opportunity for further social training. The children are supervised throughout the lunch break by the lunchtime supervisors. Lunch is eaten in the school hall but, occasionally during suitable weather, we picnic outside.

Parents are requested not to send drinks in glass bottles, cans or thermos flasks as water is always available. All rubbish is disposed of at school but uneaten food from packed lunches is returned home so that parents are aware of their child's intake of food during the school day.

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Free School Meals (FSM)

Applications for FSM, which are income related, are dealt with by the Children's Services at Worcestershire County Council. Forms are available from the School Office and the School web site.

Dismissal at the end of the school day

All school gates are kept closed until 3.25 p.m. This is purely for security reasons. Parents are, of course, welcome into school at any time. At 3.25 p.m. staff will escort their classes to the children's entrance. When visual contact with parents has been made, the children are dismissed by their teacher. Children unable to see their parents remain with their class teacher who will supervise them for a further ten minutes. After that time, the children will be taken to the headteacher, who will supervise them in the school reception area until their parents arrive. Parents are asked to inform the school office if they are delayed for any reason or if there are any changes to their normal arrangements for collection from school. This is essential to avoid worries for both staff and children. It is particularly important that parents inform school if a different person is meeting their child. Staff will **only** allow children to be taken home by the normal stated person unless they are informed otherwise (preferably in writing).

SCHOOL TRANSPORT

The school bus serves children living in Wyre Piddle, Upper Moor and Lower Moor. This transport is provided by the County for statutory aged children who live within the catchment area of the school but beyond walking distance from the school.

*N.B. Walking distance is 2 miles for under eight years
Walking distance is 3 miles for over eight years*

For full details, telephone the Worcestershire Hub on 01905 765765 or email worcestershirehub@worcestershire.gov.uk. Pupils living less than the statutory distance may use spare seats on payment to the authority's "Vacant Seats Payment Scheme". Forms are available from the school office but should be sent **directly** to;

The Education Travel Team
Worcestershire County Council
County Hall
Spetchley Road
Worcester, WR5 2NP

Children who travel by bus are brought to school in the morning and alight at the school gate. The children walk directly into the playground where they become the school's responsibility. At the end of the day, the children are supervised by a member of staff and are put safely on to the bus, which waits at the lay-by near to school. The children are then the responsibility of the bus driver until they are met by their parents at the dropping off points. Seat belts are available and should be worn by the children throughout their journey. Staff always ensure all seat belts are worn before the bus leaves school.

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Fladbury First School Terms and Holiday Dates
Year 2017/2018

Autumn 2017	
TERM STARTS	Tuesday 5 September
HALF TERM	Mon 23 – Fri 27 October
TERM ENDS	Friday 15 December
Spring 2018	
TERM STARTS	Wednesday 3 January
HALF TERM	Monday 19 – Friday 23 February
TERM ENDS	Thursday 29 March
Summer 2018	
TERM STARTS	Monday 16 April
May Day	Monday 7 May
HALF TERM	Monday 28 May – Friday 1 June
TERM ENDS	Friday 20 July
<p style="text-align: center;">Teacher Training Days (TEDs) – <i>school closed to pupils</i></p> <p>Monday 4 September 2017 Monday 18 December 2017 Tuesday 19 December 2018 Monday 23 July 2018 Tuesday 24 July 2018</p>	

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FLADBURY SCHOOL UNIFORM

It is hoped that all children attending Fladbury School will wear the school's uniform. Sweatshirts, polo shirts, PE shirts, hats and book bags are available directly from the school office or from The School Shop, High Street, Evesham. Wearing the school uniform contributes greatly to the sense of belonging to the community.

Winter Uniform

Fladbury School navy blue sweatshirt
Fladbury School navy blue cardigan
Pale blue polo style shirt
Red polo shirt – **Pre-School children only**
Grey long\short trousers {boys}
Navy blue skirt\pinafore dress {girls}
Grey\navy blue socks or tights

Summer Uniform

Pale blue polo style shirt
Grey short trousers {boys}
Blue gingham dress
Red gingham dress – **Pre School children only**
Grey\white ankle socks

PE Kit (Winter and Summer)

Navy blue T-shirt with school logo
Navy blue pull-on shorts
White socks
Trainers (laces or velcro) or Plimsolls (lace or elastic)

Swimming

All children (except Pre-schoolers) have an opportunity to swim during the year. Children will wear normal swimming costumes, no shorts or bikinis and will need to bring a towel. N.B. children should change into their swimming costumes at the pool. Good quality safety goggles may be worn with parents' written permission.

Forest School and Outdoor Learning

Mrs Cole is a qualified Forest School leader and we are fortunate to have excellent facilities for forest school and outdoor learning sessions at Fladbury. Children will need to bring old clothes to change into (long sleeved tops, jogging bottoms) and a pair of wellington boots.

Lost Property

All named items will of course be returned but unnamed items are placed immediately into the "Lost Property Basket" which is situated in the Year 3/4 cloakroom. The children are encouraged to be responsible for caring for their own property.

Optional:

- Red Fladbury School baseball style hat to wear on sunny days. The school hat should be worn correctly at all times.

Optional:

- Tracksuit or school sweatshirt and jogging bottoms for cold weather.
- Football boots or strong trainers for use on field in the winter (mainly Y3 and Y4 games and club sessions).

NB

- Property left around school at the end of each day is placed in the "Lost Property Basket". At the end of each term, lost property is displayed and any items not claimed will be recycled or donated to charity.
- Please LABEL all items of clothing

HEALTH

A. Injury or illness at school

- The extent of the problem is initially assessed by the member of staff responsible at the time.
- If necessary the child will be referred to a qualified First Aider.
- In an emergency, direct medical advice will be sought if the problem cannot be dealt with the First Aider. Parents will be contacted immediately.
- Records are kept in school of all injuries and the action taken. Any injuries are recorded on slips which are sent to parents on the same day.

The school has a full Health and Safety policy which is available to be viewed on the web site.

B. Insurance: Personal Accident

The school has taken out On-site Personal Accident insurance for pupils which covers them whilst on the premises and travelling to and from school.

Pupils, staff and helpers participating in activities off-site are insured through the L.A.'s Off-site Activities Travel & Personal Injury Policy. A summary of the Policy is available from the School Office.

The school welcomes volunteer helpers and while they are working with us they are covered under the L.A.'s Personal Accident insurance policy. All visitors to the School are covered by the L.A.'s Public Liability insurance.

Children who are brought on to the school site and who are not registered pupils are the responsibility of their parents.

C. Medical Care

Parents should inform the Headteacher of any relevant medical or other information which could affect the education, physical or social development of their children. Any such information will be recorded and treated as confidential by all staff concerned.

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HEADLICE

As with any school, there are occasions when the Headteacher needs to alert parents to an outbreak. The infestations can only be contained to a minimum if all parents make regular hair checks, apply immediate treatment if necessary and inform the school. Having received such information, the school will send out notes asking all parents to make a check. The school nurse is no longer responsible for checking hair in school but she is able to give parents advice if it is required.

ASTHMA

It is **most important** that school should know if your child has asthma. A record of pupils and their details is kept in the office. The details should be amended immediately should requirements ever change. Individual children's inhalers should be clearly labelled with their name, dosage and usage instructions. The inhaler will be kept in the School Office, available for immediate use when necessary.

HAY FEVER

It is requested that hay fever sufferers should bring a note if they need to remain inside during break times, rather than play near or on the grassed areas.

ALLERGIES

If your child has an allergy, it is again **most important** that school should have the necessary information. Allergies to various foods, plants or environmental factors are particularly relevant in the school situation.

D. Medicines

If your child is ill and has been prescribed medicine, it may be more beneficial for them to be cared for at home. Parents should be aware that the school staff are under no obligation to administer medication during the school day. However, if the child is well enough for school and the parent is not able to come to school and administer the medication, the Headteacher will arrange for it to be taken, provided that it has been prescribed by a doctor. Parents must hand the medication directly into the office with a signed medication form giving full instructions. Parents are responsible for collecting medicines at the end of each school day. School staff are not allowed to administer non-prescribed medicines (e.g. Calpol) but parents are welcome to come into school to do this themselves).

SAFETY

Safety is always very high on the agenda and staff follow L.A. guidelines and school policy to ensure we all work in the safest environment possible. Safety is also an issue which the children are made aware of within the rules of the school, through their work and by listening to invited outside speakers.

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The school is fitted with an electronic fire alarm and emergency lighting which are checked monthly. The whole school community has a fire practice every term so that everyone knows the procedure in the event of a fire.

All electrical and outdoor play equipment is tested annually.

Potentially, the beginning and end of the day are the most dangerous times. Our school is situated close to a bend on the main road through the village, therefore the dangers are obvious. At these times the safety of children and parents is paramount. The police make regular checks on parking and speed in the village and they do insist that all restrictions and regulations should be adhered to at all times.

SECURITY

To feel safe and secure is paramount but the staff and governors are very much aware that a school cannot be completely secure because of its nature. The following precautions have been taken to improve security as far as possible.

- The school is fitted with an alarm system and security doors.
- All external doors and gates are kept closed.
- All visitors have to report to the office. They are issued with a visitors badge and have to report back to the office before leaving.
- No child is allowed to leave the premises during the school day without prior permission from the Headteacher. There must be written requests from parents if they wish to take their children from school during normal school hours. Parents are asked to complete the Register of Absence if children are taken out of school during the working day.
- Personal belongings are the owner's responsibility. Children should not bring valuable items to school.
- Staff, visitors and helpers may leave their valuables in the office, locked away in the safe.

SAFEGUARDING CHILDREN

As a school we are committed to safeguarding and meeting the needs of all children in our care. A copy of our Safeguarding Policy is available on our web site or on request from the School Office. All employees and volunteers at the school undergo rigorous checks, are required to hold an Enhanced Certificate with the Disclosure & Barring Service and are trained in safeguarding procedures.

The School's Designated Senior Member of Staff for Safeguarding Children is the Headteacher, Miss Julie Wilson.

The Governor with Safeguarding responsibility is Mrs Dawn Deakin.

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CHARGING AND REMISSIONS POLICY

The school wishes to provide all pupils with the best possible educational opportunities available within the allocated LA funding. The law clearly states that education, during normal school hours is free of any compulsory charge to parents. The school endorses that principle and is committed to uphold its legal obligation. The school also recognises, however, that valuable educational opportunities have been and will continue to be dependent on financial contributions in whole or part from parents. Without this financial support, school would find it impossible to provide the added breadth and quality to the curriculum which school visits and visitors can provide. Our concern is to keep financial contributions to a minimum to ensure that as far as possible, all children are able to take part, irrespective of their circumstances.

Day Visits

For visits occurring during school time, the school will invite voluntary contributions from parents. For visits outside school time, parents will be charged for all allowable expenses. Charges may be waived or reduced in certain circumstances if parents make an application to the headteacher.

Residential Visits

a) During school hours

The school will invite voluntary contributions from parents to meet certain costs but board and lodgings will be charged in full. Parents who are receiving Income Support or Family Credit should make an application to the Headteacher.

b) Out of school hours

Parents will be charged for the full cost of the visit. Charges may be waived or reduced for children whom parents make an application to the Headteacher.

N.B. Any visit necessary because of national curriculum requirements, recognised public examinations or the law on religious education, is administered as a residential visit during school hours, as above.

Craft\Cookery Items

Any such items which the children make and bring home are not charged for. The PTFA of Fladbury School kindly makes a regular donation to cover such expenses.

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Wraparound Care

Wraparound care at Fladbury First School is provided by the school itself. We offer breakfast and afterschool clubs every day, excluding holidays.

- Breakfast Club - 7.45-8.45am £5
- After School Activities Club - 3.30-4.30pm £5, 3.30-5.30pm £8
- Snack, usually a biscuit, piece of fruit and squash is provided at whichever ‘activity club’ is running that afternoon at approximately 4pm.
- A light hot Tea is provided at 4.45pm Please let Mrs Marlow or Mrs Cole know if you would rather your child **does not partake in this**.
- Twenty four hours’ notice is required for cancelling a session.
- Payment is still required if your child is absent from school (unless notice has been given as above).
- Invoices will be issued monthly in arrears.
- Childcare vouchers are accepted.
- Extra bookings are available via booking slips from Mrs Marlow or Mrs Cole.
- If you need to contact Mrs Bullas please leave a message on the school answer phone 01386 860301, it is checked regularly.

Review of Charges and Remissions

The governors are required to keep their policy under review. This review takes place annually.

THE CURRICULUM

SCHOOL PHILOSOPHY

In the early years of education, children need to explore their environment and use their abilities to the full. They need to find success and share their success with others. It is from such a positive beginning that strong foundations for future achievements are set down. At Fladbury School, our aim is to provide our children an interesting environment and a variety of learning experiences. This enables academic, spiritual, physical, social and creative growth which results in a feeling of genuine self-esteem and enthusiasm for learning. This will provide a strong foundation for their future education.

The School Philosophy is the driving force behind Fladbury school's internal growth and development.

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Delivery of the Curriculum

The overall curriculum is governed by two major factors - The School Philosophy and the National Curriculum. It needs to be stated at the onset that we do not teach to the National Curriculum but rather the National Curriculum is delivered through what we teach. This differentiation in emphasis is small but vital to our approach to teaching. The National Curriculum is very subject specific and would tend to narrow what is being taught. Our curriculum does include all aspects of the National Curriculum but we aim to provide breadth and depth as well.

As a first school with an age range of 3 - 9 years old, we cater for four phases of education:

Pre-School: 3 - 4 years	Working towards the Foundation Stage Curriculum
Reception: 4 - 5 years	Following the Foundation Stage Curriculum
Key Stage 1: 5 - 7 years	Following the National Curriculum
Key Stage 2: 7 - 11 years	Following the National Curriculum

In each phase of education, the children follow a carefully planned programme of study with assessment, recording and reporting built in. All children will complete the Key Stage 1 programme of learning at Fladbury. Children in Year 1 undertake the phonics screening check in the Summer Term. Children in Year 2 take the Standard Assessment Tasks (S.A.T.S.), also during the Summer Term of Year 2. Children in Years 3 and 4 do optional tests. Key Stage 2 S.A.T.S. will be administered in Year 6 of the Middle School. Because of this mid-programme change of school, a great deal of liaison takes place with the middle school to ensure continuity for the children.

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The National Curriculum is made up of the core subjects and foundation subjects:

Core Subjects	Foundation Subjects
English Maths Science	Art Design Technology (DT) Geography History Information Technology (IT) Music Physical Education Religious Education Personal, Social and Health Education and Citizenship (PHSCE) MFL (Modern Foreign Languages)

Conversational French is timetabled for pupils in years 2, 3 and 4.

**The core subjects occupy the greater percentage of curriculum time.
On entry to school Parents are given information about the teaching of
National Curriculum subjects**

TRANSFER TO MIDDLE SCHOOL

Fladbury C. E. First School is part of the Pershore Pyramid and at the end of Year 4 most children transfer to St. Nicholas C. E. Middle School, Pinvin.

Staff from both schools meet regularly during the academic year to plan the continual progression and National Curriculum programmes of study.

During the final year at Fladbury, Year 4 pupils make visits to the Middle School to participate in a variety of events varying from music festivals and school plays to sports days and country dancing.

In the Summer Term the Headteacher and/or the class teacher from Fladbury, liaise with the Middle school staff about all the children who are to transfer in the following September. Academic groupings, social considerations and special requirements are all discussed. Staff from St Nicholas Middle School also visit our school to teach the group of children. This allows the middle school staff to become familiar with the children and their standards of work. A special Year 4 booklet has been compiled which the children begin at Fladbury at the end of the Summer term and which they

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complete during their first weeks at middle school in September. This provision for transition to middle school has been recognised by the L.A. Fladbury, together with other first schools in the cluster were presented with “A Leading Aspect Award” for the smooth and successful transition provided for our children at Key Stage 2.



COMPLAINTS PROCEDURE

This page is included as a legal requirement, but we would hope that the informal daily contact we welcome between parent and teacher and our other school procedures would resolve most situations before this is used.

1. In the first instance complaints should be referred to the Headteacher.
2. The Chair of the Governing Body should be the first person to approach only in cases which could involve disciplinary or legal action against the Headteacher.
3. Governors approached by a complainant should refer him or her to the Headteacher or Chair as in (1) or (2) above.
4. If discussions with the complainant and Headteacher are unsatisfactory, the complainant should be told of his or her legal right to make a formal complaint and how it should be made.
5. Formal complaints to the Governing Body should be made to the chair who should take care that no governor can be accused of prejudice by ensuring that:
 - An individual governor does not deal with the complaint
 - The complainant is quickly referred to the Headteacher (if procedures at this level have not yet been exhausted) or to the relevant committee
 - The Governing Body should set up a complaint committee when required which should consist of three untainted governors (see Worcestershire Children’s Services Guidance July 2006).
 - The complaint is not reported to the whole Governing Body until it is resolved and then not in detail
 - All parties to the complaint are given a fair hearing
 - The decision of the committee is given in writing to the complainant
 - The complainant is told of any right of appeal if the decision is given against him or her.
6. Governors taking up a complaint on behalf of an individual or group should not take part in any formal hearing of a complaint or appeal against a decision made by the complaints committee.
7. Individual complaints should not be raised at a full meeting of the governing body, unless the meeting is part of the complaints procedure.
8. Occasionally, a complainant may remain dissatisfied, even though this procedure has been used through all its stages. However, it will not normally be

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possible to re-open the same issue. In such circumstances, the Chair of Governors will inform the complainant that the procedures have been exhausted and that the matter is closed.