



# NANPEAN SCHOOL

## Parent Handbook

### 2023-24

# CONTENTS



<b>Welcome</b>	<b>1</b>	<b>Aims and Values</b>	<b>19</b>
<b>Key Contact Information</b>	<b>2</b>	<b>VIP Group</b>	<b>20</b>
<b>Key Sources of Information</b>	<b>3</b>	<b>Behaviour and Discipline</b>	<b>21</b>
<b>Class Structure</b>	<b>4</b>	<b>Equal Opportunities</b>	<b>22</b>
<b>Teaching Staff Roles</b>	<b>5</b>	<b>Special Educational Needs and Disabilities</b>	<b>23</b>
<b>Term Dates</b>	<b>6</b>	<b>Medical Needs</b>	<b>24</b>
<b>The School Day</b>	<b>7</b>	<b>Safeguarding</b>	<b>25</b>
<b>Clubs/ Wraparound Care</b>	<b>8</b>	<b>Parking</b>	<b>26</b>
<b>Healthy Eating</b>	<b>9</b>	<b>Homework</b>	<b>27</b>
<b>Free School Meals</b>	<b>10</b>	<b>The Curriculum</b>	<b>28</b>
<b>Attendance</b>	<b>11</b>	<b>Relationships and R.E</b>	<b>29</b>
<b>Attendance Monitoring</b>	<b>12</b>	<b>Assessment</b>	<b>30</b>
<b>Punctuality</b>	<b>13</b>	<b>The Governing Board</b>	<b>31</b>
<b>School Uniform</b>	<b>14</b>	<b>Our Governors</b>	<b>32</b>
<b>Pastoral Care</b>	<b>16</b>	<b>Complaints</b>	<b>33</b>
<b>School Communication</b>	<b>17</b>	<b>Complaints Procedure</b>	<b>34</b>
<b>Parental Responsibility</b>	<b>18</b>	<b>Privacy Notice</b>	<b>35</b>

## Welcome to our friendly village school!

We believe that the primary years are such an important time, laying the foundations for so much that follows. We therefore do our best to make the children's time with us as enjoyable and productive as it can be and we are so pleased that you have chosen our school for your child.

This is a very exciting time to be a part of Nanpean School. Following the construction of four brand new classrooms in 2016, Nanpean School has continued to thrive and we are now better equipped to provide a rich, diverse and memorable learning experience for more children than ever!

The hard work of the children, staff and governors gives us confidence that we are moving the school in the right direction according to the wants and needs of its children, their parents and the wider community. Feedback from parents has indicated that the supportive nature of our school and inspiring teaching has created happy children who are enthusiastic about their learning.

This handbook is a quick and concise guide to Nanpean School and aims to answer some of the most common questions about our school.

However, if the answer cannot be found within these pages, please talk to a member of staff who will help you resolve your query. Key contact information can be found on the next page.

# WELCOME

**Address:**

Nanpean School  
St. Georges Road,  
Nanpean  
St. Austell  
Cornwall  
PL26 7YH

**Telephone:**

01726 822447  
01726 821996

**Email:**

Mr M. Nicholls - Headteacher: [head@nanpean.cornwall.sch.uk](mailto:head@nanpean.cornwall.sch.uk)  
Mrs S. Houston - Admin Assistant: [secretary@nanpean.cornwall.sch.uk](mailto:secretary@nanpean.cornwall.sch.uk)  
Miss B. Tucker - Admin Assistant: [office@nanpean.cornwall.sch.uk](mailto:office@nanpean.cornwall.sch.uk)  
Miss S. Morrison - SENDCo—[smorrison@nanpean.cornwall.sch.uk](mailto:smorrison@nanpean.cornwall.sch.uk)  
If at any time you need to speak to a member of teaching staff, please call the school and make arrangements with Mrs Houston or Miss Tucker.

**The School and Academy Website:**

[www.nanpean.cornwall.sch.uk](http://www.nanpean.cornwall.sch.uk)

<https://www.tpacademytrust.org/web>

An up to date website with information about the Truro and Penwith Academy Trust and our school, including weekly newsletters, calendar / events, staff information, Policies and useful resources.

**The School Social Media Account:**

[www.facebook.com/NanpeanSchool/](https://www.facebook.com/NanpeanSchool/)

This includes a rolling social media feed of latest news about Nanpean School.

**Cornwall Council Website:**

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)

Holds all key information for schools across the County, including admissions information.

**Parent View Website:**

[www.parentview.ofsted.gov.uk/](http://www.parentview.ofsted.gov.uk/)

Your opportunity to give your opinion on the school at any time. It is a quick survey that Ofsted use to gauge the views of Parents when conducting their inspections. When a sufficient number of parents have completed the survey, we can use an anonymised report to help improve our school.

**Special Educational Needs and Disabilities Information, Advice and Support Service (SENDIASS):**

[www.cornwallsendiass.org.uk](http://www.cornwallsendiass.org.uk)

A website giving parents and carers of children with special educational needs advice and guidance.

**Family Information Services:**

[www.cornwallfisdirectory.org.uk](http://www.cornwallfisdirectory.org.uk)

Family Information Services can give you support and guidance regarding money matters, childcare, work, disability, parenting, health and wellbeing, leisure activities and staying safe. They can be contacted on 0800 5878191, 01872 323535 or via their website.

Class	Year Group	Class Teacher	Teaching Assistants
<b>Eden</b>	Reception (EYFS)	Miss A Jackson Miss A Chapman	VACANCY
<b>Hendra</b>	Year 1	Miss C Morton Miss S Morrison	Miss L. Rosevear Miss B Tucker (Friday AM)
<b>Prosper</b>	Year 2	Miss J Brotherhood Mrs J Cooper	Mrs N Williams (HLTA)
<b>Melbur</b>	Year 3 / 4	Mrs J Jago	Ms T Grindrod Mrs Varney / Mrs Kitts (PM)
<b>Drinnick</b>	Year 4 / 5	Miss H Martyn	Mrs K Miskowicz
<b>Rosemellyn</b>	Year 6	Mr R Prince	Mrs K Kitts

Name	Roles and Responsibilities
<b>Mr M Nicholls</b>	<p>The main roles and responsibilities of staff are listed below and current roles and responsibilities are listed on our website.</p> <p>Designated Safeguarding Lead: Mr Nicholls</p> <p>Deputy Designated Safeguarding Leads: Miss Morton and Miss Morrison</p> <p>SENDCo: Miss Morrison</p> <p>Curriculum Lead: Mr Nicholls</p> <p>However, due to recent staff changes, other Subject Leadership roles and responsibilities are currently being redefined and redeployed to staff. These will be in place by mid July and will be updated on our website accordingly.</p>
<b>Miss C Morton</b>	
<b>Miss J Brotherhood</b>	
<b>Mrs J Cooper</b>	
<b>Miss A Chapman</b>	
<b>Mrs A Jackson</b>	
<b>Mrs J Jago</b>	
<b>Miss S Morrison</b>	
<b>Mr R Prince</b>	
<b>Miss H Martyn</b>	

## 2022

### Autumn Term

Monday 4th September	INSET Day
Tuesday 5th September	INSET Day
Wednesday 6th September	Autumn Term begins
Monday 23rd October– Friday 27th October	Half Term
Monday 30th October	INSET Day
Tuesday 19th December	Last day of Autumn Term

## 2023

### Spring Term

Thursday 4th January	Spring Term Begins
Monday 12th February – Friday 16th February	Half Term
Thursday 28th March	Last day of Spring Term

### Summer Term

Monday 15th April	INSET Day
Tuesday 16th April	Summer Term Begins
Monday 6th May	Bank Holiday
Monday 27th May – Friday 31st May	Half Term
Friday 7th June	INSET DAY
Wednesday 24th July	Last day of Summer Term

**8.45am:** The first bell rings and school opens for morning activities. Children can enter the school through their usual entrances, and enter their classrooms to do some quiet reading or specific activities: Children are given a nutritious breakfast bagel at this time.

**Reception and Year 1 children:** Walk around the right of the school, through the green security gate where the minibus is parked. Walk up the slope and enter through the outside area leading to their classroom doors.

**Year 2 and 3 / 4 children:** Walk around the left of the school, past the staff car park. Enter through the green security gate. Walk past Rosemellyn's fenced off outside area towards the playground and turn right to walk around the playground (school building side). Year 2 and Year 3 children enter through the outside area leading to their classroom doors.

**Years 4 / 5 / 6 children:** Walk around the left of the school, past the staff car park. Enter through the green security gate and then immediately turn right to enter through another set of security gates, then follow the final instruction below:

Then walk ahead to enter the school through the green double doors (Year 4 / 5);

Then enter through the classroom outdoor area and the external classroom door (Year 6).

**9am:** Second bell rings and doors close. Morning registration takes place. Any children coming into school after this time will need to enter through Reception area and are marked as late.

**9.05am to 9.30am:** Phonics and Reading Activities

**9.30am to 10.30am:** English

**10.30 to 11am:** Staggered Playtime / Collective Worship time.

**11am to 12noon:** Maths

**12noon to 1pm:** Lunchtime

**1pm:** Afternoon registration

**1.05pm to 3.10pm:** Afternoon lessons

**2.30pm (Friday):** Whole School Achievement Assembly

**3.15pm:** Bell rings to signal the end of the day. Children are picked up by parents from the doors they enter the school through in the morning (see above).



## Clubs

We have an array of interesting and fun school clubs that run throughout the school week. Letters for clubs are sent home within the first week of a new term to give children the opportunity to try different clubs. Details of these are sent out ahead of the clubs starting. Clubs are generally aimed at older children.

### Nippers Pre-School

Nippers Pre-School is a Nursery School located on the school site who offer 'wraparound' care. Although Nippers Pre-School lease the building from us, we are not affiliated with them and you will need to speak directly with a member of staff at the nursery with regards to admission, booking children in, payment or complaints. It is OFSTED registered and available to children from the age of 2 years up until they start school full time. The school and nursery work closely together to ensure a smooth and stress free transition for children from nursery to school.

Nippers Pre-School run a breakfast club from 8am and they bring the children across to school at 8.45am. They also offer after school care up until 5.30pm and collect the children from school at the end of the school day or after their school club.

For more details telephone 01726 823641 and ask for Mrs Lee Watts, Nursery Manager, or Mrs Donna Brown.



## Dinners

Dinners are ordered daily and need to be paid for as soon as this shows on your balance (through eschools). They cost £2.55 per day and we send out reminders when your balance is over £20, as per our charging and debt recovery policies.

School meals are free if your child is in Reception, Year 1 or Year 2 (Universal Infant Free School Meals, UIFSM) or if your child is in receipt of Free School Meals (FSM) in any year group. Fees for school meals will be applied to your child's ESchools account (login details will be provided). Children order their school dinners in the morning when the register is taken. School dinners must be ordered by 9.30am every day and so if your child is going to be late into school but requires a school meal, please let the office staff know so that a meal can be ordered.

### Packed Lunches and Tuck

Children can bring in a healthy snack to have at break time. We will not permit children to have cakes or crisps for tuck, with the exception of 'Fun Food Friday' as children are allowed a small treat on this day each week! Children in Reception and Years 1 and 2 have free fruit for their tuck. We have a Healthy Packed Lunch Policy at our school to encourage packed lunches to meet similar nutritional standards as school dinners. The policy states that packed lunches must include:

- ⇒ One **protein & carbohydrate** item, e.g. sandwich, pasta, rice, noodles, etc;
- ⇒ One portion of **fruit** & one portion of **vegetables**;
- ⇒ One **dairy** item, e.g. cheese, yogurt, etc.;
- ⇒ **Water** or **no added sugar squash**;
- ⇒ One **small cake/biscuit/crisps** not all three

Packed lunches should NOT include:

- ⇒ More than one treat
- ⇒ Sweets or chocolate bars
- ⇒ Sausage rolls, pies, etc.

Staff on duty (and Governors) monitor the content of packed lunches; food will not be confiscated but we will contact parents if we feel it is not meeting the above requirements.

## Free School Meals (Pupil Premium) Funding

The Government Free School Meals scheme provides a free school dinner and a variety of other benefits for children from low income families throughout their time at school. Children in receipt of this funding are never singled out in class as being in receipt of this.

### Benefits of Pupil Premium Funding:

- ◆ From 2023-24, Nanpean School will provide £50 credit to be spent on educational related expenditure for each of your children entitled to Free School Meals (Pupil Premium) funding who have an attendance percentage of at least 96% (national expectation) at the end of each academic year.
- ◆ A pupil in receipt of Free School Meals (Pupil Premium) will receive additional funding that can only be spent on advancing their education.
- ◆ Being in receipt of Free School Meals (Pupil Premium) could mean that there is additional funding from external agencies to subsidise additional costs or the school could subsidise additional costs, for example for school trips.
- ◆ You will not have to pay for your child's school lunches, no matter what year group your child is in.

You can check whether your child would be eligible for FSM and apply for it using Cornwall Council's website. If you have any questions about Free School Meals (Pupil Premium), you can speak to someone in the Office or contact the Free School Meals team at Cornwall Council on 0300 1234 101.

## Universal Infant Free School Meals (UIFSM)

UIFSM was a scheme implemented by Government from September 2014. Under this scheme all children in Reception, Year 1 and Year 2, irrespective of their family's income or benefit eligibility, are automatically eligible to receive a free school dinner at lunchtime.

Parents need to be aware that UIFSM is different to Free School Meals (Pupil Premium). UIFSM does not attract additional funding for the education of your child and once your child reaches Year 3, they are no longer automatically eligible for a Free School Meal.



We have a number of procedures in place to monitor pupil attendance so that we maintain our current high level of attendance. These procedures place great importance on the school and parents working together to ensure that children have high attendance levels so their education does not suffer.

If a child is going to be absent from school, we request that parents follow these reporting procedures.

- ◆ If a child is to be absent from school due to illness or another unforeseen reason, please telephone the school on 01726 822447 between the times of 8.30am and 8.55am on the first day of illness and speak to a member of office staff to inform us of your child's absence and the reason for it. If you know that your child will be absent for more than one day (for example a child who is sick is advised to be absent for 48 hours after they stop vomiting), then please discuss this with a member of the office staff. Illness is considered to be an authorised absence.
- ◆ If a child is to be absent for a medical appointment, you must bring in your child's appointment card or letter at least one day prior to the appointment occurring. We will take a copy for our records and these absences will be authorised.
- ◆ If you need your child to be absent from school for any other reason (for example a wedding, funeral or other exceptional circumstances) you need to put in a request for leave form. You can collect a leave request form from the Office. These requests are considered on a case by case basis and takes into account the reason for the leave request and your child's attendance rate for the previous 6 months. Authorising this leave is at the Headteacher's discretion.
- ◆ Due to changes in legislation, the Headteacher will not authorise a request to take your child out of school for a holiday during term time.

Should your child be absent from school and we have not received prior notice of this, the school will adhere to the following procedure:

- ◆ If a child is absent from school and they have been registered on our unaccompanied list, a member of office staff will contact you that morning to ascertain the whereabouts of your child.
- ◆ If children are not on the 'unaccompanied list' and are absent, then a member of staff will contact you as soon as practicable to ascertain the reason as to why your child is not in school. Please note that, although we endeavor to do this, if we are not able to contact you to determine the reason for the absence, it will be unauthorised.

Attendance is monitored regularly and is reported to our Student Welfare Officer and our Governing Board on a monthly basis.

When monitoring attendance, any child with an attendance percentage for the academic year to date of less than 96% (national expectation) is closely monitored throughout the year. If a child's attendance is below 90%, has continued to decline for at least 2 months, or has dropped significantly in one month we will send out a letter informing parents of their child's attendance. This is to make you aware that your child's attendance needs to be improved and that we will continue to monitor it.

If a child's attendance fails to improve, we will send a second letter informing you of this and to offer any support that may aid you in improving your child's attendance. It will also be standard practice that when you report an absence, you will be referred to the Headteacher to discuss how this absence could be prevented either at this time or on future occasions.

If your child's attendance still does not improve after the second letter or if your child becomes known as a 'persistent absentee', we will refer the matter to our Student Welfare Officer to take the necessary steps to improve your child's attendance.

Please remember:

- ◆ It is a parent's legal obligation to ensure that their child attends school regularly to receive full time education.
- ◆ An absence is an absence, whether the school has authorised it or not. Any absence from school will affect your child's attendance rate and their education. However, during our monitoring and reporting of attendance, we take into account whether an absence is authorised or unauthorised.
- ◆ It is the responsibility of the parent to report an absence and, although we endeavor to contact you to ascertain whether an absence is to be recorded as authorised or unauthorised, if we are not able to speak to you and you do not call us, it will be recorded as an unauthorised absence whatever the reason.
- ◆ If your child does not attend school regularly you could be fined or prosecuted, which may result in further fines or imprisonment.



## Punctuality

Children are expected to arrive at school between 8.45am, when the first bell rings and the school doors open, and 9am, when the second bell rings to signify the start of the school day. This means that parents/ carers must allow sufficient time to arrive and walk their child to the correct entry door. Children arriving after 9am will need to enter through the main reception doors and will be registered as late. We are aware that on occasion, lateness cannot be avoided and expect a telephone call informing us that your child will be late in, the reason and the time we can expect your child in. Persistent lateness is not acceptable and will be addressed with appropriate measures.

## Attendance Rates for Nanpean School

The whole school attendance rate at Nanpean School continues to be slightly above the national average and we are extremely proud of this. Please ensure your child is in school every day (unless they have been sick, for example) so that we maintain our high attendance.



The uniform list is kept as brief as possible and can be purchased from the majority of high street supermarkets. If you would like the School's logo on any items of uniform you can arrange this with Cornwall Drone Media Company. Visit: <https://cornwalldmc.co.uk/>

Girls	Boys
♦ White polo shirt	♦ White polo shirt
♦ Red cardigan, jumper or sweatshirt	♦ Red jumper or sweatshirt
♦ Grey or black skirt or trousers	♦ Grey or black trousers
♦ Red checked dress or grey/ black shorts for summer wear	♦ Grey or black shorts for summer wear
♦ Sensible flat black shoes (not trainers or sandals)	♦ Sensible flat black shoes (not trainers or sandals)
♦ Weather appropriate coat and hat	♦ Weather appropriate coat and hat
<b>P.E Kit (This can be worn on the days your child has PE instead of uniform)</b>	
♦ A complete change of clothes required for P.E	
♦ White T-shirt	
♦ Black shorts or jogging trousers	
♦ A black, grey or red tracksuit jacket for outdoor P.E in colder weather	
♦ Plimsolls or light trainers	
♦ Football boots and shin pads for Football / Tag Rugby players	



## Jewellery, Temporary Tattoos, Hair & Make up

Although children are permitted to wear a watch to school, we would rather children did not wear any other jewellery to school as they can get upset if anything is lost. If your child already has their ears pierced, stud earrings can be worn but any other type is unsafe. We ask that children do not wear nail varnish, make up or temporary tattoos to school. Please make sure all these items are removed from your child for school attendance. We also expect hair cuts to be suitable for school. Please do not allow your child to shave their heads, have a Mohawk or dye their hair an inappropriate colour.

## Lost Property

Being a Primary School we have a reasonable amount of lost property that accumulates over the school year. To limit the amount of lost property and to ensure that we can return any lost items to the correct person, please make sure all items of clothing, including shoes, P.E kit, swimming kit (including towels) are marked with your child's name. We are unable to keep unnamed items in school and do not keep lost property for more than a half term. If you become aware your child has lost an item please come to the main school entrance area to view the lost property.

At the end of each term, all of the collected lost property is laid out for parents to come and take what they want for their child. Any items not claimed will be added to our uniform shop.

Once your child has been admitted to school there are a number of ways in which we let you know how your child is getting on.

We greatly value the informal contact we have when children are brought into school; please speak to the class teacher if something is causing concern.

In the Autumn and Spring terms we have individual parent consultations with the class teacher. Key Stage 2 children are also encouraged to attend these consultations. In the Summer Term you will be sent a written report on the progress your child has made and will be offered an opportunity to discuss this, if required.

We also send home weekly newsletters via our eSchools platform informing parents of events that have happened over the week and plans for the coming weeks. We also have a 'Star of the Week' from each class to recognise a child who has behaved impeccably and worked really hard over the week, and Busy Bees (Headteacher Awards) are reported in our Newsletter, which celebrates a child who has done an outstanding piece of work or really put effort into their learning.

At the beginning of each term, all classes send home a letter detailing what their class will be learning during the term, homework expectations and any other important information. Copies of these letters can be found on our school website.

In addition to all these means of communication, we also hold regular events and open sessions, where parents are invited into school to celebrate a particular event or to learn more about a specific aspect of our school curriculum.

If at any time you are at all concerned please phone or come in and speak with the Class Teacher.



## School Communication

Our main method of communication is through Class Dojo and Tapestry (dependent on the year group children are in). We update this nearly every day with whole school information, and Class Teachers add information relevant to their class, through a 'Monday message' at the beginning of the week.

We also use a text alert system to keep parents updated and send out reminders of key events. For this system to work effectively, we request that parents proactively keep us updated with their current mobile phone number.

Our school website is the best place to look for information about the school and key events. As well as having copies of newsletters and class letters, it provides more information on the school's policies and procedures, menus, school uniform requirements and staff.

We have developed a bigger web presence over the last two years and have introduced the Nanpean School Facebook page as another means of communication.

## Emergency Closure

When registering your child at Nanpean School you are asked to complete a data checking form giving emergency numbers. Should the school have to close for any reason, such as burst pipes or snow, during school hours, parents are notified by text message and by the Cornwall Council website. If you are unavailable your child will be sent home in the care of the person you have put as a contact on your data checking form. A member of staff will stay at school until all children are collected. Children will never be sent home to empty houses or left unattended.

On these occasions we ask that parents do not ring the school, but listen to the media for information, we only have one phone line and this must be kept clear for school staff to make calls to families who have come to school in error.

If the decision is made to close the school outside of school hours, or if the school is to be closed for several days for any reason, Radio Cornwall and Pirate FM will be used to inform you and we will use our text and app system as well as the school website to keep you up to date. Please do not call the school to check.

Everyone who is a parent has a right to participate in decisions about a child's education, even though the school's main contact is likely to be the person with whom the child lives on school days. Unless there is a court order limiting an individual's exercise of parental rights, school staff must treat all people with parental responsibility for a child who attends our school equally. Consequently, it is important that school is informed of all persons with Parental Responsibility for a child attending our school.

People with Parental Responsibility for a child include;

- ◆ The child's birth mother (unless she has given up her parental responsibility via an adoption order).
- ◆ The child's birth father (if married to the mother at the time of the child's birth or at any time since, is registered on the child's birth certificate, or through a parental responsibility agreement or court order).
- ◆ Adoptive parents (by virtue of an adoption order).
- ◆ A person granted a residence/ child arrangement order, or who is appointed as guardian for a child.

Any dispute between parents sharing these rights would need to be resolved between them and not by the school. Nanpean School will not take steps to limit a person's Parental Rights unless instructed to by Court Order. If there is a Court Order in place in respect of your child, we must be provided with a copy.

Should a non-resident parent claim they have parental responsibility for a pupil at Nanpean School, and can evidence this either through production of the child's birth certificate or a court order, Nanpean School will put measures in place to ensure that the non-resident parent is kept updated on their child's progress unless there are child protection or safeguarding concerns.



The school aims that all children;

- ◇ Are independent learners
- ◇ Are confident, adaptable and well-balanced
- ◇ Value diversity and respect differences
- ◇ Understand their responsibility to others
- ◇ Are motivated and self-disciplined

The objectives of the school are;

- ◆ To establish high expectations and a success culture
- ◆ To develop a learning community
- ◆ To establish professional debate and discussion amongst the staff
- ◆ To build leadership and management skills in all the staff
- ◆ To ensure there is a learning climate in every classroom
- ◆ To create and maintain a physical environment that promotes and reinforces the value, safety and inclusion of all individuals
- ◆ To ensure continual involvement of the whole school community
- ◆ To develop through nurturing the social, emotional well-being of all learners

Our vision for our school is;

- ◇ A place where every child feels safe
- ◇ A place where every person is valued and respected
- ◇ A place where all efforts and achievements are celebrated
- ◇ A place where we encourage everyone to make healthy life choices
- ◇ A place where everyone is encouraged to make a positive contribution
- ◇ A place where we uphold co-operative values

## Our School Council

Our School Council is part of the Smart School Council Community (SSCC). This ensures all children are involved in meetings and 'gives them a voice' so they are proactive in bringing about school improvement for the benefit of our pupils. They have a vital voice in some of our key decisions, including approving the school menu, determining what events and activities the children would like to take place, including charity events each half term, and what our fundraising income should be used for. They are also instrumental in the hiring of new staff, when appropriate.

As a direct result of our School Council, we have had discos, leavers hoodies, a buddy bench system and some outdoor mud kitchens recently!

## Rights Respecting Schools

Nanpean Community Primary School is proud to have a rights respecting ethos. Our school has been awarded UNICEF's UK Rights Respecting Schools Silver Award.

The United Nations Convention on the Rights of The Child (UNCRC) is included in our teaching and learning as we learn about, through and for rights. We promote the values of self-help, self-responsibility, democracy, equality, equity, solidarity and respect throughout the school.

This also has an impact of our pupil's spiritual, moral and cultural development, as well as on their academic learning.



At Nanpean the highest standards of behaviour are expected and encouraged so that our school can be an orderly, calm place in which to learn. At all times the children are expected to be polite and show consideration and respect for other peoples' feelings, needs and property. We use positive, specific praise for good behaviour and are extremely proud of our successful learning environment. We aim to inform you of both good and unacceptable behaviour.

In a school which aims to promote an atmosphere which values diversity and respect of difference, violence or bullying will not be tolerated and is taken very seriously by everyone at the school. Swearing is also not tolerated. We encourage children to take responsibility for their words and actions so any issues can be dealt with thoroughly and are not repeated. We also strive to create an environment where children feel able to tell a member of the school staff if they have any concerns. It would be helpful for you to speak to the Class Teacher first, then the Headteacher if you have any concerns. It is important that families and the school work together for the benefit of the children.

In exceptional circumstances suspensions may be used, this will exclude a child from the school for a fixed number of days or sessions. Parents will always be fully informed if a suspension is a possibility. For more information, see our Behaviour and Discipline Policy and Agreement.

### Our School Rules:

To show good manners at all times.

To care for everyone and everything.

To follow instructions with thought and care.

Nanpean School seeks to promote the welfare of all pupils and their academic achievement, regardless of their ethnic background, gender or disability. The school holds a single equality policy which plans for the provision of all community members across equality issues. A copy of this is available from the school office on request.

In addition to our Equality Policy, we also have established a set of Equality Objectives; A series of targets that the school aims to achieve to further increase equal rights and opportunities across the entire school. Our current Equality Objectives are;

1. To 'encourage community cohesion through a growing understanding of differences and similarities, in a climate where respect is promoted and discrimination is not tolerated'
2. To 'promote strong relationships, especially with 'hard to reach' families, and seek to understand the barriers to good achievement, behaviour and attendance'
3. To 'undertake an analysis of recruitment data and trends with regard to race, gender and disability, and report on this to the Finance and Personnel Committee of the governing body.'

We have been awarded the Achievement for All Quality Mark for our work under the Achievement for All scheme. The theory behind this program is that every child can thrive socially and emotionally, and succeed academically regardless of background, challenge or need and aims to ensure that children from disadvantaged backgrounds are afforded the equal opportunities open to non-disadvantaged children.

Nanpean School takes reports of equality incidents very seriously and will always act on complaints surrounding equality issues. The School will respond to incidents of racism, offering appropriate support to pupils, parents and guardians within the school community.



Nanpean Primary School is a fully inclusive school where the achievements and successes of all children are nurtured and celebrated. The school operates an equal opportunities policy for pupils with Special Educational Needs and Disabilities, who are afforded the same rights as other pupils. This includes those pupils with an Education Health Care Plan (EHCP) and those with other difficulties.

Children with Special Educational Needs will always be treated sensitively. Close liaison with parents, doctors, pediatricians, health visitors, speech and language therapists, family support workers, and others important to the individual child's education will take place to establish and maintain the level of support needed. Parents of children on the Register of Need are invited to a termly review at the school and there are annual reviews for children with an EHCP to which all relevant personnel are invited.

The school is fully accessible and we work very hard to ensure that all pupils have the same access opportunities, through the development and monitoring of our school Accessibility Plan.

We have a 'whole school approach' to SEND and our staff are committed to identifying and providing for the needs of all the children in the school in accordance with the Special Needs Code of Practice 2014, the Local Offer and our School Offer (copies of which are available on our school website).

We are passionate about the early identification of children's special educational needs; provision mapping is used to ensure additional interventions are implemented for pupils of all abilities. All children are included in everything we do at their own level. Throughout their time at Nanpean School children may receive varying levels of support according to their changing needs and circumstances. The information available on our website is a guide to the 'typical' levels of provision we offer.

We have a high number of Teaching Assistants in the school so that high quality intervention takes place in all year groups. This is funded from the school budget. The Special Educational Needs and Disabilities Coordinator (SENDCo) is responsible for the day to day operation of the SEND Policy, coordinating provision, maintaining the Register of Need and records and liaising with parents and support agencies.

**Our Special Educational Needs and Disabilities Coordinator (SENDCo) is Miss Sarah Morrison.**

**Our SEND Governor is Mrs Anne Bullock**



If your child requires medication please let us know. We will then ask you to fill in a form giving us permission, before we are allowed by law to give your child their medication. Please let us know if your child is allergic to plasters or has any other allergies.

All children take part in PE and Sport as part of their education. If your child is medically unfit to take part in any of these activities please let us know in writing. In general, if a child is well enough to be at school, they are well enough to take part in all school activities and go out at break times.

### **Asthma**

Nanpean School takes responsibilities to pupils with asthma very seriously. The school has an established asthma policy based on the policy and guidelines determined by the Local Authority as advised by and agreed with the Health Community. If you have any queries regarding the school asthma policy please contact the school and make arrangements to come in and discuss your concerns.

It is in the interests of your child that we work together to ensure your child's asthma is managed as well as is possible. With good management your child should rarely suffer asthma attacks and should be able to participate in full and active school life free from fear or worry. However, in order to be able to offer total support to every child with asthma we need full details of his/her treatment plan and to be advised of any changes.

### **Accidents/ First Aid**

For minor injuries treated in school, injuries are recorded in our accident books and a slip sent home with the child. For bumped heads, the incident is recorded and children are closely monitored for the rest of the day. Parents are informed at the end of the day if no further symptoms are evident. Should a headache or sickness occur, parents are telephoned and given the option of collecting their child.

For major injuries, the Class Teacher or the Headteacher will phone for an ambulance if appropriate. Parents are phoned at the time of the injury and, if there is no ambulance required, given the option of picking the child up.

### **Head lice**

Parents are asked to be vigilant and if you notice your child has head lice you need to treat the entire family's hair and inform the school. Staff are not allowed to check hair but if we do notice a child has lice, parents will be contacted and asked to collect their child to treat them. Some good advice can be found at

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

### **School Nurse**

We have a local school nurse who can give advice on a number of medical problems and give continuing support to pupils who have health issues and their parents. She also carries out our developmental screening program. Our school nurse is Olivia Humphries. She is based at Penrice Hospital and can be contacted on 01726 291221 or 07768033049.



Keeping children safe is of paramount importance to us and we have a duty to safeguard and promote the welfare of children. Consequently we have a number of procedures and policies in place detailing our child protection and safeguarding arrangements that all members of staff, including volunteers and supply staff, are aware of. If you would like to read any of our policies relating to child safety, they can be made available upon request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with parents/carers first unless we have reason to believe that this is not in the child's best interests. If you have a concern about a child please speak to our Designated Safeguarding Lead.

**Mr M. Nicholls** is our Designated Safeguarding Lead

head@nanpean.cornwall.sch.uk: 01726 822447

**Miss C. Morton and Miss S. Morrison** are Deputy Designated Safeguarding Leads and provide cover for Mr Nicholls when required

01726 822447

**Mrs A. Bullock** is our Safeguarding Governor

Please contact the office if you feel you need to contact our Safeguarding Governor.

### **End of Day Collection:**

At the beginning of each school year a letter is sent home which asks you to name who is permitted to pick your child up at the end of the day or if your child is permitted to walk home unaccompanied. If a person who is not mentioned on the end of day collection letter is going to pick up your child, you must let the Office or your child's Class Teacher know. Please tell your child as well. We will not accept someone else calling on your behalf to inform us of a change in person collecting your child. We will not let any children leave if there is no one to collect them and they are not on our unaccompanied list. If for some reason you get delayed and cannot get to school in time to collect your child please try to let us know and we will make arrangements for your child to be looked after by school staff. If your child is on our unaccompanied list, they will be able to leave the school site at the end of the day by themselves.

For health and safety reasons we ask parents to strictly observe our parking rules for the school. These rules are based on the Highway Code and the Government document 'The Blue Badge Scheme: Rights and Responsibilities in England'. Both these documents generally call for the use of common sense when it comes to determining whether you are parking safely whilst dropping off or picking up your children.

Our parking rules are as follows:

- ◆ No parents should ever use the staff car park entrance for turning or to park in the staff car park, except those who hold a blue badge who may park in our disabled parking space.
- ◆ Blue badge holders must take extra care when entering the car park due to the number of children who will be entering and leaving the school at busy times of the day. If the disabled space is occupied, please park safely elsewhere.
- ◆ No drivers should ever stop on zig-zag lines or in front of someone’s driveway. Please park a little further up the road or park in the NISA shop car park.
- ◆ If you park on the road, make sure your child exits your car on the pavement side.
- ◆ We are lucky to have use of the NISA (shop) car park but are investigating the possibility of locating more off-road parking. These opportunities are the safest means of parking away from moving vehicles but both parents and children must be sensible and observant when walking into school.



We believe homework consolidates and reinforces skills and understanding in Maths, English and other curriculum areas, helps raise the level of achievement of individual pupils, provides opportunities for parents and children to work together and, thereby, fosters an effective partnership between home and school. We value the support of parents/carers and we believe that our policy will be successful if there is a strong partnership between home and school which is reflected in the Home and School Agreement.

We recognise that all children need leisure time and hope that our policy reflects a balance so children can extend and consolidate their learning with parental support while still allowing free time. Playtime and family time are incredibly important. We believe that our pupils should have the time to engage in conversations, help with family responsibilities and to enjoy doing activities together. It is important that there is a balance of school assigned homework and family time. See the homework section of our website for further information.

Class	Reading Homework	English Homework	Maths Homework
Reception	At least 5 times a week	RWI Sounds / Words (Autumn) Action Words (Spring)	Maths Challenges (Summer)
KS1 (Year 1 and 2)	At least 5 times a week	Weekly Spellings	Times Table Challenge (Year 2)
KS2 (Years 3-6)	At least 5 times a week	Weekly Spellings	Times Table Challenge

In 2013, the DfE published the National Curriculum for England to be taught in all maintained primary and secondary schools from September 2014. The primary aim of this shake up of the curriculum was to improve the standards of education and give children in England a strong and relevant knowledge base. The changes mean that schools have to include the following core and foundation subjects into their curriculum:

Core - English, Maths and Science.

Foundation - Art and Design, Computing, Design and Technology, Geography, History, Music, P.E and, for Key Stage 2 children, a Modern Foreign Language. There is no provision in the reforms for the implementation of Personal Social and Health Education (PSHE), R.E, outdoor learning or drama but schools are free to include other subjects or topics in addition to the core and foundation topics in their own curriculum.

As a result of the changes to the Curriculum, there is now more challenge in Mathematics and there is a greater emphasis on Science. The reforms introduced Computing as a topic in place of ICT, there is an increased emphasis on British History and there have been changes to when some topics are taught in a child's school career.

Our Curriculum intent is broad and balanced taking into account a need to prepare our children for their educational journey; building children's aspirations demonstrating possibilities for their future lives. Every child is recognised as a unique individual. Our curriculum therefore gives pupils an excellent mix of academic and personal development; physical and mental wellbeing are both valued. The ability to learn is underpinned by the teaching of basic skills, knowledge, concepts and values.

- Provides challenge for all
- Supports and scaffolds learning
- Encourages a passion to learn
- Develops learning behaviours

We utilise a variety of resources to support our Curriculum and further information is available on our school website.



## RELATIONSHIPS EDUCATION

Relationships Education is about understanding the importance of marriage for family life, stable and loving relationships, respect, love and care. It gives children essential knowledge to help them stay safe and understand what is happening to their bodies as they grow up. It is provided in National Curriculum areas such as Science and PSHE, and also as part of Health Awareness aspects of the Curriculum. You are welcome to have a copy of our policy.

## RELIGIOUS EDUCATION

Nanpean School is not affiliated to any religious denomination but our basic guideline is the Handbook and Agreed Syllabus of Religious Education published by Cornwall Education Committee. This syllabus reflects the fact that Christianity is the main religious tradition of Britain. It also takes into account the other principal religions of Britain and beliefs from around the world.

We have daily collective worship either through whole school or class Assemblies. Friday is our Achievement Assembly, which recognises the good work and achievements of children in our school. During our whole school Assembly on a Tuesday we gather together to explore themes related to our school values and current topical issues.

## KS2 Assessment Results 2019 (the last year we have published data for)

	% Met expected standards		% Working above expected standard		Average 'scaled score'		Average Progress	
	School	National	School	National	School	National	School	Floor Standard
<b>Reading</b>	59%	74%	11.1%	27%	102	104.8	-0.3	At least -5
<b>Writing</b>	56%	68%	3.7%	12%	N/A	N/A	-1.6	At least -7
<b>GPS*</b>	63%	72%	22.2%	28%	99.8	105.1	N/A	N/A
<b>Maths</b>	59%	71%	11.1%	22%	98.8	103.8	-1.3	At least -5
<b>Com-</b>	52%	58%	3.7%	7%	N/A	N/A	N/A	N/A

School Governors have legal duties, powers and collective responsibility; The Governing Board is composed of parents, staff and community representatives. They all serve for four years, after which they can be re-elected or new governors take their place. The Governing Board meets at least twice per term and reports from these meetings can be seen on the school website. Information on the work of the Governing Board can also be found on the school website.

Among other things, the governors are responsible for:

- ◆ overseeing the school to promote high standards of educational achievement;
- ◆ setting appropriate targets for pupil achievement;
- ◆ taking general responsibility for the conduct of the school;
- ◆ managing the school's budget;
- ◆ ensuring the school curriculum is broad and balanced, the National Curriculum is taught, and reporting on National Curriculum assessments and examination results;
- ◆ determining the staff pay policy for the school;
- ◆ participating in the appointment of the head and other staff and regulating staff conduct and discipline;
- ◆ drawing up an action plan after an inspection.

Our School Governors are an important part of our school and our Board are seen as a strength in leadership and management of the school. When a Parent Governor's term of office is up, we will advertise for nominations in our weekly newsletter.



Governor name	Type of governor
Melissa Brands	Parent
Innes Dowlen	Co-Opted
Patricia Greet	Co-Opted
Rebecca Hancock	Parent
Jen Jago	Staff
Jon Mayman	Co-Opted
Matt Nicholls	Headteacher
Bryony Tucker	Staff
Mark Tucker	Co-Opted (Chair of Governors)
Lee Watts	Co-Opted

Due to recent changes in our Governing Board, their roles and responsibilities are in the process of being redefined. Once this has been agreed, they will have clear links to School Improvement Priorities, and Governors will be expected to monitor these areas on a termly basis.

#### Time Limits and Cut Off Points

It is important that any issue causing complaints or concerns is resolved quickly to prevent the issue arising again. To ensure that all complaints can be dealt with in a timely and accurate manner, please adhere to the time limits set in the complaints procedure above. As a general rule, if a complaint is registered with us outside of the time limits specified, the school will not investigate your individual complaint. We do, however, accept that there are reasons as to why a complaint could not be progressed through the stages within the prescribed time limits, e.g. so that complainants can gather evidence to support their complaint. In this case, the school will consider such situations on an ad hoc basis.

#### How can Complaints be Made?

A complaint may be made in person, by telephone, or in writing directly to the school. An example of a complaint form can be found in our complaints policy. It is never acceptable for comments about the school to be posted on social media sites and complaints cannot be made to the school via the use of social media, even if the school is made aware of any comments posted online.

Stage 4 is the final stage through which to progress complaints within the school. **Once the complaint has been considered at each stage, the school will not reconsider the same complaint at any stage and you will be informed of this once in writing by the Chair of Governors.** If you do not feel that your complaint has been dealt with to your satisfaction, you have the option to progress the complaint to outside agencies. If you have a different complaint or concern, you can begin the procedure again.

Since the implementation of the Education Act 2011, you no longer have to make a complaint to the Local Authority before making a complaint to the Department for Education. Complainants should be advised to write to The School Complaints Unit (SCU) at:

Department for Education  
2nd Floor, Piccadilly Gate  
Manchester  
M1 2WD

Anyone can complain to the Secretary of State for Education if they believe that a governing board is acting unreasonably or is failing to carry out its duties properly. If the Secretary of State agrees the governing board can be directed to act appropriately, this may be legally enforced. Parents may use the complaints procedure if they believe that either the LA or the governing board is failing:

- ◇ To provide the National Curriculum in the school or for a particular child.
- ◇ To follow the law on charging for school activities.
- ◇ To offer only approved qualifications or syllabuses.
- ◇ To provide religious education and daily collective worship.
- ◇ To provide the information that they have to provide.
- ◇ To carry out any other statutory duty relating to the curriculum; or
- ◇ Are acting unreasonably in any of the above cases.

#### **What will the Department for Education do?**

If a complaint has exhausted the local procedures, SCU will examine if the complaints policy and any other relevant policies were followed in accordance with the provisions set out. SCU also examines policies to determine if they adhere to education legislation. However, the department will not re-investigate the substance of the complaint. This remains





### Stage 1: Make concerns known to a Staff Member

It is in everyone's best interest to resolve any complaints at the earliest possible stage. Any concerns must first be made to an appropriate member of staff within 1 school day of the cause for the concern being raised. This could be a Class Teacher, Teaching Assistant or School Secretary. This member of staff will do their best to resolve this concern by the end of the day. However, if it is not, or cannot be satisfactorily resolved by this member of Staff, please move on to the next step.

### Stage 2: Make concerns known to the Head teacher

If the member of Staff involved in stage one could not resolve your concern, or handled the matter in a way that dissatisfied you, you can make your complaint known to the Head teacher. This could be in writing or in a meeting with the Head teacher, but you should be prepared to explain the details concerning the complaint and what outcome you would reasonably like to see from making the complaint.

If you intend to take the complaint to this stage, you must do so within 3 days of the cause of the complaint, unless there are reasonable extenuating circumstances as to why there was a delay in reporting the complaint. The Head teacher may delegate the task of collating information to another member of staff but will make the final decision on the outcome of the complaint at this stage. The Head teacher will make their decision as expediently as possible; however, if collating information takes longer than 10 school days, the Head teacher will inform you of the delay and discuss a reasonable time frame within which to decide.

If you are dissatisfied with the outcome of making a complaint to the Head teacher, please move on to the next step.

### Stage 3: Write to the Chair of Governors

If the Head teacher could not, or did not, resolve your complaint to your satisfaction or if your complaint is about the Head teacher, you can write a letter to the Chair of Governors, detailing the complaint made and requesting that your complaint is considered further. If your complaint is about the Chair of Governors, or any other Governor, the complaint must be addressed to the Clerk of Governors, who will advise you how to proceed. Unless there is a reasonable reason as to why you delayed in implementing this stage, you must write to the Chair of Governors within 3 days of receiving the Head teacher's decision at Stage 2.

The Chair of Governors will review and determine an outcome as quickly as they are able to; however, if the reviewing of the information and collating of their own information takes in excess of 10 school days, the Chair of Governors will write to you informing of the delay and the causes of it.

If the Chair of Governors does not resolve your complaint to your satisfaction, you have the right to request that a Complaints Appeals Panel reviews your complaint.

### Stage 4: Complaint is heard by the Governing Board's Complaint's Appeal Panel

If you are unhappy with the outcome of the previous stages, you have the right to request that the Complaints Appeals Panel considers your complaint. To request this, you must write to the Clerk of Governors requesting that your complaint is put before the Panel. You must give details of the complaint and a reasonable resolution you find acceptable. The Vice Chair of Governors, or another nominated Governor if the Vice Chair has been involved in any of the previous stages, will then convene the panel in line with the Governing Body's Terms of Reference.

The Complaints Appeal Panel has the authority to:

- ◆ Dismiss the complaint in whole or in part;
  - ◆ Uphold the complaint in whole or in part;
  - ◆ Decide on the appropriate action to be taken to resolve the complaint;
  - ◆ Recommend changes to the school systems or procedures to ensure a similar situation does not arise.
- If possible, the Complaints Appeals Panel must be called to meet within 10 school days of receiving your request. However, if this is not possible, a later date can be determined to take place within the next 5 school days. Once your complaint is heard, the Complaints Panel must inform you of their decision, or the reasons as to why a decision has not yet been made within 5 school days. Your complaint will never be heard by the whole Governing Board because this may compromise the impartiality of any disciplinary panel that may need to be convened following a serious complaint.

Nanpean School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed and has a responsibility to manage and store personal information in accordance with the new General Data Protection Regulations, which came into effect on 25th May 2018.

So that our procedures for managing and using personal information is transparent and so that parents/ carers are aware of their rights under the new regulations, we have a Privacy Notice in place that informs you of what purposes we use your information for, in what situations we will be required to share your information with third parties, why we collect data and what data we collect. Anything outside of this Privacy Notice will require additional consent from parents/ carers. An updated copy of our Privacy Notice for Pupils and their Families is sent home annually for reading and signing by parents/ carers. A copy of this and our GDPR Data Protection Policy can also be found on our website.

The Head teacher acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01726 822447 or [head@nanpean.cornwall.sch.uk](mailto:head@nanpean.cornwall.sch.uk).

If you have a concern about the way Nanpean School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website ([www.nanpean.cornwall.sch.uk](http://www.nanpean.cornwall.sch.uk))

or contact us to request a paper copy of our [GDPR](#)





NANPEAN SCHOOL

2023-2024

\*Please note that the most up to date  
information about our school can be found  
on our school website:

[www.nanpean.cornwall.sch.uk](http://www.nanpean.cornwall.sch.uk)

