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Please keep this booklet for future reference as we hope it gives information that will be helpful, not only when your child starts school, but throughout their stay with us.

MESSAGE FROM THE HEADTEACHER, GOVERNORS AND STAFF

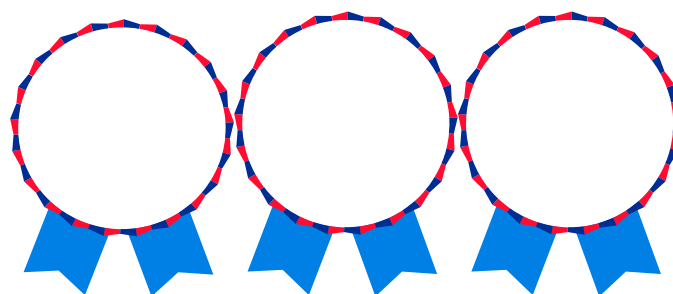
Welcome to The Meadows Combined School. We look forward to you and your child becoming part of our school community and to working in partnership with you in the future.

The introduction of parents and children to the school is extremely important. Prospective parents are warmly invited to write or telephone the school to make an initial appointment to discuss admission arrangements and for a tour of the school. It is preferable to visit the school during the day when the children are working but if this proves inconvenient, an appointment can be arranged out of normal school hours.

We are a thriving, developing school community, aiming to develop children's abilities, standards and interests in a wide variety of ways. Children learn best in a happy, stimulating atmosphere and by parents and teachers working together.

Each month we send out newsletters and information which will build up a fuller picture about the school.

We hold Investors in People 2002, 2004 & 2007 and have been awarded Basic Skills Quality Mark in 2002, 2005 & 2008. The school also received the Swan Award 2005, Buckinghamshire Professional Development School Award 2005 and Sports Activemark 2007 & 2008.



DESCRIPTION OF THE SCHOOL

The Meadows Combined School is situated in Wooburn Green within easy walking distance of local shops and bus routes to all local villages and main towns.

The area served by the school extends to the M40, (along Boundary Road, Watery Lane and Holtspur Lane), the Green and Whitepit Lane, although children come to us from further a field.

The original school building was completed in 1913 with extensions added in the 1950's, 1970's and 1990's. We have an ongoing programme of improvement, and security and health & safety are regularly reviewed. Plans are available to see in the office.

The present premises house eleven classrooms. Seven are used for class teaching, two house the Pre School and Acorn Club, one accommodates the staff and the remaining one is used for IT. Our hall is used for Assemblies, PE, Dance and Drama, the Breakfast Club and for numerous Parents Association and school functions. We also have a fully equipped kitchen. We have one large playing field, two playgrounds, an outdoor heated swimming pool, an environmental area and a pond.

The Meadows is a Local Education Authority (LEA) maintained school. We cater for children between the ages of 4 $\frac{1}{2}$ and 11 and our admission number is 35.

At present, there are approximately 164 children on roll.

AIMS AND OBJECTIVES

We aim to provide the best possible opportunity for pupils to develop and achieve their full potential and become valued members of their community, possessing self-esteem and showing a respect for others.

Governors and staff do this by providing a wide range of educational and social experiences in a happy and stable environment and work with parents, pupils and other groups to support these aims in everything that they do.

CORE VALUES

Core values are:-

- ❖ Positive interaction between adults and children. Therefore, co-operation between school and home is essential.
- ❖ Educating children in a variety of ways in order to develop self-discipline and lively, enquiring minds.
- ❖ We expect high standards of behaviour.
- ❖ Developing a sense of community by involving and promoting issues of local interest.
- ❖ Developing aesthetic, moral, physical, spiritual and cultural aspects of a broader education. The Meadows is committed to providing equality of opportunity to all those associated with it, regardless of race, religion, gender or ability. We actively promote inclusion and seek to provide a learning environment accessible to all.
- ❖ Giving a high priority to numeracy and literacy.
- ❖ Giving support and guidance to the children to encourage their development into well-adjusted people, confident in their abilities and with self-esteem, able to adapt to a fast changing world.

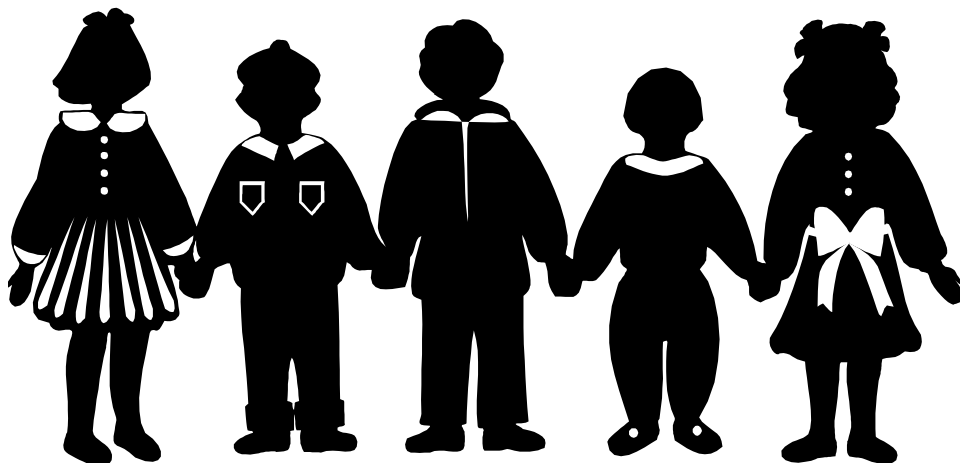
ADMISSION ARRANGEMENTS

Children will be allocated places according to the Admissions criteria of the Local Education Authority (LEA). For details of the criteria for Pre-School and main school, see appendix A and B.

Children join our Early Years class in the September of the year in which they are 5. From September they are all given the opportunity to attend full-time, and are able to stay at school for lunch. Normally, classes will not exceed 30 pupils in years 1 and 2.

Arrangements are made in the months before the end of the summer term for children entering the Early Years class and their parents to spend two mornings in the school where they will become familiar with their new classroom and teaching staff. The Headteacher and Early Years teacher will give a brief talk to parents about starting school to all parents. Uniform will be on sale during these days, giving parents the opportunity to buy necessary items of clothing before the start of school in September. We ask that parents bring in their child's birth certificate for confirmation of date of birth at one of these meetings.

Once our upper limit of 35 children has been reached, we are deemed full. Parents will then be referred to our Area Education office that organise admission arrangements for the area.



SCHOOL ORGANISATION

THE SCHOOL DAY

We want all children to come to school safely and believe that walking to school is the best way to ensure this. Children who learn to be pedestrians at an early age are far safer and fitter than those who always travel by car. Please allow sufficient time for your journey so that children do not arrive in an agitated state because they have been stuck in traffic.

The following timetable sets out the school day for both infants and juniors:-

8.50 a.m. - Whistle blown on playground

Junior	Infant
8.50 - 10.15	8.50 - 10.15
10.15 - 10.30 Break	10.15 - 10.35 Break
10.30 - 11.30	10.35 - 11.20
11.30 - 12.15	11.20 - 12.15
12.15 - 1.15 Lunch	12.15 - 1.15 Lunch
1.15 - 3.15	1.15 - 2.10
	2.10 - 2.30 Break
	2.30 - 3.15

SAFEGUARDING CHILDREN

At The Meadows, the health, safety and well being of every child is our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils in this school.

We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution.

On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact you. The procedures, which we follow, have been laid down by the Local Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Headteacher or your child's teacher.

SCHOOL UNIFORM

Children wear a smart burgundy sweatshirt with The Meadows logo on the front and white polo shirt. Sweatshirts can be purchased from the school office. These are worn with dark grey/black trousers or skirt/pinafore dress. There is no tie.

During the summer term, girls may wear pink/white or maroon/white striped or checked dresses and boys may wear grey shorts. Please make sure all items of clothing are clearly named.

Footwear should be practical and sensible for school usage. Trainers should not be worn with school uniform.

During the summer, on hot days, children will be expected to wear sun hats and are encouraged to use barrier cream.

Clothing with logos and PE Kit are available for purchase at the school shop.

P.E. KIT

The children need to change for P.E. and games so that they can move freely. They should wear red shorts and a white T-shirt (they do not wear their polo shirts for P.E.) and white socks and plimsolls.

For outdoors, sturdier training shoes may be worn along with tracksuits in cold weather. Football is offered to children during the autumn/spring terms and boots may be required when the field is wet or muddy.

Would you ensure that all this equipment is named and sent to school in a named P.E. bag.

SWIMMING

We are fortunate enough to have our own pool and all children are given the opportunity of sessions to swim each week during periods of fine weather. Children with long hair must wear a swimming cap. Goggles may be worn, but only with permission. Girls are allowed only a one piece swimsuit

Children with verukas must use a swimming sock.

ATTENDANCE

Good attendance and punctuality improves the opportunity to achieve academically and socially.

Registers, which record authorised and unauthorised absence, are regularly inspected by both the Headteacher, and the Educational Welfare Officer, who monitors concerns. The Department of Education requests termly returns.

Absence rates for 2007/8 were

Authorised	6.1%	Unauthorised	1.43%
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FAMILY HOLIDAYS

A copy of school holiday dates is sent to parents annually. Family holidays during school time are discouraged but, where absolutely necessary, a holiday form is obtainable from the school secretary.

Please avoid holidays during the National Curriculum Standard Assessment Test (SAT's) periods :-

Year 2	March, April and May
Year 6	Autumn term (11+), May

Holidays should also be avoided during internal assessments for other classes, which will be made throughout the year.

SICKNESS

If your child is absent from school through ill health, please phone before 9.00 a.m. on the first day of absence and send written confirmation of the reason for absence when he or she returns. Failure to follow this will result in your need to account for the absence.

The office staff have a set of guidelines about the length of absence suggested in the case of infectious diseases and will give you advice when you ring. Please note that in the case of sickness and diarrhoea, children should not come back to school until 48 hours after the symptoms stop.

Most staff have basic emergency first aid certificates.

MEDICINE IN SCHOOL

If your child needs to take medicine during school time, please make arrangements to come into school to administer it yourself. **Regulations state that school staff cannot administer medicines.**

The procedures are detailed in the school's policy for administration of medicine which is available from the school secretary. At no time should medicine be sent into school without prior consent of the Headteacher.

If your child uses an **asthma inhaler**, one should be provided for school use and this should be clearly labelled. It will be kept by the child so that it is readily available if necessary.



PASTORAL CARE

We believe your child's happiness in school is important, for without it, learning will not take place successfully. We encourage parents to confide changes of circumstances to class teachers so that children can be supported through difficult times if they arise.

Our Classroom Assistants look after children feeling ill or needing first aid and parents are contacted if we feel the child needs to be sent home.

At lunchtime, a team of Midday Supervisors look after the children. They liaise closely with teachers regarding the needs of the children, encourage children's play and promote good behaviour.

BEHAVIOUR AND DISCIPLINE

Children are positively encouraged to conduct themselves in a responsible and responsive manner. Self-discipline, tolerance, courtesy and consideration of others are central to our ethos.

School rules are designed to be as simple as possible with the main purpose of ensuring a safe and happy community. We aim for a high standard of behaviour and do not tolerate rude, dangerous or aggressive actions. If problems arise, a fair and consistent approach is used. Children are encouraged to think about where things went wrong, how to put them right and how to avoid them happening again.

Bullying is not tolerated.

To this end we make a Home-School agreement with every family.

The school's partnership with parents is essential to the success of each child's education. It is expected that parents will give full support to the child, engage in a positive relationship with the teachers and support our approach to discipline. In return, teachers undertake to provide parents with information about the content of the curriculum, how parents may help at home and to communicate regularly and honestly on the child's progress.

We concentrate on rewarding positive behaviour. Our strategies for rewards include a house system, award stickers to praise good work and also "Golden Time".

We ask for parents help and support in ensuring that the following rules are observed. We cannot accept responsibility for loss or damage.

All personal property, except that required for use at school, is left at home.

School uniform is worn at all times (except on occasions decided by the school).

Pupils always have their correct PE kit in school.

Jewellery is discouraged, but children with pierced ears may wear a discrete ear stud that must be removed for PE and covered for swimming.

A full behaviour policy is available in the school office for parents to read.

CONTACT WITH PARENTS

We believe that education is a partnership between Home and School, and the school is proud of its open school policy. It is vital therefore that parents maintain positive contact with the school whenever possible.

Appointments can be made to see the Headteacher or class teachers throughout the year. The school holds formal parent/teacher consultations twice a year when pupil profiles are discussed and a written report is sent to parents in the summer term with an opportunity for parents to discuss them with the class teacher. Teachers are available by arrangement after school.

Various productions, performances and open assemblies are held throughout the year at which parents are welcomed. Regular newsletters are sent to parents. Workshops are held for parents from time to time to inform them about the way subjects are taught. At the start of each school year, staff meet parents to inform them of work and procedures for their child's year group.

We welcome parents into the school, especially if they can give up time to help in the classroom. This does not have to be on a regular basis or for a whole morning or afternoon. Help with activities such as listening to readers, art and craft activities and helping in the school library are very welcome.

Please let us know if you have a special talent or interest that you can share with us.

Other opportunities for parents include:-

- Meetings where specific areas of the curriculum and progress are explained.
- Opportunities to view school displays.
- 11+ and SAT's meetings to explain procedures.
- During the Autumn Term 2005 the school will commence Adult Education.

ASSESSMENT & PROGRESS

The purpose of assessment is to provide each child with the opportunity to show what he/she can do and understand. This provides teachers with important information that will enable them to target the appropriate teaching and curriculum for the child. Assessment also provides parents with vital information on their child's progress at regular consultation meetings and on annual reports.

Statutory testing begins with Baseline Assessment in the first 7 weeks of a child's schooling, at around the age of five.

National testing continues at the end of each Key Stage, currently at age 7 and 11 when all children are teacher assessed and tested. Teacher assessed levels are reported to parents for English, Maths and Science (KS1 and KS2) along with test levels for English and Maths at KS1 and additionally, Science at KS2 only.

In order to ensure that the expected progress is being made between Key Stages, children take optional SAT's test papers in years 3, 4 and 5 in Maths and English.

Other formal testing takes place at regular intervals with class teachers being responsible for keeping track of spelling and reading ages.

In years 4 and 5 children sit standardised basic skills assessment tests, both of which are published and are similar to the tests taken in year 6 as part of the grammar school selection procedure.

It is during the Autumn term of year 6 that children take part in the LEA 11+ selection procedure which determines the most appropriate school placement for each child at secondary school. More details of this procedure are provided for parents towards the end of year 5.

SPECIAL EDUCATIONAL NEEDS (SEN)

Every child is unique and every effort is made to balance the needs of the child and the other children. Children who have difficulties are identified early, and are given appropriate support.

Parents should bring their concerns to the attention of the class teacher as early as possible. The school has regular visits from Specialist Teachers who can provide additional support and advice. The school also has an attached Educational Psychologist who will be used to assess children after a reasonable period of intervention.

A copy of the SEN policy is available from the school secretary.

The Head is the Special Needs Co-ordinator at Meadows with Mrs Alison Skeath supporting her as Assistant SENCO. Mrs Margaret Bellairs is the Special Needs Governor.

Staff are issued with a Special Needs register at the start of the new school year and it gives a brief explanation of each child's difficulties.

An Individual Educational Plan (IEP) is prepared for each child on the register and is reviewed at least three times per year so that pupils' targets and progress can be monitored.

This year we have a Classroom Assistant in every class to provide additional support as needed and they attend training courses in all aspects of learning difficulties. The Head meets Classroom Assistants for feedback from these courses and for general sharing of information concerning pupils and school issues. In addition, Governors make every effort to attend the SEN forums provided by the LEA and report back to the school SEN working party which comprises staff and governors and meets regularly.

ABLE PUPILS

Children who are especially able will be given programmes of work appropriate to their level of understanding and emotional maturity. Their work will be balanced with that of the other children.

NATIONAL CURRICULUM

The Meadows has an Early Years class which promotes the early learning goals for children's learning as defined by the Schools Curriculum and Assessment Authority, and which provides a foundation for Key Stage 1 of the National Curriculum. This stage is defined within the following areas.

Language & Literacy	Personal & Social Development
Mathematics	Creative and Physical Development
Knowledge & Understanding the World	

In Years 1-6 (KS1 and KS2) children follow the National Curriculum which provides a broadly based and balanced curriculum consisting of four core subjects -

English

Mathematics

Science

Information & Communications Technology (ICT),

and the following foundation subjects:

Geography

Art

History

Music

PE

Design & Technology

We appreciate that all children are individuals who learn in different ways, progressing at different rates but all thrive on success.

RELIGIOUS EDUCATION AND WORSHIP

We have regular assemblies where our act of daily collective worship is attended by all children.

They also follow the LEA agreed syllabus for Religious Education. Parents have the right to withdraw their child from Religious Education and Collective worship.

PERSONAL, SOCIAL & HEALTH EDUCATION AND CITIZENSHIP (PSHE)

The school values the importance of children working independently and confidently, and learn to take measured risks. Children are encouraged to consider and discuss all aspects of our society and their role as future citizens. They become aware of the need to make informed choices and how their actions affect others.

Through the use of circle time, class and school councils, they explore their own feelings and learn to listen to the views of others. They are taught the importance of sound moral values and the need to be self-disciplined and self-motivated.

Citizenship is a cross-curricular subject that covers many areas of learning and links closely to many other aspects of school life. It is specifically linked with our teaching in RE and our School Behaviour Policy. Essentially, its aim is to help children to develop into thoughtful and considerate citizens.

- It includes:-
- * Health education
 - * Personal and social education
 - * Environmental awareness
 - * Economic awareness
 - * Political awareness

SEX EDUCATION

Sex education is not taught directly in the school but the following programmes enable pupils to be prepared for future learning in this area.

Pupils learn about the functions of the body within the programmes of study for science in key stages 1 and 2. The school nurse speaks to girls and boys in year 6 about the onset of puberty. Within PSHE pupils discuss their emotions and those feelings associated with puberty and relationships between males and females.

HOMEWORK

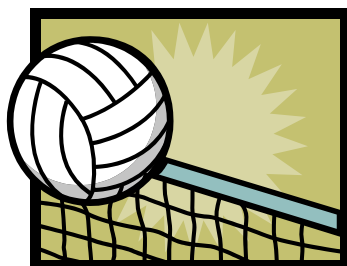
Throughout the school, all children are expected to develop their reading skills and fluency by regularly reading at home with an adult. This is an opportunity for parents to become involved in their child's learning. Children take home books in a reading folder which also contains a reading record book in which teachers and parents are required to sign and make comments about the child's reading progress.

Additional work such as spellings, tables, maths or work needing completion will be sent home during the week. As children progress through the school, increased amounts of homework should be expected.

EXTRA CURRICULAR ACTIVITIES

Numerous clubs thrive at lunchtime and after school. Football and netball clubs are run during the appropriate seasons. Art, chess, recorder, sewing, drama, ICT, swimming, country dancing and choir are also undertaken.

Competitive sports matches are played after school. We enter local football leagues and organise "friendly" games throughout the season.



SCHOOL SHOP

Some school items are available from the school shop which is run by the school office. Sweatshirts, cardigans, P.E. kit, plastic

folders/book bags for transporting books, handwriting pens etc. are for sale.

VISITS, TRIPS AND CHARGING

The curriculum is often supported by visits. It is likely that a class will make a visit on at least one occasion each year. Older children may be invited to take part in residential visits.

Where activities take place in the school session time, parents may be asked to make voluntary contributions towards the cost of the activity but will not be excluded for non payment. Where activities take place outside session time, charges will be levied where appropriate.

LINKS WITH THE COMMUNITY

It is expected that the links already developed will continue and be further improved. These include welcoming visitors to attend school functions, involving pupils in local events. We support local charities, visits to local churches and by vicars, police and our MP to the school, entertaining older people at Christmas, and local businesses sponsor our fete.

Our school and its facilities are used by a number of local organisations and sports clubs.

HOUSE SYSTEM

Children are allocated to one of four houses in Year 1.

The houses encourage team effort in various sporting competitions and other events. Good work or behaviour, outstanding effort or initiative is rewarded by house points to the individual. A team trophy is awarded weekly.

We have a Good Work Assembly each week, for which teachers nominate children who have worked well and where the children receive a headteacher's certificate and public praise.

TRANSFER AT 11+

In their final year of schooling, the children are selected for grammar or upper schools. This involves sitting three selection tests.

The school gives practice in the type of questions found in the tests by way of the County Familiarisation procedure. No additional school coaching towards the test is permitted by the Authority.

Parents may withdraw their children from the tests if they wish.

Many children from Meadows go to Wye Valley Sports College, Beaconsfield School or a Grammar School, all of which provide standards which compare with the best in the country.

SCHOOL DINNERS

Children bring sandwiches to eat at lunchtime.

If you have a low income, your child may qualify for free meals. We have forms in the school office that we can send off if you wish to apply.

If your child brings sandwiches, please see that they have a suitable sandwich box labelled clearly with their name.

Children may not bring sweets, nuts, chewing or bubble gum to school at any time.

Water is provided but if they need to bring a drink please send it in a plastic bottle or unbreakable type of thermos. Children may bring a piece of fruit to eat at playtime.

Water bottles may be brought into class so that children have access to a drink of water during the school day.

CAR PARKING

There is a car park for staff and people visiting the school. No parent or child should be walking through the staff car park at any time, or parking in the staff car park. We do allow access for disabled parking.

Parking in School Road at the beginning and end of the day is difficult and so we ask you to walk to school, car share or park further away and walk. Where there is no choice but to drive to school, we ask you to park with consideration for residents and other road users.

THE MEADOWS PARK AND WALK PROGRAMME

We are grateful to parents for ensuring the safety of their child / children and the safety of other children and parents. The programme ensures that pupils and parents are not put at risk by parking inconsiderately. We request that driveways and common areas are not blocked and where possible parents leave the car at home and walk to school.

Go for Gold: Go for Gold is a walking scheme rewarding children for walking at least some of the way to school. Children are to walk an agreed distance. They will have record cards, which are stamped each time they walk to earn incentives.

SCHOOL SECURITY AND HEALTH & SAFETY

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils in this school.

We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact you. The procedures,

which we follow, have been laid down by the Buckinghamshire Area Child Protection Committee, and the school has adopted a Child Protection policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Headteacher or your child's class teacher.

Recent improvements in security include the installation of security locks on outside doors and an entry system on the main door and the door to Pre-School. Doors to adjacent classroom areas are locked after 9.00am until 3.10pm. We have installed a covered way from the main school block to the Hall.

Parents are asked to report to the school office during times when doors are locked and all visitors must report to the office at all times.

COMPLAINTS

The school follows the complaints procedure as laid down by the LEA and they can be seen by request of the school secretary.

If a parent has a complaint, they must first bring the matter to the attention of the Headteacher (having previously discussed the issue with the child's class teacher). If the outcome is not satisfactory then the matter should be referred to the Chairman of Governors.

THE MEADOWS PRE-SCHOOL

Children from 2½ years are able to join the Pre-school which is held in one of the schools' classrooms. Children from the Pre-school have opportunities to use the swimming pool, the hall in the school and the playing fields and are invited to attend, when invited by the school for special events.

We operate as a charity, run by a voluntary committee within the Meadows Combined School and run five morning's sessions during term time.

Sessions start at 9am and finish at 11.30am.

Enquiries should be made to the Pre-school leader, Mrs Paula Gearing, at the school between 9.00 a.m. and 12noon each day, or by telephoning the school and asking for the Pre-school.

NOTE: A separate application form is necessary for entry to main school.

A new Children's Centre is currently being built on the school grounds to provide a range of services for the parents and carers of children up to 5 years of age.

ACORN CLUB

The Acorn Club is a relaxed and informal session where your child can choose from a variety of activities and toys, in a safe environment giving them a relaxed playtime with their friends.

The club is open for one session per day during term time, running from 11.30 am to 3pm. Or children can attend the lunch club which runs from 11.30am to 1.00pm. The Acorn Club is open to children who attend our or another setting. Cost is £7.00 per session.

BREAKFAST CLUB

We provide breakfast for children before school. Apart from breakfast, we provide social activities for the children.

It is vital that children have a meal in the morning as it really helps children to concentrate on their schoolwork.

PERSONNEL

THE GOVERNING BODY

The school and the Governing Body have a clear, well researched school improvement plan. The main aims are to raise standards of achievement, establish high expectations and to promote effective teaching and learning. The current plan is available on request from the Headteacher.

THE GOVERNORS

Mr Mike Appleyard	Chairman
Mrs Phyllis Carr	Headteacher
Ms Tisha Watson	
Mrs Sue McKenna	
Mrs Sheila Hussey	
Mrs Sue Davies	
Mr Richard Lefevre	
Mrs Sarah Harper	
Mrs Janet Marchant	Acting Vice Chair
Mr Len King	
Mrs Margaret Bellairs	
Mrs Joy Teesdale	
Mr & Mrs Meek	

THE TEACHING STAFF

Mrs Phyllis Carr	Headteacher
Miss Mandale	Early Years
Mrs Edwards	Year 1 Senior Teacher
Mrs Cornish	Year 1
Mrs White	Year 2
Mrs Sloane	Year 2
Mrs Harper	Year 3 Senior Teacher
Ms Browne	Year 4
Ms Colwill	Year 5

CLASSROOM/LEARNING SUPPORT ASSISTANTS

Mrs Cheryl Sethi
Mrs Christine Tombs
Mrs June Evans
Mrs Sally Evans
Mrs Joy Teesdale
Mrs Hazel Bryant
Mrs Julie Barnes
Mrs Laura Ellis
Mrs Alison Skeath
Mrs Julie Garland
Mr Christopher Avery
Mrs Wendy Smith
Mrs Lynne Rose
Mrs Fiona Reid
Miss Sam Harris

CLERICAL SUPPORT

Mrs Carol Frost	Secretary
Mrs Gina Goodenough	Finance
Mrs Susie Bicknell	Lettings
Mrs Julie Garland	Pre-school administrator

CARETAKER

Mr John Bicknell
Mrs Diane Middleton - Cleaner

MIDDAY SUPERVISORS

Mrs Julie Barnes	Mrs Lynne Rose
Mrs Pat Saunders	Mrs Hazel Bryant
Mrs Zoubida Izagaren	

PARENTS' ASSOCIATION

All our parents are automatically members during the time their children are at the school. The secretary, treasurer and

committee are all elected at an Annual General Meeting in September to which all parents are invited. Its objectives are educational, social and financial. Social events are organised to raise money for the school and the summer Fete on the village green is the highlight of the year. The fundraising events have enabled much extra equipment to be purchased for the school that benefits all the children. All parents are invited to help and join in with these activities; they will help you get to know other parents.



Child Protection Policy

1 Introduction

- 1.1** The health, safety and well-being of all our children are of paramount importance to all the adults who work in The Meadows school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.
- 1.2** In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.
- 1.3** Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

2 Aims and objectives

- 2.1** This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:
- to raise the awareness of all staff and identify responsibility in reporting possible cases of abuse;
 - to ensure effective communication between all staff when dealing with child protection issues;
 - to lay down the correct procedures for those who encounter an issue of child protection.

3 Procedures

- 3.1** There is a named person in our school who is the Child Protection Co-ordinator. This is normally the headteacher but s/he may delegate this responsibility in some circumstances.
- 3.2** If any teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform the named person about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.

- 3.3 Any action that the named person takes when dealing with an issue of child protection must be in line with the procedures outlined in the LEA Child Protection guidelines.
- 3.4 The school's named co-ordinator works closely with the Social Services department and the Area Child Protection Committee (ACPC) when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interest of the child is of paramount importance.
- 3.5 If a child alleges abuse, the school usually makes a referral without communicating with parents first. In some circumstances we inform parents first.
- 3.6 If a child protection referral is made, a case conference is held within eight working days of the decision. The case conference offers the opportunity to share information and formulate a plan of action. Staff are expected to attend and participate in all case conferences and meetings held under the LEA guidelines.
- 3.7 We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them.
- 3.8 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

4 Monitoring and review

- 4.1 The governing body regularly reviews any incidents detailed in the interventions book. A named governor participates in the school's training with regard to the child protection procedures. This policy is reviewed annually by the governing body.

Signed:

Date: