Welcome to Newick Church of England Primary School where we firmly believe that every child matters. We hope that your association with the school will be a happy one and that your child will grow and thrive in our care.

We aim to develop a close relationship between home and school, and to work together with you in furthering your child’s education.

Your child brings into school a wealth of knowledge and understanding about the world around them, and we aim to build on their skills and encourage them to develop a willingness and enthusiasm to discover more.

At Newick, we believe that learning should be fun, rewarding and memorable:

**At Newick School we will provide the opportunity for personal achievement, through daily challenge in a caring environment.**
Introduction

Newick is a Church of England School and currently has 224 pupils on roll. It offers a caring and supportive environment within its Christian foundation.

Newick School has a long history dating from 1870 and over the years, buildings have been modified to accommodate increasing numbers of pupils. In 1870 the Education Act made schooling compulsory and in 1884 the National Boys School was built in Allington Road. The girls were educated at the Lady Vernon School at Founthill. In 1926, the girls and the infant children were amalgamated with the boys to become Newick Primary School.

By 1949, Newick School had a total of 90 boys and girls aged 5 to 11 in four classes. In 1950, it was made an Aided school but the Parochial Church council was unable to maintain Aided status and in 1957 it became the Newick CE (Controlled) Primary school, as it is today. The original building contained three classrooms which later became the school hall. Over the years a number of building additions were made to the school. As a result of new housing in the village, the school was extended in 1972 and again in 1978 to accommodate the increasing number of pupils. In 1999 a building programme began to completely rebuild the school. The work was completed in April 2002 and the school now provides a fantastic, modern learning environment.

Parents who would like to discuss the school with the Headteacher, are warmly invited to make an appointment to visit the school.

Admissions

The arrangements for the admission of children starting school for the first time in Reception are made by the admissions team in the Education Department at County Hall. All children are admitted in the academic year of their fifth birthday and attend full time from September. All other year group admissions are dealt with via the School in conjunction with County Hall.

Aims of the School

At Newick, we believe in lifelong learning and the idea that both adults and children can learn new things every day. Learning at Newick should be a fun, rewarding and memorable experience for everyone. Through our teaching, we equip your child with the skills, knowledge and understanding necessary to be able to make choices about the important things in their life. As a school, we strive to create a common sense of purpose towards constant improvement.

“Pupils’ personal development and their wider educational outcomes are excellent, which helps their all-round achievement, both academic and personal. Throughout the school, pupils are enthusiastic learners.” Ofsted July 2011
We are sure your child will thrive in the school’s secure, caring and stimulating environment; children at Newick are challenged, nurtured and taught to have respect for themselves and one another. We have high expectations with regard to standards of work and behaviour, and aim to instil, in all pupils, a thirst for learning and a desire to succeed.

We encourage children in our care to:

- become motivated to learn both independently and as part of a team
- reach the highest standards in the basic skills of English, maths, science and ICT
- become enthusiastic, imaginative and knowledgeable about all curriculum subjects
- gain the ability to make judgements based on moral and spiritual values
- enjoy and care for the environment
- be prepared to face the challenges before them in their lives

Our aims relating to parents are to:-

- establish a friendly and professional relationship between home and school, in which information about children’s progress, development and needs are shared
- help parents understand the aims and objectives of the school
- emphasise that teachers and parents should co-operate in the education of children
Staff and Governors

Mrs Sophie Thomas  Headteacher
Miss Natalie Alty  Deputy Headteacher/ Class teacher
Mrs Carolyn Sawyer  Assistant Headteacher/ Class teacher
Miss Alex Johns  Class teacher
Ms Andrea Uphus  Class teacher
Mrs Julia Smith  Class teacher
Mrs Olivia Todhunter  Class teacher
Mrs Sarah Cheeseman  Class teacher
Mrs Claire Green  Class teacher
Miss Claire Clarke  Class teacher
Miss Emma Parsons  Class teacher
Mrs Jane Steel  Class teacher
Mrs Denise Taylor  School Business Manager
Mrs Samantha Fake  School Secretary
Mrs Claire Hills  Finance Assistant
Mr Dennis Beard  Caretaker
Mrs Pat Quantrall  Assistant Caretaker/Mid-day Supervisory Assistant
Miss Rachel Gillett  Cleaner
Ms Tracy Archer  Assistant Caretaker
Mrs Jill Saunders  Teaching Assistant
Ms Sofia Connolly  Teaching Assistant/Mid-day Supervisory Assistant
Miss Louise Ward  Teaching Assistant
Mrs Katie Smith  Teaching Assistant
Mrs Kathy Gilliver  Teaching Assistant
Mrs Katie Trigwell  Teaching Assistant
Mrs Charlene Pomfret  Teaching Assistant/ INA
Mrs Tina Chapman  Teaching Assistant
Mrs Kellie Cullip  Individual Needs Assistant
Mrs Paula Webster  Individual Needs Assistant
Mrs Julie Thompson  Special Educational Needs Assistant

<table>
<thead>
<tr>
<th>Class</th>
<th>Year Group</th>
<th>Teacher</th>
<th>Teaching Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otters</td>
<td>YR</td>
<td>Mrs Claire Green/</td>
<td>Mrs Katie Smith/Mrs Kathy Gilliver</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Carolyn Sawyer</td>
<td></td>
</tr>
<tr>
<td>Penguins</td>
<td>Y1</td>
<td>Mrs Sarah Cheeseman</td>
<td>Mrs Paula Webster</td>
</tr>
<tr>
<td>Puffins</td>
<td>Y2</td>
<td>Mrs Olivia Todhunter</td>
<td>Mrs Katie Trigwell</td>
</tr>
<tr>
<td>Dolphins</td>
<td>Y3</td>
<td>Miss Alex Johns</td>
<td></td>
</tr>
<tr>
<td>Seals</td>
<td>Y4</td>
<td>Miss Emma Parsons</td>
<td>Mrs Louise Beach</td>
</tr>
<tr>
<td>Turtles</td>
<td>Y5</td>
<td>Mrs Julia Smith</td>
<td>Ms Sofia Connolly</td>
</tr>
<tr>
<td>Whales</td>
<td>Y6</td>
<td>Ms Andrea Uphus/</td>
<td>Mrs Tina Chapman</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mrs Jane Steel</td>
<td></td>
</tr>
<tr>
<td>All</td>
<td></td>
<td>To be confirmed</td>
<td>Mrs Julie Thompson (SEN TA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Inclusion Leader)</td>
<td></td>
</tr>
</tbody>
</table>
Governors

Mrs Mary Mayes  LA appointed (Chair of Governors)
Mrs Nicki Campbell  Parent elected governor
Mr Chris Barnes  Parent elected governor
Mrs Mary Molloy  Co-opted governor
Mrs Caroline Smith  Foundation governor
Mrs Mandy Stockwell  Foundation governor
Mrs Jane Johnson  Associate governor
Mr Rob Boswell  Co-opted governor
Mr David Whelpton  Co-opted governor (Vice Chair of Governors)
Mrs Sophie Thomas  Staff Governor
Miss Natalie Alty  Staff Governor
Mr John Philpott  Clerk to Governors

“Pupils’ excellent behaviour and their keen appetite for teamwork, together with their outstanding skills in English, mathematics and science, prepare them exceptionally well for the next stage in their learning.” Ofsted July 2011

School organisation

At present we currently operate with seven classes; pupils are taught in single age classes. Newick has a strong team of highly committed and professional teachers and teaching assistants. They work closely together to ensure continuity in the teaching programme throughout the school. Each teacher leads a particular area of the curriculum and offers support to colleagues as required.

As part of continued professional development, teachers are encouraged to attend courses and carry out duties which may take them out of the classroom. On these occasions we use existing support staff and supply teachers lead the learning of our pupils.

Teaching assistants work alongside teachers in every class throughout the school. They receive specialist training for the many tasks they perform within their role, such as providing additional literacy and numeracy support. They work both within the classroom and outside the classroom with small groups or individuals. Our teaching assistants are an invaluable team who greatly enhance the learning opportunities provided for our children.

Times of School Day

Gates open  8.45am – children enter straight into class for registration by 8.50am.
Reception  8.50am - 3.15 pm
Year 1  8.50am - 3.15 pm
Year 2  8.50am - 3.15 pm
Juniors  8.50am - 3.15 pm

The total weekly teaching time excluding registration, assembly and breaks is 23.25 hours for KS2 and 21 hours for Foundation Stage and KS1. These are times recommended by the Department for Education (DfE) for good educational practice.
Curriculum

The school curriculum for each year group is carefully planned to meet the needs of all children through exciting learning projects. Our aim is to ensure that more able children are consistently challenged and that those who have learning difficulties are supported.

We aim to provide every child with:

✓ a broad and balanced education, covering all aspects of the national curriculum; as well as important issues such as health, safety, personal and social development and an understanding of their community
✓ opportunities to develop skills and acquire a firm foundation for all future learning.
✓ an environment that offers equal opportunities for all, whatever gender, race, social background or physical ability
✓ the opportunity to develop self-confidence
✓ a positive learning experience

“A huge range of additional activities, visits and visitors enhances the outstanding curriculum.” Ofsted July 2011

Early Years Foundation Stage Curriculum

Early Years children are taught in a wonderful classroom environment and follow the seven areas of learning as stated in Development Matters. Alongside this, children follow the Letters and Sounds programme and parents are invited to watch sessions throughout the year to help reinforce this. Parents are encouraged to support their children to develop reading skills from the very beginning of their time at Newick and to hear their children read at home on a regular basis.

Key Stages 1 and 2 Curriculum

The school has a detailed curriculum framework which accesses the national curriculum through a progression of skills. Subjects are taught with a cross-curricular approach to learning and are delivered in the form of learning projects. The school produces a curriculum overview showing the areas and skills to be covered over an academic year. This long term plan is reviewed each year and each term a detailed explanation of mini learning project activities is sent to parents to support home learning. In addition, the school has pioneered ‘Break Out Days’ where the children experience opportunities to ‘break out’ of the normal school day by choosing skills based
activities that are not timetabled but aim to provide additional opportunities to acquire new skills that are not necessarily ‘timetabled’ in during the normal school day.

Parents should contact the school if they have any questions about the curriculum, how it is taught, or if your child has any concerns about any aspect of school life.

“Pupils relish their learning at this school.” Ofsted July 2011

English

We seek to develop pupils' speaking and listening skills in every lesson, and use drama both as part of the curriculum and in infant and junior drama productions. Our approach to reading helps children to become confident, independent readers who understand that books are a source of pleasure and information. Written work is encouraged for a variety of purposes, and we give full emphasis to basic skills such as spelling, handwriting and punctuation. The school has an extremely good library and all children are encouraged to use this to develop their love of books and reading. We use the Literacy Framework to ensure there is continuity and progression in terms of skills taught.

Mathematics

The school follows the National Curriculum for Mathematics. We firmly believe that all children can become confident and skilled mathematicians, so we have adopted a maths mastery approach. Much emphasis is given to children fully understanding the methods by using different mathematical resources. We encourage our pupils to learn their times tables!

Science

Science is considered to be of great importance at Newick and is the basis of many of our mini learning projects throughout the school. This cross-curricular approach creates an enthusiastic learning environment. Science investigations are centred in a context that is meaningful to the children, and are delivered in a creative and practical way. With an emphasis on scientific enquiry specifically, the children have fun with their learning and gain many essential skills along the way.
Physical Education

All children participate in games, dance and gymnastics lessons in which they develop skills and sporting qualities. Our swimming curriculum ensures that each child can swim before moving onto secondary school. Older pupils are also given the opportunity to participate in outdoor activities on a residential trip.

Professional tennis and football coaches work with children in Years 2 to 6 at after school clubs, for which there is a small charge. There are flourishing football and netball clubs as well as clubs which are run to practice for area tournaments, such as cross country and tag rugby. Whilst we are proud to win tournaments, these are organised to give sporting opportunities to as many children as possible.

We annually hold a sports week which enables all the children to participate in a range of sports activities. The school has achieved the nationally recognised ‘Healthy Schools Award’ and ‘Active Mark Gold Award’.

The Arts

Music and drama are vital and integral parts of our pupil’s education and we are fortunate to have several members of staff who enjoy sharing their enthusiasm and expertise with the children ensuring that music plays a major part of our everyday lives and can be heard throughout the school at different times over a week. In addition, we have several staff members who have a specialism in drama and music; there is evidence of drama in class on a regular basis. Productions are undertaken by Infants at Christmas and Juniors in the summer term and these are of an exceptionally high standard.

We have an excellent selection of percussion instruments and keyboards in school. Children have the opportunity to learn the recorder. Tuition in a wide variety of instruments is available through the East Sussex County Music Service. At present lessons in guitar, flute, brass, violin and ‘cello are available. All children have the opportunity to sing in local festivals as well as in a variety of concerts and musical productions held throughout the year.

In art, we aim to give the children a wide range of experiences in both 2-D and 3-D techniques, and to encourage children to experiment with colour, shape, pattern and texture. As part of their art experiences, pupils are introduced to the work of various artists, visit art galleries and participate in a whole school arts week each year.

Our children use sketchbooks to record their responses and observations, as well as trying out new ideas. There is plenty of opportunity to experiment with materials, tools and techniques, modifying and improving first ideas. We believe that the process can be just as important as the end result.
The school has achieved Arts Mark Gold award in recognition to the quality, standard and variety of experiences made available to children here, and among other exciting developments, we have introduced art exhibitions into school every few years and taking part in festival parades.

Computing

All areas of our school have the most modern resources; each classroom is equipped with C-touch boards which act as large giant ipads and mean that they don’t require ceiling mounted projectors and also link to the teacher’s ipads. We use a specialist education broadband service to ensure that the children access the internet quickly and safely. Every area in the school has internet access.
We have six laptop computers in each classroom and two mobile banks of thirty laptops to ensure that all children have excellent access to computers and can access ICT through all areas of the curriculum. We have invested in Lego Education materials which have a particular focus on computing control programming. It also provides cross curricula links to science, technology, engineering and maths otherwise known as STEM.

Religious Education and collective worship

Our programme of assemblies follows Government guidelines ensuring that we have a “daily act of collective worship of a broadly Christian nature”.
Our assemblies include moral assemblies with a story, singing assemblies, class assemblies and ‘Celebration’ assemblies where parents are invited to attend to join us in celebrating their child’s achievements in a variety of areas.
Various guest speakers lead assemblies. The whole school attends a church service at St Mary’s Church in Newick each term to celebrate Harvest, Christmas, Easter and also at the end of the school year, whereupon every child transferring to secondary school receives a Bible. Year 6 leavers also attend the Diocesan leavers’ service, usually held in Crowborough. We also participate in Mothering Sunday and Christingle services during the year.
Under the Education Act 1996, we must provide religious education for all registered pupils. Although parents can choose to withdraw their child from acts of collective worship, as a Church of England school, it is hoped that parents will not feel the need to exercise this right.
Personal, social and health education, and citizenship

Our curriculum includes social and health education, within which pupils are taught about sex and relationships education (SRE). Our school ethos emphasises caring relationships and the acknowledgement of other people as individuals. Both SRE and drug education are introduced to children at an appropriate level. Year 4 children for example, would consider the circle of life including reproduction, whereas Year 6 children discuss physical and emotional changes associated with puberty. Drugs education is introduced and discussed at the appropriate level so that children can make their own decisions and are made aware of potential dangers.

We are proud of the way Newick pupils learn how to be good citizens. There is a very active School Council to which children from each class elect representatives. The School Council ensures that the pupil voice is heard and can influence strategic developments within the school as well as being responsible for informing other pupils in the school about global issues that affect us as all such as citizenship in terms of rights and responsibilities. In addition, we have an ECO council, who are responsible for the sustainable and eco agendas around the world among some of the areas they cover. We have achieved Eco Green Flag status in the past, acknowledging the work that has gone on in school around the eco and sustainable agenda.

Children with special educational needs and disabilities

Help is readily available for children identified as having special educational needs. The school has an Inclusion Leader, a team of teaching assistants and a part time Special Educational Needs teaching assistant. We are able to support children within the classroom, on a one to one basis or in small groups. Sometimes individual children or groups are withdrawn to work in our specialised group room.

Some children need additional help, and with parental consent, they may be referred to outside agencies such as a speech and language therapist or an educational psychologist. The school works closely with parents and these agencies in assessing, monitoring and addressing children’s needs.

The Special Educational Needs policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy resources are allocated to pupils after identifying need and determining priorities. Our more able pupils are also identified and given work appropriate to their needs both within school and for older pupils, in conjunction with other schools and outside services.

“By ensuring an excellent quality of help from very well-qualified teaching assistants wherever it is needed, pupils with special educational needs and/or disabilities achieve similarly well. The more-able pupils are enabled to achieve exceptionally high standards.” Ofsted July 2011

Extra-curricular activities

There are various activities which are run for the benefit of the children at lunchtime and after school. The actual clubs organised represent the current interests of staff and pupils, these clubs vary throughout the year. They include football, netball, singing, karate, French. In addition to these clubs, the school may also involve the children in events such as: musical productions, theatre trips, residential trips, curriculum visits, arts week, environmental science week or a sports and health week. The school also holds an active prayer support group for parents.
Educational Visits

Visits play an essential role in our work and are relevant to our mini learning projects. These visits may be to places in the locality such as the Brighton Toy Museum and Wilderness Wood, or may be to places further afield such as the Globe theatre in London. The school has a Charging Policy which is based on that drawn up by East Sussex County Council in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy was reviewed by Governors in May 2010 and applicable to all registered pupils in Newick School. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school. The full Charging Policy is available from the school office or website (www.newick.esussex.dbprimary.com)

We also undertake a Forest School programme where every class in the school experiences a minimum of a six week programme of outdoor learning activities that incorporate team building, practical activities linked to the curriculum as well as experiencing the woods and natural environment on a weekly timetable.

Home learning

Newick C. E. School has a policy of providing home learning opportunities that enable children to practise skills learned in school as well as informing parents as to how they can support their child’s learning at home. Typically, home learning will include some English activity (learning spellings, comprehension skills work or some writing) and some mathematical input such as learning tables or practising maths skills learned in class. These activities are put on the school website on your child’s class page.

Every child at Newick receives a personal home learning diary and all children are encouraged to use this diary to record weekly home learning activities. It also enables dialogue to take place between home and school and provides PSHE opportunities. Children are encouraged to read at home for at least ten minutes on a daily basis, and it is also expected that parents and staff will write comments in the diary when a child is heard reading in the first few years in school. Once children are older, their reading diaries will be acknowledged by staff in school but we do encourage parents still to read with and comment about their child’s reading as often as possible but a minimum of three times a week.

There may be the odd occasion when a class will be asked to do some research at home. This gives families the opportunity to work together and encourage children to develop research skills, use a library or database and to work to a deadline. The time given to these tasks will depend very much on the time that is available within a family. Sometimes things just crop up unexpectedly in class and the teacher may ask the children to follow this up in their own time. Ideas and information relating to work being studied is given on a weekly basis with suggestions for home tasks. The full Home Learning policy was reviewed in January 2012 and is available from the school office or website (www.newick.esussex.dbprimary.com)
Links with secondary schools

We have links with a number of secondary schools, the main ones being Chailey School and Uckfield Community Technology College where the majority of our children normally transfer at the age of 11+. This transition consists of discussions on particular aspects of the curriculum to ensure continuity and a two-way programme of familiarisation visits by pupils and teachers in the term before transfer. Currently, Chailey School offers some children in Year 6, additional teaching for maths and English on a weekly basis. Chailey School also provide us with additional activities especially for Break Out Days.

We always welcome former pupils when they come back to see us from any of the secondary schools!

School discipline

Responsible, kind and considerate behaviour is encouraged by a set of ‘Golden Rules’ which have been agreed by the children and staff for the safety and well being of all.

We encourage good behaviour through individual rewards, class rewards, class targets and certificates awarded for house points. We share children’s successes with parents at every opportunity. There are a clear set of sanctions which are shared with the children when appropriate so that inappropriate behaviour can be dealt with consistently and fairly. Parents can access a copy on request. There is also a copy available on the website.

We effectively use Circle Time and PSHE activities to develop children’s understanding of citizenship, to develop their emotional skills and to reinforce expectations.

If a child’s behaviour is of serious concern, however, we contact the parents to discuss the issue and possible remedies. We strive to ensure that Newick CE Primary School is a happy and safe place. The full Behaviour policy, reviewed is available from the school office or website (www.newick.esussex.dbprimary.com)

Rewards

As part of our positive behaviour policy in school, children are rewarded for trying their best with their class work through our house point system. House points are given to children for producing their best work as well as for making considerable effort and attaining to the best of their ability. In addition, teachers may award whole class behaviour rewards in the form of marble jars or pasta jars so that the whole class can contribute in a positive way and earn a class ‘treat’ which takes

Newick’s Golden Rules

- Always try to be the best you can be.
- Be respectful and polite to everyone.
- Behave responsibly.
- Be kind and caring.
- Wear our school uniform with pride.
- Treat all school property and equipment correctly.
- Respect other peoples’ beliefs and cultures.
- Be truthful and honest.
- Treat others the way you would like to be treated.

These rules were written and agreed by children and staff at Newick C. E. Primary School in June 2015.
many forms but is usually an event such as a teddy bears picnic, film show, visit to the local play park in Newick. Typically, each class may ‘fill’ the jar a couple of times a year! Additional rewards come in the form of the Headteacher’s ‘Log Book’; children may be sent to the Headteacher to show/share an outstanding piece of work where they are recorded in a special book. Once a child has been in the ‘Log Book’ five times, they are given a Newick School fridge magnet!

Special Awards are given to children who have tried especially hard in school for a whole variety of reasons or may have done something ‘special’ in class or been recognised for a particular reason by the teachers.

We have Celebration Assemblies every three or four weeks where children are presented with House Point certificates, Special Awards and any sports awards. Finally, in each of these Celebration Assemblies, the Headteacher awards two ‘Oscar’ awards to children who have stood out for special reasons.

Tests and Assessments

**KS1 SATs results** (percentage obtained at each level)

<table>
<thead>
<tr>
<th></th>
<th>Reading Level 2+</th>
<th>Reading Level 3+</th>
<th>Writing Level 2+</th>
<th>Writing Level 3+</th>
<th>Maths Level 2+</th>
<th>Maths Level 3+</th>
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<td>2010</td>
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<td>36</td>
<td>85</td>
<td>0</td>
<td>94</td>
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<td>2014</td>
<td>100</td>
<td>48</td>
<td>97</td>
<td>38</td>
<td>97</td>
<td>45</td>
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<tr>
<td>2015</td>
<td>78 level 2b+</td>
<td>41</td>
<td>75 level 2b+</td>
<td>28</td>
<td>72 level 2b+</td>
<td>34</td>
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</tbody>
</table>

**KS2 SATs results** (percentage obtained at each level)

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<th>Newick School KS2 3 Year test data:</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
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<tr>
<td></td>
<td>L4+</td>
<td>L5</td>
<td>L4+</td>
</tr>
<tr>
<td>Reading</td>
<td>97</td>
<td>62</td>
<td>94</td>
</tr>
<tr>
<td>Writing</td>
<td>97</td>
<td>50</td>
<td>97</td>
</tr>
<tr>
<td>Mathematics</td>
<td>97</td>
<td>62</td>
<td>97</td>
</tr>
<tr>
<td>Reading, Writing &amp; Mathematics</td>
<td>94</td>
<td>38</td>
<td>94</td>
</tr>
<tr>
<td>Spelling, Punctuation &amp; Grammar</td>
<td>82</td>
<td>62</td>
<td>91</td>
</tr>
</tbody>
</table>
School Uniform

Children at Newick School wear school uniform. There is a summer and winter uniform. Uniform ensures that children are wearing practical, appropriate clothes and that they do not have to compete in the fashion stakes. It helps to promote a sense of belonging and saves wrangles over what to wear. It is very important that items of clothing have your child's name on them and it is also expected that long hair is tied back.

**Winter**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
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</thead>
<tbody>
<tr>
<td>Tie</td>
<td>Tie</td>
</tr>
<tr>
<td>White shirt</td>
<td>White shirt</td>
</tr>
<tr>
<td>Grey trousers</td>
<td>Grey skirt, tunic or grey trousers</td>
</tr>
<tr>
<td>Maroon pullover</td>
<td>Maroon pullover or cardigan</td>
</tr>
<tr>
<td>Grey socks</td>
<td>White or grey socks/ grey or black tights</td>
</tr>
<tr>
<td>Black sensible shoes (not trainers)</td>
<td>Black sensible shoes (not trainers)</td>
</tr>
</tbody>
</table>

Good quality pullovers, cardigans and fleeces, embroidered with the school motif, are available through the school, as are ties in maroon and gold.

**Summer**

As above, although a white polo shirt is acceptable if a tie is not being worn. As above, or pink checked dress

No sandals are to be worn.

Uniform can be purchased from Sussex Uniforms on-line [www.sussexuniforms.co.uk](http://www.sussexuniforms.co.uk) or via their shop in Haywards Heath. Limited stock is available from the School Office.

"In all lessons, behaviour is impeccable and pupils acquire excellent skills and working habits, working either independently or with their classmates." Ofsted July 2011

**PE and games kit**

Burgundy T shirt, black shorts and socks should be worn, along with plimsoles or trainers. The P.E. kit can be purchased from the School Uniform Shop. In cold weather track suits/jogging trousers are acceptable with socks (not tights). Multi-coloured t-shirts, including football strips are not acceptable. Fleeces for outdoor wear only with the school logo, are available for purchase from the School Uniform Shop.

Children should not wear any jewellery to school other than a wrist watch. Where a small stud is worn in the ear, this must be removed, or not worn on the days when the child will be involved in PE activities. If the stud cannot be removed, it should be covered with surgical tape for all physical activities. Tape such as micropore should be provided by parents and kept in the child’s tray.

Please note that any accidents caused or exacerbated by the wearing of jewellery are entirely the responsibility of the parents of the child wearing such items. The school
accepts no responsibility. The staff have been instructed not to remove or replace studs. This is the responsibility of the child. Parents should also be aware that staff cannot accept responsibility for loss, theft or damage of such items as they are not covered by insurance.

School food

A hot school meal prepared on the premises is provided every day with a vegetarian option. Payment for these is on a weekly basis or via ParentPay an online payment system for Parents. The current cost is £2.03 per day. Free school meals are available to those children whose parents receive income support. This year the Government are providing free meals to Reception, Year 1 & 2.

Parents may wish to provide their children with a healthy packed lunch instead. We ask that no sweets or chocolate bars are included as we are a Healthy School and this would affect this status.

Children are encouraged to bring a healthy snack for morning break. The school is part of the Government’s fruit scheme which provides a free piece of fruit for all infants each day.

Term Dates 2016/2017 (set by the Local Authority)

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>First pupil day</td>
<td>First pupil day</td>
<td>First pupil day</td>
<td>First pupil day</td>
</tr>
<tr>
<td>Tuesday 6th September 2016</td>
<td>Monday 1st November 2016</td>
<td>Tuesday 3rd January 2017</td>
<td>Monday 20th February 2017</td>
</tr>
<tr>
<td>Last day of term</td>
<td>Last day of term</td>
<td>Last day of term</td>
<td>Last day of term</td>
</tr>
<tr>
<td>Friday 21st September October 2016</td>
<td>Wednesday 21st December 2016</td>
<td>Friday 10th February 2017</td>
<td>Friday 31st March 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 5</th>
<th>Term 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>First pupil day</td>
<td>First pupil day</td>
</tr>
<tr>
<td>Tuesday 18th April 2017</td>
<td>Monday 5th June 2017</td>
</tr>
<tr>
<td>Last day of term</td>
<td>Last day of term</td>
</tr>
<tr>
<td>Friday 26th May 2017</td>
<td>Friday 21st July 2017</td>
</tr>
</tbody>
</table>

Staff INSET training days are Wednesday 21st December 2016, Wednesday 19th, Thursday 20th & Friday 21st July 2017.
Attendance, absence and illness

Although the school has good levels of attendance, we are increasingly concerned when children are taken out of school for holidays in term time. There is no doubt that this has a negative effect on learning.

With this in mind, the Government and Local Authority have in place procedures regarding absence during term time. There are very clear guidelines set out on the school website regarding attendance procedures.

A request for leave of absence must be applied for (a form is available from the office and on the school website) and only in exceptional circumstances, will an absence during term time be authorised. It should be noted that the school do not authorise any holiday in term time.

If your child is unable to attend school please notify the school office by 9.00am on the first morning of absence. When your child returns to school please send a written note explaining the absence. A written note is also required if your child is unable to take part in P.E. If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children are never allowed to leave the premises alone during the school day. If they are collected during the day you will be asked to sign them out at the office.

The school will issue parents/carers with a letter, should a child’s attendance slip below 95%. This is to ensure that parents/carers are aware that the attendance level is below what is expected.

Authorised and Unauthorised Absence of Pupils of Compulsory School Age for 2014/2015

<table>
<thead>
<tr>
<th></th>
<th>2013/2014</th>
<th>2014/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of sessions missed through authorised absence:</td>
<td>2.52%</td>
<td>3.19%</td>
</tr>
<tr>
<td>% of sessions missed through unauthorised absence</td>
<td>0.39%</td>
<td>0.34%</td>
</tr>
</tbody>
</table>

Communication with parents/carers

We place a great deal of importance on the communication and partnership between school and parents. We have an open door policy at Newick C.E. Primary School where parents are very welcome to arrange an appointment to discuss any concerns they may have; we also strive to ensure that all forms of communication reach parents/carers. We have recently taken a step further to becoming a paperless school which means all school letters are accessed via our website. Parents are informed via our text message service when new information, newsletters etc are added to the Website. These take the form of:

- termly curriculum letters and ‘learning project activity webs’ which explain the topic covered in a particular term.
- a termly newsletter, ‘Newick News’.
- an annual questionnaire inviting parents to comment on the areas of strength and development for the school.
- a consultation evening during Term 1 to discuss how well your child has settled in to their new class.
- a consultation evening in Term 4 to give parents the opportunity to see childrens’ work and speak to the teacher about progress.
- an open evening at the end of Term 6 when parents are encouraged to look at the work of the whole school as well as their own child’s work.
- members of the staff being always present outside the school at the beginning and end of the school day.
- a comprehensive annual report presented to parents in Term 6.
Breakfast Club

The school operates a Breakfast Club which is open from 7.45am until 8.45am to offer all parents a childcare facility on site. Breakfast is served from 7.45 – 8.20am. Sessions are run by a Breakfast Club leader and Breakfast Club assistants. Typical menus consist of fruit juice, a choice of cereals, toast, crumpets, a variety of spreads, a portion of fresh fruit or raisins and yoghurt or fromage frais. Once the children have eaten they can join other members of the club and will be able to play with board games, take part in drawing/colouring activities, join in a play leader led activity, or just chat to friends if they so wish. Just before the school day starts the children will be taken to their classroom.

Sessions should be booked in advance and can either be from 7.45 – 8.45am at £4 per session including breakfast or a 8.20am – 8.45am at £2 per session as breakfast is not included.

After School

A full session will run from 3.15pm to 5.30pm at a cost of £13.00 per session. This equates to £5.77 per hour. This cost will also include a small snack.

A half session will run from 3.15pm to 4.30pm or 4.15pm to 5.30pm (following an after school activity such as football or yoga) at a cost of £7.50 per half session.

There will be a 20% discount for each subsequent sibling on full amount sessions only i.e. £10.40 per child per full session.

Bookings must be made either monthly or termly in advance and we are unable to cater for “drop-in” sessions.

Complaints Procedure

If you have a concern about your child, please do make an appointment through the school office to see the teacher. If there is an emergency, you can make contact through the Headteacher and an appointment will be made.

Any serious complaints should always be directed to the Headteacher in the first instance. If you are unhappy with the response please contact the Headteacher again. If you are still unhappy, a letter should be sent to the Chair of Governors via the school office. It is to be hoped that any problem can be resolved long before this stage but if you wish to appeal against any decision of the Governing Body, an appeal committee will be convened whose decision is final.

The complaints procedure policy is available for inspection through the school office, as are all school policies and Governing Body reports. The full Behaviour policy is available from the school office or website (www.newick.esussex.dbprimary.com)