



SOUTH WONSTON PRIMARY SCHOOL

Downs Road, South Wonston, Winchester, Hampshire
SO21 3EH

Welcome to our School

This pack and the folder contain most of the information you will need prior to your child/ren starting at South Wonston Primary. However this pack cannot possibly cover all aspects of school life. Please do not hesitate to contact your child's teacher, the school administration officer or myself for any other information or advice that you may need. I have set out below e mail addresses, websites and phone numbers that you may find useful.

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*Look forward with confidence,
Look back with pride.*

That is our motto at
South Wonston Primary School

And

We encourage children to follow this
code of conduct:

- ✓ Be thoughtful
- ✓ Treat others as you would like to be treated
- ✓ Think about your actions and their consequences
- ✓ Always say sorry
- ✓ Avoid abusive language

OUR AIMS

- To foster good manners and respect for other's property.
- To develop positive links between home, school and the community.
- To recognise each child as an individual.
- To provide each child with a broad and balanced education.
- To see every activity as a learning opportunity.
- To praise and celebrate pupils achievements.
- To support children who find learning difficult and challenge the most able children, so that everyone can achieve their full potential.
- To develop in the children a sense of self-respect, self-confidence and self-reliance.
- To show awareness of and sensitivity to the needs of others.
- To encourage children to acquire the knowledge, skills and attitudes that they may need throughout their lives.
- To encourage children to have high expectations of themselves, work hard and succeed at tasks, both independently and in co-operation with others.
- To encourage children to reflect on the experiences of others.

Teaching and Learning Policy

A summary of our teaching and learning policy:

Our teaching and learning policy explains how we deliver the vision and aims of the school in practice. The policy states how we believe children learn and how we plan to teach in order to ensure effective and continual learning. This policy underpins every other policy in the school.

We believe Children learn best when:

- they are happy, secure and have high self-esteem and know their contributions will be valued
- they enjoy learning and have positive attitudes

- they have experience of different teaching and learning styles and activities
- there is communication and co-ordination between school and home
- the adult teaching them is knowledgeable, enthusiastic and a good communicator, with a suitable combination of qualifications, training and experience
- they have adult support
- the learning objectives are shared with them and clear goals are set
- the learning is related to and built upon their own experience
- they have access to a variety of stimulating and appropriate resources
- the working environment is conducive to and ensuring that, their emotional, creative and physical needs have been met

Curriculum and Organisation

We feel sure that parents share with us the belief that children should have a happy and productive time at school. Emphasis is placed upon teaching the basic and higher skills of number and language. The school also aims to develop as fully as possible children's intellectual, social and physical skills and attitudes which will serve them best as they grow up and which will foster a desire and capacity to go on learning and developing in the secondary school and on into adult life.

The Governing Body endorses the County statement of Policy on the School Curriculum and its aims, and has incorporated these into the following statement.

Aims:

- (1). To help pupils to develop lively, enquiring minds, the ability to question and argue rationally and to apply themselves to tasks.
- (2). To help pupils to acquire knowledge, skills and practical abilities relevant to adult life in a fast changing world, and to acquire also the will to use them.
- (3). To help pupils to use language and number effectively.

(4). To help pupils to understand the world in which they live, and the interdependence of individuals, groups and nations.

(5). To help pupils to appreciate human achievements and aspirations.

(6). To instill respect for religions and moral values, tolerance of other races, religions and ways of life, and to help them towards a reasoned set of attitudes, values and beliefs.

The school addresses these aims through more specific policies which guide the whole curriculum of the school and a school development plan. These are available from the school for anyone who wishes to see them. There are also a whole range of curricular/cross curricular, generic and procedural policies which are at school for all to consult.

The timetable in school provides for 23.5 hours per week teaching time for Key Stage 2 children and for 22.25 hours per week teaching time for Key Stage 1 children. These allocations do not include time for registration, collective worship and breaks.

The children are organised into class units by age, but the class unit is not necessarily a teaching unit. Children have individual characteristics, strengths and weaknesses, and they learn at different rates and by different means. It follows that children even of the same age will not necessarily have the same experiences nor develop skills and assimilate knowledge simultaneously. Children will be involved in group or individual work at different times and, even when taught as a class; individual differences are borne in mind. At other times, children from different classes will combine for shared activities.

Special attention is given to children transferring into the school, to enable them to settle and become familiar with the work where there are differences. We also try to ensure continuity for children transferring out of the school by forwarding information about their attainments and interests to the receiving school.

The children at this school normally transfer to The Henry Beaufort School. We maintain links with Henry Beaufort and with the other primary schools whose pupils transfer there to discuss approaches to the curriculum and record keeping.

All children in school follow the National Curriculum progression of study.

The subjects include English/Literacy, Mathematics/Numeracy, Science, Technology, History, Geography, Art, Music, PE and ICT. All schools also teach Religious Education.

It is recognised that teachers have differing teaching styles and much depends on what is being taught and the children involved. However we expect the teaching at South Wonston to contain a balance of:

- Children learning through direct whole class teaching
- Children learning through direct group teaching
- Children learning through direct individual teaching
- Children learning through guided exploration
- Children learning independently and co-operatively

It is recognised that there has to be a balance between the introduction of new ideas, skills and knowledge and the reinforcement, practice and repetition of previously introduced ideas, skills and knowledge.

The core subjects of Literacy and Numeracy tend to be taught as individual subjects. However a number of foundation subjects can be taught as part of a topic (History, Geography, and Science).

Other foundation subjects, Art, Music and PE may link with topics but are subjects or form of expression that also have a place of their own.

i. Religious Education

Religious Education is incorporated into the general curriculum and follows the Hampshire County Council "Living Difference".

ii. Music

In addition to class music lessons there are opportunities for children to learn to play brass, string or wind instruments. Tuition is provided by peripatetic teachers who visit the school each week and when there are opportunities for children to be considered for lessons; parents will be notified by letter. This normally only applies to children in Years 3 - 6.

iii. PE and Games

Physical Education and Games are an important part of the school curriculum and all children are expected to take part, unless there are special circumstances which should be notified in writing. Swimming is provided for part of each year at Winchester River Park Leisure Centre for children in Year 5. If children are selected for an activity at another school, either in or out of school hours, you will be notified beforehand and given details of transport arrangements.

iv. Sex Education

The school has a programme of Personal, Social and Health Education which includes units of sex education. Human reproduction is covered in the context of secure, loving family relationships, the teaching about which is matched to the growing awareness and understanding of the children in Years 3 - 6 (the Junior years). When these particular units come around, parents will be notified by letter in advance and have the opportunity to discuss any aspects with the teacher. The school policy on sex education, which includes a summary of content, and the materials (print and video) are available for parents to see at the school.

v. Homework

Children are set homework. The content and amount will vary according to the child's age and ability. However, we still believe that it is important for children to have their own interests and hobbies and this is just as important as homework.

vi. Educational Visits

Educational visits are organised at various times in connection with work being undertaken at school. These may be short local walks or full day visits further afield. Parents will not normally be given notice of local visits on foot during school hours, especially as these may be arranged at short notice because of favourable weather conditions or the availability of a local feature or area of interest.

Visits off-site are always planned with a high regard for the children's safety in terms of the nature of the visit and levels of supervision. We follow the H.C.C. regulations on "Off-Site Activities". Parents are sent details of the longer visits and are usually asked to make a voluntary contribution towards any costs. Many of you will know that, by law, schools are not allowed to charge for activities which occur during school time, and which are part of the curriculum. We can only suggest a voluntary

contribution and hope that parents will support such a request, in the knowledge that such visits cannot be funded by the school's own resources and will therefore not occur if insufficient funds are available.

We hope that you will feel able to support any planned visits, and will be willing to contribute sufficiently to cover anticipated costs, should you wish your child to be included.

If a residential visit for older children (Year 5/6) is to be undertaken, full details will be sent out well in advance: these visits are funded on a voluntary basis. For off-site activities, the Authority has automatic insurance cover for compulsory cancellation, injury and illness, loss of money and personal property. A copy of the insurance certificate detailing the extent of the cover is available from the school.

The Governors' Policy on Charging for School Activities is available at the school on request.

vii. Special Needs

At South Wonston School pupils with Special Educational Needs are identified with regard to the 2002 'Code of Practice' (C.o.P) and the 'Disability Discrimination Act'. The S.E.N policy is updated annually and the special needs provision is reviewed in order that all children have access to a broad and balanced curriculum, which is differentiated to meet their needs and ensures inclusion.

According to the C.o.P. pupils are described as being at one of three stages - 'School Action' (lowest level of need), 'School Action Plus' or 'Statemented'. When a pupil's special need is identified their name is recorded by the Special Needs Co-ordinator (S.E.N.C.O.) on a S.E.N. register. Their needs are reviewed at least termly and parents are kept fully involved at all stages.

At 'School Action' the progress of the pupil is monitored and recorded by the class teacher and S.E.N.C.O. on an Individual Education Plan (I.E.P.). Targets are set on the I.E.P. and these are formally reviewed at least termly. The S.E.N.C.O. may arrange for standardised, diagnostic and/or informal tests to be carried out at this stage and the pupil may be supported by a member of the Special Needs Team - Special Needs Assistant (SNA).

If the school feels that further expertise is needed the pupil moves to 'School Action Plus' where the advice and support of outside agencies is sought. As before, parents/carers are kept fully involved

and may be invited to attend meetings with the appropriate agencies.

When a pupil's needs are felt to be long term and complex and cannot be fully met within the funding provided for the school through the annual audit, a request for a formal assessment will be initiated. Parents/carers also have the right to request a statutory assessment directly from the Local Education Authority. If the L.E.A considers a pupil's needs meet the criteria for a formal assessment they will seek information from many sources and this may result in the pupil being given a 'Statement of Educational Needs'. Statements are reviewed annually when the provision and progress are formally reviewed.

At South Wonston School the children with special needs are supported by a hardworking and committed team. By working in partnership with parents/carers we aim to give children the support and encouragement needed for them to make progress and enjoy a fully inclusive education.

Assembly

Each day there is an assembly of varying format, including an element of collective worship, in which we hope all children will participate.

At least 50% of Collective Worship is based on Christian principles. If any parents wish to withdraw their children from these activities they are asked to notify the Headteacher in writing.

Parents/Teacher Access and School Communications

One of a child's best assets in school is a supportive and co-operative relationship between home and school, and to this end parents are welcome to contact the school at any time. If you wish to discuss **any** matter with the Headteacher, a call in person to the School Office or by telephone/e-mail will secure a meeting either immediately or at the earliest possible opportunity.

We are sure that you will appreciate that teachers are busy people and very occupied during the day. Whilst they may have moments to spare to meet with parents about day to day matters (normally at the beginning and end of the day) this is not always the case and we would ask you not to go direct to classrooms, especially if your discussion is going to take some time, but to call at the School Office to make an appointment. Parents of new or very young children may, however, appreciate accompanying their children to and from the classroom for a while; they are welcome to do so.

At present, opportunities are arranged in the Autumn and Spring terms for parents to meet their child's class teacher. In the Summer Term an Open Evening is held so that parents can see work throughout the school and meet teachers informally, including the teacher who will be taking their child in the coming year. There are also reports prepared for the end of year.

If you have a straightforward but important or urgent message, we would be grateful if you could commit your message to us in **writing**.

Children cannot be permitted to leave the school unaccompanied during school hours unless a written request to this effect has been received. If you wish to take your child out of school e.g. for a doctors appointment, please could you let us know in advance, in writing. When you collect or return your child after such a visit it is **very** important that you first call at the school office to let the Administration Officer know. During the lunch hour, when the office may not be manned, please let the Senior Supervisor know that your child has been returned or is being collected.

If you need to take your child out of school in order to take an annual holiday etc. it is imperative that you complete a 'Leave of Absence' form which can be collected from the school office. When completed, the form should be returned to the school office where the information will then be conveyed to the appropriate teacher via the attendance register.

Due to Government Regulations parents are asked to inform the school about the reasons for **any** absences of children. This should be done in writing after the child has returned to school. If sickness absence is likely to be more than a day then a telephone call is also necessary. It is important that in the interests of the children we are informed about **all** absences. This even includes days of absence after we have sent children home e.g. if they have been sick at school. Absences for reasons other than sickness should be only in certain circumstances and we still require notification. If we are concerned about a child's absences or are unclear as to why a child is absent and we have not been given an explanation then further action will need to be taken.

Regular Newsletters are sent to all parents via the children. Other letters on special issues, visits etc. are sent either to all parents or to particular classes as appropriate. If at any time you do not have the information you need, the School Office should be able to help. We actively encourage parents to help in school. For example: on school journeys, in the preparation of materials, in assistance with activities, hearing children read. Whilst we may not be able to take

up all offers of help, we do invite you to let us know if you are willing to be approached at any time for assistance. Similarly, if you have any hobbies or skills which you think may be of interest to children, we would be grateful for offers to share any such interests. All adults that work/help in school have to undergo a CRB/Police Check.

There is an active Parent Teacher Association which organises a variety of social and fund-raising activities. PTA newsletters and information about social and fund-raising events are sent out from school.

Pastoral Care / Pupil Behaviour

While the children are in the care of the school, we are concerned for their welfare in all respects, and endeavour to teach them a concern for the needs of others as well as for themselves.

There is no list of rules as such aimed at the poorest examples of behaviour. Nevertheless, there are some rules for safety and certain standards of behaviour and conduct are expected: the children are made well aware of these and the reasons for them. Similarly, organisational arrangements for good order in the school are decided upon and explained to the children. As character development is more important than rule making and enforcing, we aim to make discipline in school a personal quality rather than an imposed condition.

Unsatisfactory behaviour is dealt with in a variety of ways, appropriate to the child's behaviour and the situation. Continuing concern over behaviour will normally result in contact with the parents, so that all concerned may play their part in resolving the problem.

If punishment is necessary, it will usually take the form of loss of privileges or some loss of the child's free time. Children are not normally detained after school by way of punishment but, should it be decided to detain a pupil after school hours, parents will be informed at least a day in advance.

If it is felt necessary to exclude a child from school, parents will be notified in writing of the reasons, and given details of their rights of representation to the Governing Body and/or the Education Authority, if they believe the exclusion to be unreasonable.

If a child causes damage, wilfully or through carelessness, to school property or equipment, parents will be asked to contribute towards repair or replacement.

The Educational Welfare Officer is available to advise school and parents on any matters relating to the welfare of the children. If you wish to speak to the EWO, please contact the Divisional Education Office: Winchester (01962) 869611.

It is important that the school has up-to-date information on where parents can be contacted in the case of illness or accident. Please notify the school of any changes.

Health

Regular visits are made to school by the School Nurse, and medical examinations are offered to parents of children new to the school. Children are seen at other times after referral or on request. If, at any time, you wish to consult the School Health Service, please contact the school.

All children have their eyesight tested yearly by the school nurse, and hearing tests are carried out if requested by parents or the school. Dental inspections are also carried out, and you will be notified before these are due to take place. If treatment is felt to be necessary, you will be advised and offered treatment by the School Dentist. No treatment is undertaken without parental permission.

If you find that your child has contracted headlice, please inform the School Office as soon as possible. We can offer advice on how to deal with the situation. From time to time, if necessary, detailed written advice may be issued, and if you would like a copy of this, please ask. Please remember that anyone can catch lice, however clean and careful they are -in fact, lice tend to like clean hair.

While the school is, of course, prepared to deal with any unforeseen illness in school and to care for children until they can be collected by their parents, we do ask that children who have been unwell should not return to school prematurely. Such children often cannot cope with the routine of the day, may transmit their ailments to other children or teachers, or be ill again during school time.

Where children are fit enough to return to school but need to continue to take medicine we ask that:

- i) medicines are clearly marked with name and dosage.
- ii) they are handed in to the School Welfare Assistant. Class teachers cannot be responsible for medicines, and medicines must not be kept in classrooms. Children must not keep medicines in their own possession.

Meals/Packed Lunches

A good choice of sensible and healthy food is prepared in school and enjoyed by several children. Payment for school meals is collected in advance, weekly, half termly or termly. If you would like to pay half-termly or termly, you will receive notice each half-term of the amount due, allowing for any credits from the previous half-term. Cheques should be made payable to **Hampshire County Council** with the name of your child (or children) on the reverse.

Children who have school dinners are provided with water and, for the second course each day, they have an option of fruit juice or flavoured milk instead of dessert. It is not part of meal arrangements that children having dinner should bring their own drinks to school to have with the school meal.

Children may bring packed lunches and these are eaten under supervision in the dining hall. Children who bring their own food have water provided if they want it, but may bring a drink as part of their lunch pack, especially as you may want to provide a hot drink or soup in colder weather.

Children who bring packed lunches may buy a dessert. The choice includes fruit, fruit juice, ice cream, mousses and whips, yoghurt, cakes and milk-shake. Children are responsible for the safe-keeping of their money and will need to have it with them at lunch-time, as they pay for dessert at the time they collect it from the kitchen hatch.

Because of the danger of, and from, breakages, drinks should not be brought in glass bottles. Similarly, hot drinks should come in insulated flasks and not glass vacuum flasks. Children bringing hot drinks should be made aware of the need for care. We also ask that no drinks in cans are brought into school. If you wish your child to cease having school meals, at least one week's notice is required, except in cases of illness or emergency.

At mid-morning break The Infant children are provided with a piece of fruit, The Juniors are welcome to bring a snack such as fruit, biscuits, or low fat crisps, but we actively discourage sweets. Chewing gum and bubble gum are not permitted in school. Children may also bring a drink, which they can take out with them at playtime. Probably the most manageable is the fruit juice in small cartons with straws attached. However, you may prefer a small Tupperware-type container or a small plastic bottle with your own choice of drink in it. Please do not send glass bottles or fizzy drinks in cans. Break-time drinks should be separate from flasks packed for midday lunch if your child brings a packed lunch. Flasks can

only be used easily and safely when sitting at a table.

If you receive Income Support, your children are entitled to free school meals: if you think they are entitled, please contact the Area Education Office.

School Uniform

At South Wonston School we strongly urge all children to wear school uniform. We believe that it is important that children come to school dressed for work rather than leisure. We feel that it encourages pride in the school, it prevents discrimination, it reduces argument about clothes at home and contributes towards a school identity.

Parents find that selecting from the list below is the most satisfactory way of dressing their children for school:-

White polo shirt or blouse
South Wonston Sweatshirt, red sweatshirt or red cardigan
Grey trousers (**not jeans/corduroy/leggings**) skirt or pinafore
Grey, red or white socks/red, black or white tights
Sensible shoes

Summer wear options:

Lightweight skirt or dress in school colours (red striped or checked)
Grey shorts with **Plain** white short sleeved "Airtex" style shirt
School 'sun' hat

PE Clothing:

Plimsolls/Trainers
Red shorts with white T-shirt or South Wonston T-shirt
Shoe bag, which can be hung on cloakroom peg.

Please note that training or jogging shoes, for safety reasons, are not an acceptable alternative to lightweight plimsolls. Indoor, PE is done either in plimsolls or bare feet. For outdoor activities, **plimsolls** or **training** or **jogging** shoes may be worn.

Winter games for Juniors:

PE clothing as above, plus track suit, sports top or pullover for cold days.

As required, football boots (or trainers for younger juniors), spare socks, football shirt instead of PE top (optional).

All clothing and footwear should be clearly marked with your child's name.

Children's clothing, as described, is available from a variety of chain stores. School sweatshirts and T-shirts and other school clothing with the school logo are available and may be ordered from the PTA via the School Office.

Overalls/Aprons:

Aprons or overalls are essential for Infants and strongly recommended for Juniors. We have a supply in most classes, but, if you are asked to provide one, your help would be appreciated. For older children one of Dad's old shirts can be quite suitable.

If you have difficulty in providing your child with essential items of clothing or footwear for physical education, a limited amount of financial assistance may be available, depending upon your income. For further details, please contact the Divisional Education Office.

Each Friday, children should take home all bags, PE kit and coats from the cloakroom. This ensures that:

- i) lost and unclaimed property becomes apparent and will not be left lying around - it is surprising how odd plimsolls, jumpers and even coats can accumulate.
- ii) cloakrooms are completely clear for cleaning once a week.
- iii) you can be sure that kit will return home each week for checking and washing if necessary.

Your help in making sure that your children return to school with their kit each Monday will be appreciated. PE kit should be kept at school from Monday to Friday so that it is available for rescheduled or additional sessions - particularly in the Summer Term.

Jewellery

There may be occasions when jewellery, watches etc. have to be removed, for the safety of other children taking part in a PE activity.

While every reasonable care is taken of children's property, no responsibility can be taken for any jewellery lost or damaged including those occasions when it may have to be removed.

No responsibility can be accepted for any injury caused to a child at

any time by his or her own jewellery. In the playground, jewellery can get caught in other children's clothes, hair or hands. A necklace will usually snap, but earrings can cause serious injury. If your child has pierced ears please ensure they wear studs only to school. We would recommend that jewellery in general is not brought/worn to school.

Safety Outside School

The question of safety outside school has been discussed with the police who keep a watch on the situation regarding pedestrians, cars and buses. These are the agreed recommendations:

- a) Cars should park on the far side of the road to the west of the school and on the schoolside of the road to the east of the bus stop markings. The police have pointed out that obstruction is now a fixed penalty offence.
- b) Outside of any school is a danger zone, and, while we instruct children in road safety, we would ask parents to try to ensure that their children are not crossing the road unnecessarily outside the school, but making their way along the road some distance before crossing if they have to do so. As children are not admitted to school before 8.45am, it is also helpful if they do not arrive before this time and gather on the pavement outside the gate. Children crossing the road outside the school before 9.00 am to go the shop or after going to the shop are of great concern to us. I would ask you to go over this with your children and decide whether they have your permission to visit the shop. Some children are, indeed, requested by parents to buy part of their lunch on the way to school. We recommend that they do not go to the shop.

As bus children are not able to be escorted to school by their parents, we insist that they come straight into school when getting off the bus, unless there is a specific instruction from the parents for their child to go to the shop. In the interests of your children we strongly recommend that you do not give such permission and, when it comes to our attention, we will deal with children who have gone across the road from the bus without permission.

- c) To avoid congestion on the pavement at 3.15 pm, parents waiting for children may wait on the path inside the gate. This, however, does not prevent parents of the youngest children collecting their children from outside classrooms if they wish, although they may find waiting on the path a satisfactory alternative.

Schools are on private property and therefore no one has the right to drive in or park without permission. The first priority in determining whether or not such permission is given is the safety of the children.

Cars must not enter school for the purposes of setting down or collecting children at the beginning or end of school sessions (including lunchtimes) except when:

- i) children are being collected for, or returned from, for example, a dental appointment which is not at the start or end of a school session.
- ii) sick children are being collected.
- iii) children who are handicapped (temporarily or permanently) are being set down or collected - by arrangement with the school.
- iv) parents are collecting children at the end of an after-school activity.
- v) parents are visiting school, either during the day or for an evening event or meeting.
- vi) parents are helping in school or assisting with transport to an off-site activity.
- vii) permission has been given for any reason other than those above.

In these cases, parents will obviously remember the need for great care to be taken.

Complaints Procedure

South Wonston School recognises the importance of good two-way communication between staff and parents for the benefit of the children and therefore recognises that from time to time parents may wish to raise an issue which concerns them.

In the first instance this should be done via the class teacher at a mutually convenient time. If the problem is not resolved at this stage the complaints procedure should be followed.

Complaints Procedure - Guidance for Parents

The arrangements outlined here are for dealing with complaints on the school curriculum and related matters. This includes religious education and collective worship, the operation of charging policies and the provision of information.

There are three levels of complaint:

- the informal level
- the formal level to the Governing Body
- the formal complaint to the County Council

The informal level

If you have any worries about your child's educational progress, you should discuss your concerns with your child's class teacher. This usually enables problems to be sorted out quickly to everyone's satisfaction.

If you are not satisfied following such discussions, you may wish to bring your concerns to the Headteacher's personal attention, or to make a specific complaint. Full discussion should normally enable complaints to be resolved informally by the staff of the school, making a formal complaint to the Governing Body unnecessary.

The formal complaint to the Governing Body

If you still feel aggrieved after informal discussions about your complaint you will need to make the complaint in writing and send it either to the Clerk of the Governing Body or to the Assistant County Education Officer. The complaint will then be investigated by the Governing Body and urgent cases will be considered a priority.

The formal complaint to Hampshire County Council

If you are not satisfied with the Governing Body's decision you can complain to the County Council. You should put your complaint in writing to the Assistant County Education Officer who will arrange for your complaint to be investigated at county level.

ADMISSION POLICY FOR SEPTEMBER 2009 YEAR R INTAKE

Local education authorities and schools are responsible for ensuring that all legal requirements relating to admissions are properly carried out. In Hampshire, the Education Committee has delegated responsibility for administering admissions to the governing bodies of individual schools. The policy sets out the way in which the

governing body will fulfil its role ensuring that admissions procedures are carried out fairly and efficiently.

By agreement with Hampshire County Council (the Local Education Authority), the school's published admissions number for 2009/2010 is 60. The governors will consider all applications for admission in strict accordance with the admission policy of Hampshire County Council set out below and in the County Council booklet "A Parent's Guide to applying for a school place".

The governors will first consider those applications received by the deadline of 21st November 2008. Hampshire now operates an Equal Preference Admission System.

One Point of Admission Policy at South Wonston Primary School

By law, children must start to receive full-time education at the beginning of the school term following their fifth birthday. In Hampshire, however, a "one point of admission" policy has been adopted. **At South Wonston Primary School our Admission Policy for 2009 is as follows:-**

Children whose 5th birthday falls on or between September 1st 2009 and August 31st 2010 will start initially on a **morning or afternoon only** basis. This will continue for approximately four weeks when they will be admitted into full-time education at the teacher's discretion.

The **morning sessions** will be 9:00 a.m. – 11:45 a.m. and the **afternoon sessions** will be 12.45 p.m. - 3.15 p.m.

There will be meetings arranged for the parents of all children starting school in September 2009.

However, the above transition policy means that at South Wonston we will admit Spring and Summer born children, as well as the Autumn born children, in the Autumn Term, if the parents wish to take up this opportunity for their child and subject to the headteacher's professional judgment of whether a child should be admitted on a part-time or full-time basis.

It is expected that before being admitted children will:-

- : be independently toilet trained and dry during the day.
- : have some independence in dressing and feeding themselves.

: be able to communicate their needs.

: be able to cope with the demands of a school setting.

Images of Children

Hampshire County Council has produced guidance for school staff on the use of photos of children.

As a school we often send in photographs to local newspapers e.g. sporting events, fund raising. We have also used photos of children in other publications, for instance the Annual Report of the Governors.

South Wonston School now has its own Internet web-site. For those who have visited the site there are pictures of children taking part in a range of school activities. Some photos have been taken by the children or a member of staff. Often these pictures accompany a piece of writing. All of the web information is vetted by a member of staff who ensures that the photos are suitable and that no more than children's forenames appear in any writing that may accompany them.

We aim to further develop our web-site and to ensure that all classes have their own page and that it remains child centred.

We are aware that the vast majority of parents are happy to have their child's photo used in a newspaper or in a school report but may be more concerned about a photograph appearing on a web page.

We ask all parents to complete a form that indicates that they are happy for their child's image to be used in different circumstances.

Please visit our web site on **www.southwonston.hants.sch.uk**

STAFF AT SOUTH WONSTON PRIMARY SCHOOL

TEACHING STAFF

NAME	CLASS NUMBER/ YEAR GROUP	CURRICULUM/ MANAGEMENT RESPONSIBILITIES
Mr Richard Coleman (Headteacher)		Child Protection Liaison Officer Performance Management, Publicity PE/Games Co-ordinator
Mrs Carli Merritt	Class 1 YR	Literacy Co-ordinator
Mrs Becky Cook	Class 2 YR	Art Co-ordinator
Miss Linzi Harle	Class 3 Y1	SENCO PSHE Co-ordinator
Mrs Helen Hollis	Class 4 Y1	RE Co-ordinator
Mrs Lorna Flynn	Class 5 Y2	
Mrs Carolyn Wing	Class 5 Y2	Maternity Cover
Mrs Mary Flynn (AHT)	Class 6 Y2	IIP, Science Co-ordinator, Rotas, KS1/FS Pastoral Issues
Mr Will Rolt	Class 7 Y3/4	ICT Co-ordinator Health & Safety Rep
Mrs Rachel Hancox (4 Days)	Class 8 Y3/4	Assessment, Record Keeping and Reporting (TLR2) Drama Co-ordinator
Mrs Patsie Leatherdale (1 Day)	Class 8 Y3/4	Design & Technology Co-ordinator
Miss Rachel Wheal	Class 9 Y3/4	NQT
Miss Rebecca Reynolds (DHT)	Class 10 Y5/6	Literacy Co-ordinator, KS2 Pastoral Issues Staff Induction, Staff Training, Supply, Timetables, School Dates
Mrs Alison Morgan	Class 11 Y5/6	Geography Co-ordinator
Mrs Irene Lowndes (4 Days)	Class 12 Y5/6	Numeracy Co-ordinator ABCO Healthy Schools Co-ordinator
Mrs Gaynor Ridden (1 Day)	Class 12 Y5/6	History Co-ordinator
Mrs Lyn Broadway		Music Co-ordinator
Miss Natalie Toft	GTP	

PERIPATETIC MUSIC TEACHERS

NAME	INSTRUMENT
Mr Gideon Baker	Cello
Mr Gideon Baker	Violin
Mrs Ann Bray	Woodwind
Mr Nathan Gash	Brass

LEARNING SUPPORT & SPECIAL NEEDS ASSISTANTS

NAME
Mrs Debbie Davis
Mrs Linda Donald
Mrs Sally Drury (HLTA)
Mrs Clare Freemantle
Mrs Lin Frizzell
Mrs Jackie Gregory (HTLA)
Mrs Joanne McDade
Mrs Lynn Osborne (HLTA)
Mrs Paula Overton (HLTA)
Mrs Sarah Sheldrake
Mrs Chris Simpson
Mrs Toni Warren
Mrs Libby Whiteley
Mrs Katherine Young

ADMINISTRATIVE STAFF

NAME	RESPONSIBILITY/WORK AREA
Mrs Ann Lampard	Administrative Officer
Mrs Denise Putt	Assistant Administrative Officer
Mrs Mel Webb	Administrative Assistant Welfare Room, First Aid Rota, Lost Property Classroom Administrative Support
Mrs Janis Kinnell	ICT Technician Clerk to Governors

LUNCHTIME SUPERVISORY ASSISTANTS

NAME
Mrs Helen Aldridge
Mrs Sally Drury
Mrs Lesley Davison
Mrs Clare Freemantle
Mrs Debbie Gardner
Mrs Jane King
Mrs Joanne McDade
Mrs Clare McFarlane
Mrs Paula Overton
Mrs Sarah Sheldrake
Mrs Chris Simpson (Senior Supervisory Assistant)
Mrs Yvonne Thatcher
Mrs Toni Warren
Mrs Mel Webb
Mrs Libby Whitely
Mrs Katherine Young

SITE AND KITCHEN STAFF

NAME	RESPONSIBILITY/WORK AREA
Mr Richard Gunnell	Site Manager
Mrs Lorraine Dewberry	Unit Supervisor (Kitchen)
Cara Armstrong	Catering Assistant
Mobile Helper	Catering Assistant

UNION REPRESENTATIVE

NAME	UNION
tba	ATL
Lorna Flynn	NASUWT

SOUTH WONSTON SCHOOL GOVERNING BODY

Updated 1st September 2008

Nominated

Mrs Julie	Amies	3 Stavedown Road, South Wonston, SO21 3HA jaamies@aol.com	881730	19 Nov 2011
Mrs Karen	Passingham	33 Wrights Way, South Wonston, SO21 3HE KMPassingham@aol.com	884436	31 Aug 2010
Mrs Leyla	Whitlingum	70 Downs Road, South Wonston, SO21 3EW leyla@case-computers.co.uk	889018	21 Nov 2011
Mr Graham	Woodman	92 Downlands Way, South Wonston, SO21 3HS graham.woodman@tesco.net	881454	31 Aug 2010

Parent Governors

Mrs Karen	Barker	61 Blackwell Road, Worthy Down kaskham@hotmail.co.uk	882214	31 Aug 2012
Mrs Andrea	Everett	85 Wrights Way, South Wonston, SO21 3HE andrea@daleeverett.plus.com	881596	31 Aug 2010
Mr Simon	Freeland	10 Carthagea, Sutton Scotney, SO21 3LJ simonfreeland@hotmail.com	760482	31 Aug 2010
Mrs Caroline	Lunniss	1 Chaucer Close, South Wonston, SO21 3HQ lunniss@hotmail.co.uk	881792	31 May 2012
Mr Steve	Philp	27 Pine Close, South Wonston, SO21 3EB sjphilp@talktalk.net	882453	30 Apr 2012
Mrs Elissa	Simpson	2 Long Barrow Close, South Wonston, SO21 3ED robandelissa@btinternet.com	886266	27 Nov 2011
Mrs Caroline	Wolffsohn	24 Waverley Drive, South Wonston, SO21 3EF textiles@tesco.net	881600	27 Nov 2011

Staff Governors

Mrs Lynn	Broadway	3 Orchard Road, South Wonston, SO21 3EX lynnbroadway@btinternet.com	888435	14 May 2009
Mrs Melanie	Webb	3 Paddock Close, South Wonston, SO21 3EQ melaniejanewebb@gmail.com	886201	31 Dec 2011
Mrs Lynn	Osborne	2 Cherry Close, South Wonston, SO21 3HU lynnosborne@southwonston.hants.sch.uk	880250	12 Nov 2008

Place reserved for Headteacher

Community Governors

Mrs Carolyn	Boag	26 Downlands Way, South Wonston, SO21 3HS carolynboag@hotmail.com	883253	31 Aug 2010
Mrs Anita	Francis	14 Goldfinch Way, South Wonston anita@swons.co.uk	883687	31 Aug 2010
Mr Duncan	Gibson	1 Oaklands, South Wonston, SO21 3HZ duncan@dgibson99.orangehome.co.uk	880654	31 May 2012
Mr Bruce	Kent	136 Downs Road, South Wonston, SO21 3EH	881550	26 May 2010

Head & Assistants (Non Voting)

Mr Richard	Coleman	8 Edgar Road, St Cross, Winchester, SO23 9SJ richard.coleman@southwonston.hants.sch.uk	861816	
Mrs Mary	Flynn	mary.flynn@southwonston.hants.sch.uk		
Miss Rebecca	Reynolds	rebecca.reynolds@southwonston.hants.sch.uk		

Clerk (Non Voting)

Mrs Janis	Kinnell	Cobley Wood, Coxford Down, Micheldever, SO21 3BD janiskinnell@hotmail.com	774814	
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