

# St.Mary's Church of England Primary School Welham Green

*'Flourish for the future'*



## Prospectus 2023-2024

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Headteacher: Mr. A D Petty  
Chair of Governors: Mrs. S Hoile

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## **Headteacher's Welcome**

Educating children is a very special opportunity and one that we take very seriously here at St Mary's Church of England Primary School. Whether children are in Reception, starting their educational journey with us, or in Year 6 and preparing for their secondary schools, their personal and academic progress is monitored closely and all children are equally valued in a safe and supportive family environment.

At the heart of everything we do is our Christian ethos: we enjoy close links with the local church and this further supports our core values. The children are nurtured within our inclusive ethos and we strive to ensure that all children achieve their potential both inside and outside the classroom. We are blessed with a committed and dedicated staff who know the children well and who work closely together and in partnership with our parents to ensure the best outcomes that the children can achieve. At the end of Year 6 we want the children to leave us more confident, caring and successful human beings ready for the secondary school of their choice.

For parents, choosing the right school for your son or daughter will be one of the most important decisions that you will ever make. This prospectus can only give you a flavour of what life is like at St Mary's, so I would encourage you to come and visit us and experience the school for yourself. You will be assured of a very warm welcome and I look forward to meeting you.

Adrian Petty

Headteacher



## **Mission Statement**

### **Our School Vision**

We are a welcoming Christian community where every child has the chance to flourish. We bring and share joy, inspire daily and creatively equip children for the future. We're thankful for all that God has provided; proud of where He has placed us; and excited at the potential to come.

**Strapline:** *"Flourish for the future"*

### **Our School Values**

As a school we have twelve traditional Christian values that aid our community. The number 12 is the Jewish number of wholeness as reflected in the twelve tribes of Israel and Jesus' twelve apostles. Our school logo with 12 sides forms the hub of our exploration of these values, one every half term over a two-year cycle. These values infuse and shape the strategic direction of our school. They are explored through Collective Worship, RE, PSHE and within the rest of the curriculum.

**Autumn 1 – Respect**

**Autumn 2 – Love**

**Spring 1 – Perseverance**

**Spring 2 – Forgiveness**

**Summer 1 - Creativity**

**Summer 2 – Loyalty**

**Autumn 1 – Hope**

**Autumn 2 – Peace**

**Spring 1 – Courage**

**Spring 2 – Trust**

**Summer 1 – Responsibility**

**Summer 2 – Friendship**



### **British Values**

It is important to reinforce the British Values within our school life. They are Democracy; The Rule of Law; Individual Liberty; Mutual Respect; and Tolerance of those of Different

## **Staffing**

<b>Headteacher</b>	Mr. A D Petty	
<b>Deputy Head</b>	Mrs. D Bartlett	Key Stage 1 teacher
<b>Class Teachers:</b>	Mrs. R Parsons	Foundation Stage Teacher
	Mrs. D Bartlett	Key Stage 1 Teacher
	Mrs. A Hutchinson	Key Stage 1 Teacher
	Ms. K Brooker	Key Stage 1 Teacher
	Miss S Garip	Key Stage 2 Teacher
	Miss D Males	Key Stage 2 Teacher
	Mrs. T Wade	Key Stage 2 Teacher
	Mrs. H Stoughton	Key Stage 2 Teacher/ SLT
	Mr. A Guilder	Key Stage 2 Teacher/ SLT
<b>Senco</b>	Mrs. K Leonard	
<b>Teaching Assistants:</b>	Mrs. J McGeady	
	Mrs. L Honour	
	Mrs. L Ellis	
	Miss K Hazell	
	Mr. H Kilpatrick	
	Miss J Amos	
	Miss S English	
	Mrs. S Brooks	
	Mrs. L Hardwick	
	Mrs. C Scully	
	Mrs. E Dorsett-Johnson	
	Miss D Eliis	
<b>Secretary:</b>	Mrs. R Jones	
<b>Business Manager:</b>	Mrs. J Byrne	
<b>Lunchtime Supervisors:</b>	Miss J Munns	
	Mrs. L Ryan	
	Mrs. W To	
<b>Caretaker:</b>	Mr. D Lewis	

## **School Governors**

Mrs. S Hoile	Chair of Governors Foundation Governor - Appointed by Parochial Church Council (PCC)
Mr. C Diver	Vice Chair Foundation/Trust Governor
Mr. A D Petty	Headteacher Ex-officio
Rev'd R Barr	Ex-officio Foundation Governor
Mrs. P Beale	Parent Governor
Mrs. D Bartlett	Staff Governor
Dr O Adeyemi	Parent Governor
Mrs. H Lee	Foundation Governor



## **About Our School**

St. Mary's is a Church of England Voluntary Aided school catering for children from 4-11 years of age, providing education "according to the principles and practice of the Church of England." As with all Church schools, our school continues to be part of the maintained system of education and is operated in partnership with the Hertfordshire Local Authority, together with the St. Albans Diocesan Board of Education. We have strong links with our local St. Mary's Church in North Mymms with the Church Reverend Ruth Barr conducting services in school and at the church. We visit the church for Easter, Harvest, Christmas and the end of the school year for our leavers service.



Our school lies on the edge of the village of Welham Green. The school is set in extensive grounds, which include two playgrounds, a large field and other areas for play, which together make an attractive site. The Reception class has their own secure play area.



## Pupils

St. Mary's currently has 176 pupils. Children come to us mainly from the village of Welham Green, but also Hatfield, Potters Bar and Brookmans Park. Pupils attending the school are aged between 4 and 11 years.



We also have an independent playgroup on site (Sunshine Pre-School), which caters for children from 2½ years to school age. If you would like to find out more about Sunshine Pre-School, please phone Mrs Pat Bundy on 07966 461549.



There is a choice of secondary schools locally where parents can choose to send their children. The majority of children who attend our school transfer to Chancellors, Mount Grace and Bishop's Hatfield, with a few going to Townsend, Dame Alice Owen and Onslow St. Audrey's.



## School Aims

- To encourage the children to value themselves and to respect the beliefs, needs and feelings of others.
- To inspire children to think independently, to be positive in their outlook and to communicate well.
- To provide a safe and caring environment where achievements are celebrated and a sense of pride is encouraged.
- To develop in the children an appreciation of the beauty and wonder of God's world.
- To provide a relevant curriculum for all children to help them develop their full academic potential.
- To foster in the children a sense of belonging to their local community and to widen their sense of responsibility in society.



## **Starting School**

Choosing a school, which will provide the best learning experience for their child, is one of the most important decisions that parents have to make. This booklet aims to provide information to help you make that choice. All parents are invited to visit the school with their children by prior appointment, before applying for a place.

### **Admissions Policy**

At St. Mary's School, all children are admitted to the school in the academic year in which they are going to be 5 years old.

The Governors will aim to admit up to 30 reception age children in each academic year. If there are more applications than places, places shall be offered in the following category order:

- Rule 1**      Children in care and children who were looked after.
- Rule 2**      Children with exceptional medical or social needs.
- Rule 3**      Children who have a sibling on the school roll at the time of application.
- Rule 4**      Children who live in the parish of North Mymms.
- Rule 5**      Children whose home address is outside the area as defined in Rule 4 above, one or more of whose parents/guardians have, at the time of application shown commitment to the Church of England or another Christian Church by attending a service at least once in each calendar month for the year prior to an application being made.
- Rule 6**      Any other children.

In the event of there being more applicants than places available within a category, places will be allocated according to geographical proximity.

### **Admission Procedure**

When a parent/guardian shows an interest in applying for a place, he/she will be sent a school application form (SIF). This can occur at any time prior to admission date. The St Mary's School application forms should be returned to the school. Applications should be made online at by visiting the website <http://www.hertfordshire.gov.uk/admissions/> . **We also require a copy of your child's birth certificate.**

Parents of children starting school in September will be sent by Hertfordshire County Council an information booklet and application form. The booklet contains detailed instructions of how and when to complete and submit an application. The instructions should be carefully followed.

Offers of places will be sent by the County Council to parents/guardians, who will be expected to register their acceptance within seven days of the offer being sent.

Parents/guardians of children refused a place will be notified at the same time, and their children will be placed on a waiting list.

In the case of over-subscription, any places not accepted within seven days of the offer will be offered to children on the waiting list according to the categories of priority.

Families new to the area may apply to the school after the closing date for the return of forms, as it may still be possible to allocate a place.

Parents/guardians of children not offered a place have a right to appeal against the Governors' decision. If they wish to take this step, they should notify their intention to the Clerk of Appeals, County Hall, Hertford, c/o the Headteacher. This should be done within two weeks of receiving the letter of refusal.

In the case of a child being refused a place, a repeat application within the same academic year will not be considered by the Governors unless there has been a significant change in circumstances.

### **Pre-School Preparation**

Starting school is a big event in a child and family's life and we aim to make the transition from home to school as smooth as possible. Many of our children attend Sunshine pre-school before starting with us. Our Reception Class Teacher and the staff of Sunshine Pre-school work closely together to provide a continuous Foundation Stage learning experience for the children. We invite children and parents into school during the term before they are due to start. We also hold an information meeting for new parents. Teaching staff will visit children at home before they start school.



# The Curriculum

The aims of education are to:

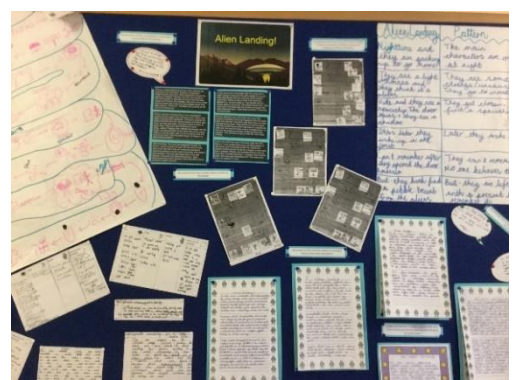
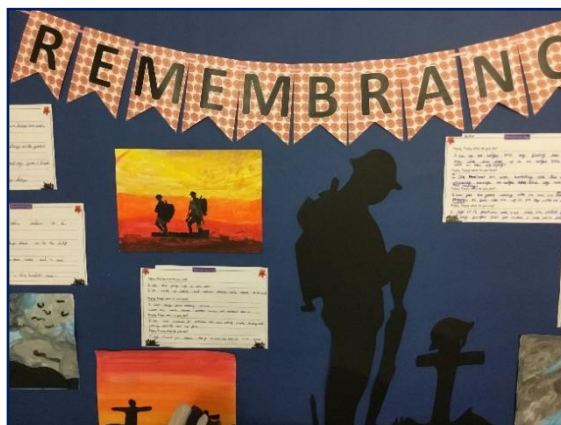
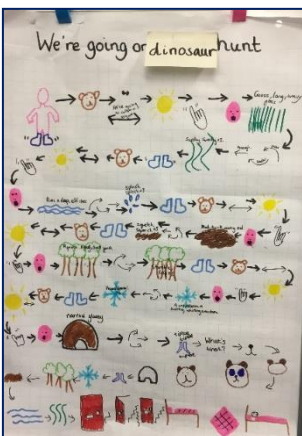
- Maximise the potential of all learners through a broad and balanced curriculum
- Provide a curriculum which meets the needs of individual pupils through provision of effective continuity and progression and monitoring and assessment procedures
- Enable learners to make positive, well-informed decisions in order to prepare them for all aspects of their lives
- Contribute to the individual learner's understanding of themselves, their community and the constantly changing world
- Enable all styles of learning and learners to be successful and feel valued and confident
- Help all learners to understand that they will always have more to learn, that they can always learn from others and that others can always learn from them.

## The Curriculum in Our School

At St. Mary's we follow the Early Years Foundation Stage and National Curriculum.

Our curriculum includes a broad, balanced, relevant curricular experience that fosters learning across all areas and which responds to all aspects of an individual's development. It values different facets of learning, including personal, social, spiritual, practical, physical and cultural development as well as intellectual and academic development. We have a skills-based approach to learning, which focuses on developing key skills and thinking skills. The key skills include communication, number, information technology, working with others, improving children's own learning and problem solving. The thinking skills include information processing, reasoning, enquiry, creative thinking and evaluation.

The skills required for various subjects are taught through cross-curricular themes and topics though on all subjects may be taught discretely.



Opportunities are also provided for learning outside school hours. These include after school clubs, which offer a wide range of learning activities. The school also takes every opportunity to provide educational visits and visitors to the school to enrich the children's learning experience. We also maximize opportunities to work with the local community, for example during our 'book swap'.



## Sex and Relationships Education

The school follows a sex and relationships policy and scheme of work, which has been agreed by the Governing Body. Most of the children's learning in this subject is covered in the science curriculum. When aspects of sex and relationships education, which are not part of the statutory science curriculum, are taught, parents are always informed in advance. The policy and scheme of work is available for parents to read. Parents have the right to withdraw their child from that part of sex and relationships education which does not form part of the statutory science curriculum. Please contact the headteacher if you wish to discuss withdrawing your child.

## Religious Education

Our main aim within religious education is for children to develop in their understanding of the Christian faith and its relevance in the world today. The school follows the 'Understanding Christianity' Hertfordshire agreed syllabus for religious education. The children learn about the Christian faith and other major world religions such as Judaism and Islam. Parents have the right to withdraw their child from religious education and the daily act of collective worship. The school must be informed in writing if you wish to withdraw your child.





## **Special Educational Needs and Disabilities**

The school has a Special Educational Needs Co-ordinator, Mrs. Kerry Leonard, who works closely with class teachers to ensure provision of appropriate support for children requiring extra help. We also have an Inclusion Policy and an SEND Information Report, both of which are published on our website. Do have a look at them. If you feel that your child might have an additional need, please contact Mrs Leonard, who will be pleased to help you.

### **Inclusion**

Our school aims to be an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude a child or group of children. This means that equality of opportunity must be a reality for all our children. We aim to achieve this through the attention we pay to the different groups of children within our school. These could include girls and boys, minority ethnic groups of children, children with special educational needs, gifted and talented children, children who are at risk of disaffection or exclusion, travellers, asylum seekers or children for whom English is an additional language.



## **Parents and the School**

### **Homework**

The school has a Homework Policy, which is available for all parents to read. The school will provide homework opportunities for each class, appropriate to the age and ability of the children. Details of homework are available from the class teacher. We expect parents to support / encourage their child with homework.

### **Reporting to Parents**

The results of the Early Years Foundation Stage Profile (end of Reception), the Year 1 Statutory Phonics Screening Assessment, the National Assessment tests at the ages of seven (Key Stage 1) and eleven (Key Stage 2) will be communicated to parents in writing.

All parents will receive an annual report on their child's progress towards the end of the school year. Parents will be encouraged to play a full part in their child's education and in addition to the annual report there will be regular parent consultation evenings when parents can discuss their child's progress with class teachers.



### **School/Home links**

Children make best progress when home and school work together for the benefit of the child. Should you be concerned about any aspect of your child's education at any time, please do not hesitate to contact the teaching staff so that any difficulties can be discussed. Parents will be invited to join us for special events throughout the year. Parents will be encouraged to help out in school with classroom activities. All volunteers who help out in these roles must go through our safeguarding process and the checks required (DBS checks). We are always grateful for such additional help, which is really appreciated by the children.

## **Home/School Agreement**

The school has a Home/School agreement, which all parents will be asked to sign when their child starts school. It sets out what parents and children can expect from the school and what the school expects from children and parents. It also provides the framework for co-operation between home and school.

## **Parent Teacher Association**

We have a thriving PTA who support the school in lots of ways. They put on a number of events, such as our very popular summer fayre, Bingo nights, film nights and discos, as well as cake and ice cream sales. As well as raising much-needed funds for the school, they provide a focus for school community life.

As a new parent, you are automatically a member of the PTA. They are always looking for new parents to join their committee as they are keen to make a real difference to school life and our childrens' opportunities.



## **When Things Go Wrong or Our Complaints Procedure**

Occasionally, we understand that things might not go according to plan or that parents may have concerns to raise. In these circumstances, we encourage parents to make an appointment with the class teacher so any issues may be dealt with quickly and informally. If a parent still has concerns, they should make an appointment to see the Headteacher, which will hopefully resolve the issue. If, after going through this process, a parent still wishes to take the matter further, there is a procedure so that all complaints may be dealt with fully and fairly. A copy of the policy is available to parents on our website and at the school office.

## General Information

### Times of School Sessions

These are as follows:-

8.40am - 3.20pm

All children have a morning break between 10.15 and 10.30am. Lunch break is between 12.00 and 1.00pm. Children should not arrive at school before 8.40am.

## Term Dates 2023 / 2024

### Autumn Term 2023

Date	Event
1 <sup>st</sup> September	<b>INSET DAY – SCHOOL CLOSED</b>
4 <sup>th</sup> September	<b>INSET DAY – SCHOOL CLOSED</b>
5 <sup>th</sup> September	Term starts – children back at <b>8:40am</b>
20 <sup>th</sup> October	<b>OCCASIONAL DAY – SCHOOL CLOSED</b>
23 <sup>rd</sup> October to 27 <sup>th</sup> October	Half Term
20 <sup>th</sup> December	Term ends – school closes at <b>1:45pm</b>

### Spring Term 2024

Date	Event
4 <sup>th</sup> January	<b>INSET DAY – SCHOOL CLOSED</b>
5 <sup>th</sup> January	<b>INSET DAY – SCHOOL CLOSED</b>
8 <sup>th</sup> January	Term starts – children back at <b>8:40am</b>
19 <sup>th</sup> February to 23 <sup>rd</sup> February	Half Term
28 <sup>th</sup> March	Term ends – school closes at <b>1:45pm</b>

### Summer Term 2024

Date	Event
15 <sup>th</sup> April	<b>INSET DAY – SCHOOL CLOSED</b>
16 <sup>th</sup> April	Term starts – children back at <b>8:40am</b>
6 <sup>th</sup> May	<b>BANK HOLIDAY – SCHOOL CLOSED</b>
27 <sup>th</sup> May to 31 <sup>st</sup> May	Half Term
23 <sup>rd</sup> July	Term ends – school closes at <b>1:45pm</b>

Inset & Occasional Days	Bank Holidays	Half Term Holidays
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All dates may be subject to change.

## **Attendance and Punctuality**

The school values attendance and punctuality, as we know that it has a direct effect on learning and progress. We expect our families to support us by ensuring that children come to school every day on time.

If your child is going to be late or absent, a telephone call must be made to the office explaining the reasons. If a call is not made, it is part of our safeguarding practice to contact you to discuss the absence and to offer you any support or advice you may need.

If your child is late, they will need to come into school via the main office and you will need to sign them in. If your child arrives after 9.00am the registers will have closed and your child will be marked as absent for the morning session.

Registers are legal documents and we are required to keep a note of all absences on file. If your child has been absent, *even if you telephoned the school office*, a note explaining their absence must be sent in. If information is not provided about an absence or the reason given does not meet acceptable guidelines, then the absence will be recorded as unauthorised. If there are a number of unauthorized absences, a referral may be made to the Attendance Improvement Officer at the Local Authority and relevant action taken.

We hope that we can work together to ensure that attendance and punctuality are very good.

## **Leave of Absence**

Local Authority and government guidelines only allow Headteachers to authorise absences in exceptional circumstances. Holidays are not exceptional and therefore cannot be authorised. If your child is absent from school because of a holiday taken which has not been agreed by the headteacher, this will be classified as an unauthorised absence and you may be fined.

## **Illness and Medicines**

If your child is very unwell, please contact the school office for advice about whether they should come to school. Unless they are extremely unwell or contagious, it may well be that they can come to school.

If your child is taking regular medication that needs to be administered during the course of the school day, you will need to complete an Administration of Medication form, which will state the dose and time to be administered. Staff cannot administer medicines unless a form has been completed and signed by a parent or guardian.

If your child has a medical appointment, please let us know in advance.



## **Medical Checks**

From time to time, the Health Authority screens the children. Hearing, sight and dental checks may be included. Parents will be informed when these are to take place.

## **Lunches and Free School Meals**

If you think you might be eligible for free school meals, please contact the school office who will be pleased to help you. All children in Key Stage 1 are entitled to free school meals under Universal Infant Free School Meals; however, parents are strongly encouraged to apply for benefits-related Free School Meals as this brings additional funds into school via the Pupil Premium Grant which enables us to provide additional support for children. If you have any questions about this, please feel free to contact us or look online at [Hertfordshire.gov.uk](http://Hertfordshire.gov.uk)

We consider lunchtime to be a crucial part of a child's day. Many children have cooked dinners, which are prepared in our own kitchens. Other children bring lunch from home. Packed lunches should be brought into school in a suitable, named container. We encourage parents and children to make healthy choices for their packed lunch. At St. Mary's School we encourage healthy eating. As part of our approach, we ask parents not to include foods such as crisps and biscuits. Sweets, chocolate and fizzy drinks are not permitted in lunch boxes. St. Mary's has a 'nut free' policy due to the fact that we have some children who have severe nut allergies.

For children who have school lunches, dinner money should be paid either half-termly in advance or weekly on the first day of each school week in an envelope clearly marked with name of the child and his/her class teacher. Cheques should be made payable to Hertfordshire Catering Ltd (HCL). Credits for absences will be deducted from the next payment. Dinner money can also be paid via the Arbor App. Please note that we are unable to subsidise meals by allowing outstanding dinner money to accrue. If dinner money is not paid in a timely fashion, we may have to ask you to provide a packed lunch for your child. You will be informed of the cost of a daily school meal in advance of any price change.

During the morning, there is time for a snack – a piece of fruit and a drink – water or milk. Key Stage One children have fruit provided for them under the fruit for school's scheme. Key Stage Two children are encouraged to bring their own fruit snack. Biscuits, chocolate, crisps and sweets are not permitted.

All children are entitled to free school milk until their fifth birthday. Milk is available for infants at morning break. We make a charge for this, which is subsidised by the County Council. Money for milk should be paid termly and cheques should be made payable to Hertfordshire County Council (HCC). The costs will be notified in advance at the start of each term. Parents can order and pay for milk if they wish. If you would like your child to have milk at school, please contact the school office for further details.

Children are encouraged to bring a labelled clear plastic bottle of water. They are allowed to drink water throughout the day as this helps them to keep hydrated and therefore better able to concentrate and learn effectively.

## **School Uniform**

Wearing school uniform is part of our ethos and identity. We expect all children to wear school uniform. **Clothing must be clearly labelled with your child's name** to help us return it if it is mislaid.

### **Reception and Key Stage One**

- Royal blue cardigan or jumper with or without school logo
- Grey tailored trousers, skirts or pinafores
- White polo shirt with or without school logo
- Blue and white dresses for summer
- White ankle or knee length socks or grey or black tights for girls
- Plain dark ankle or knee length socks for boys
- Black flat shoes no open toes or sling backs

### **Key Stage Two**

- Royal blue cardigan or jumper with or without school logo
- Grey tailored trousers, skirts or pinafores
- White plain collared shirt for Autumn and Winter.
- White polo shirt with or without school logo.
- School tie (with collared shirt in Autumn and Winter).
- Blue and white dresses for summer
- White ankle or knee length socks or grey or black tights for girls
- Plain dark ankle or knee length socks for boys
- Black flat shoes, no open toes or sling backs

### **PE Kit for all Key Stages**

Royal Blue/ Navy shorts

White 'T' Shirt

White socks

Trainers or Plimsolls

Royal blue or Navy jog bottoms and sweatshirt are required for the Autumn and Spring Terms only for all children except Reception.

School uniform can be purchased from:

### **Smarty Schoolwear Ltd**

66 Town Centre, Hatfield Herts, AL10 0JJ

01707 263909

[www.smartyschoolwear.co.uk](http://www.smartyschoolwear.co.uk)

For Health and Safety, children will not be allowed to participate in PE lessons unless they have appropriate clothing and footwear. PE kit should be in school every day. It should be taken home at weekends for washing and returned on Monday morning.

Children need to be suitably and comfortably dressed in school. Jewellery is not permitted except if your child has pierced ears. Please ensure that they wear small studs to school for safety reasons. For PE your child will be expected to remove his/her own studs or alternatively cover them with tape (for safety reasons).

All children should have a warm outdoor coat for playtimes.

## **Personal Possessions**

Money should not be brought into school unless required for a particular event. Personal possessions brought into school remain the responsibility of the parent and child. Children are discouraged from bringing in items which are of value or which act as a distraction. Mobile phones must not be brought into school but if your child accidentally brings their phone in it will be taken and kept in the school office until the end of the day.

## **Behaviour**

Our aim is to foster a positive and encouraging atmosphere and we have Behaviour and Anti-Bullying Policies that support this. We value positive behavior management and we use praise and reward freely. Occasionally, however, a child's behaviour in school may cause concern. If this happens, we will follow our policies and procedures, but we will also contact parents so that any problems can be dealt with collaboratively.

## **Charging Policy**

Whilst we provide most activities at no cost to parents, some school activities will only be possible if parents make a voluntary contribution to the cost. Where this is the case, parents will always be informed at the outset. If we do not receive enough voluntary contributions, then the visit may have to be cancelled.

We believe that additional activities, trips and visits enrich a child's learning and these might include:

- Visits to museums, the theatre and areas of local interest
- Visits to outdoor activity centres
- Opportunities for children to work with other schools and people in the community. This may include visitors to school such as theatre groups, musicians, artists and a range of workshops.



A copy of the school's Charging Policy is available from the school office and the website.