

# **Northlew & Ashbury Parochial Primary School Prospectus**



**Northlew & Ashbury Parochial Primary School**  
**Northlew, Okehampton, Devon. EX20 3PB**  
**Tel/fax: 01409 221420**  
**admin@northlew.devon.sch.uk**  
**www.northlew.devon.sch.uk**



UNESCO  
Associate  
Schools



Healthy Schools



Physical Education, Daily Physical Activity and School Sport



# Welcome

I welcome you and your child to Northlew Primary School and hope that this prospectus will provide a useful source of information about the school. Please visit us whenever you wish, we encourage parents to help in school and be actively involved in the education of their children.



Northlew and Ashbury Primary School 2004

## A Brief History

Northlew & Ashbury Parochial Primary School is a Church of England school that was established in 1866. Its doors first opened in January 1867 and it provided a varied education for the all the children of Northlew and Ashbury. It was not until 1945 that the junior children were transported into nearby Okehampton to receive further education and the school became a primary school, serving 4 - 11 year olds. In 1984 the school was declared a voluntary controlled school although it still maintains close links with the church.



Northlew Primary School in 1866

The school was fortunate enough to secure funding to improve the old building which had remained largely unchanged since those early days. In January 2004 major building work began to provide a new multi purpose hall and classroom. The project also incorporated a staff room; cloakroom and a new much needed toilet block, which has provided disabled facilities. The work has completely modernised the building and provided the school with a lot of extra space. This has greatly improved the learning environment for pupils and the working conditions for staff.

## Mission Statement

Our aim is to provide a high quality of education so that your child can develop spiritually, socially, physically, artistically and intellectually in a Christian environment. Your child will be valued and cared for very much as an individual.

## Ethos

Northlew and Ashbury Parochial Primary school is a Church of England school within the Diocese of Exeter. Recognising its foundation, the school will preserve and develop its religious character in accordance with the principles and practice of the Church of England and in partnership with the Church in the parish and diocese.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the significance of faith and promotes Christian values through the experiences offered to its pupils. There is an act of daily Christian worship in the school which helps to give children a deeper understanding of the Christian faith and its relevance to them within the community. It also gives time for reflection and worship, individually and communally.

The school respects and values the unique worth of each child and seeks to ensure each one fulfils their full potential.

The Christian doctrine of love thy neighbour is fundamental to the school ethos. The school encourages parents to take an active part in the education and development of their children.

## School Aims

- To promote a Christian ethos in the school so that pupils know they are valued as individuals and in turn value and care for each other in a safe, welcoming atmosphere.
- To ensure positive and supporting relationships between children, staff, governors and parents.
- To strive for the provision of high quality teaching and learning in an atmosphere where everyone tries to achieve their best.
- To encourage pupils to take responsibility for their own learning, their behaviour and for their environment.
- Whilst valuing the child's family and background to broaden the child's horizons to recognise and respect the multicultural, multi-faith world in which we live.
- To provide a broadly based curriculum which involves first hand experiences and also encourages the children to develop skills such as problem solving, numeracy, literacy and interpersonal skills that they will need to become effective members of the working community.
- To provide opportunities for children to participate in challenging physical activities and competitive sport as part of promoting healthy lifestyles.
- To help children discover how their lives maybe enriched through knowledge and understanding of art, dance and music and their own creativity and self-expression in these areas.
- To be a fully inclusive school providing a suitable curriculum for all children which challenges the more able and meets the needs of those with learning difficulties so all can reach their full potential.



Reception and Keystage 1 enjoying a trip to the forest to study the colours of autumn



Views of Dartmoor from our playground

## Parents and School

At Northlew Primary School we work in partnership with the children, staff, governors, the church and the wider community in order to support and encourage learning. Every Friday we send home a newsletter, which will keep you up to date with school events and general news. Literacy and Numeracy topics will be outlined each week via the newsletter. Curriculum topics are outlined at the start of each term in the newsletter and a diary for homework is also included. Giving your child support at home will greatly enhance their learning.

The Chairman of Governors is Tony Hazell, a local businessman who runs Carmel Coaches. In the autumn term the Chairman and governors correlate and send home an Annual Report to Parents, which charts the progress of the school.

Your child's annual school report will be sent home in the Summer Term, this will also include attendance figures.

Parent's evenings take place termly.

**Autumn Term:** To discuss how your child is settling into school or their new class and to discuss areas for development over the coming academic year.

**Spring Term:** Annual parents evening for all pupils and parents. There will be an opportunity to look at pupils work.

**Summer Term:** Following receipt of the school reports there is an opportunity to speak to a teacher to discuss any issues arising.

As a teaching Head my non-contact time is Thursday afternoon when you are

welcome to speak to me. Parents are always welcome to see a class teacher or the headteacher, though it is best to make an appointment for outside of normal teaching hours.

Each new parent is encouraged to become a member of the PTFA and is invited to attend meetings and support our fund raising activities. Annual events include a Duck Race in the summer and a Christmas Fayre.



The play-equipment in the school grounds

## School Organisation

Admissions to Reception are dealt with centrally by the Devon County Council Admissions Team at County Hall Exeter.

Children enter the school in the Reception Year and progress each year until they are in Year 6, when they will transfer to Okehampton College for which we are a feeder school.

The school currently has a roll of 38 pupils. We take boys and girls aged, mainly, from 5 - 11.

There are two stages for primary age groups known as keystages.

- Keystage 1 - Year groups 1 and 2 (ages 5-7)
- Keystage 2 - Year groups 3,4,5 and 6 (ages 7-11)

**The school is organised into two classes:-**

Mrs Lampe, the headteacher, teaches Keystage 1 which incorporates the Reception year group.

Mr Lea teaches our Keystage 2 class. We are fortunate enough to have the support of five learning support assistants, Christine Bruce, Tracey Davey Sandy Johnstone, Diane Bugden and Glynis Turner who provide invaluable help in the classroom.

Mrs Marshall provides classroom cover on Thursday's to free the head teacher for administration and Mr Lea's planning time.

Mrs Voaden is our administrator; she works Monday, Thursday and Friday in the office.

Jo and Alison, the dinner ladies, serve the children their daily school meals.

Lyn Taylor, the caretaker, keeps the school spick and span.

Our aim is to provide the best possible learning environment for all the children in a caring supportive atmosphere.



Colours of the Aquarium - a school display

## School Session Times

Children will begin to arrive at school from 8.50am onwards. We would like all children in school by 9.00am to give them time to sort out their bags and coats before registration at 9.05am. Playtime is taken between 10.45am -11.00am and the children have an hour for lunch, 12.15 - 1.15pm. Afternoon breaks will be at the discretion of the class teacher. Your child will be ready for collection when the school day ends at 3.30pm.

## School Term Times and Holidays

<b>Autumn</b>	<b>Starts</b> Weds 3rd Sept '08	<b>Finishes</b> Fri 24th Dec '08
Half Term	Fri 24 <sup>th</sup> Oct '08	Fri 31 <sup>st</sup> Oct '08
Non pupil days: Mon 1 <sup>st</sup> & Tues 2 <sup>nd</sup> Sept Friday 24 <sup>th</sup> Oct		
<b>Spring</b>	<b>Starts</b> Tues 6 <sup>th</sup> Jan '09	<b>Finishes</b> Fri 3 <sup>rd</sup> Apr '09
Half Term	Mon 16 <sup>th</sup> Feb '09	Fri 20 <sup>th</sup> Feb '09
Non pupil days	Mon 5 <sup>th</sup> Jan 09	
<b>Summer</b>	<b>Starts</b> Mon 20 <sup>th</sup> Apr '09	<b>Finishes</b> Fri 17 <sup>th</sup> July '09
Half Term	Mon 25 <sup>th</sup> May '09	Fri 29 <sup>th</sup> May '09
Non pupil days: Mon 20 <sup>th</sup> July '09 Bank Holiday: Mon 4 <sup>th</sup> May '09		

## School Attendance

Most families manage to take their holidays during school holidays but, occasionally, this is not possible. If your annual holiday cannot be arranged to coincide with school holidays please ask for a holiday form so that consideration for your child's absence from school can be made.

We have a duty to ensure that all absences are legitimate and justifiable and we have to record the level of authorised and unauthorised absences each year. Absence records will be notified to you on the front cover of your child's annual school report.

It would help us greatly if you could give us a call first thing in the morning, or send in a note with another child, if your child is going to be absent from school for the day. If we have not heard from you by 9.30am it is our policy to contact you.

In the academic year 2007 - 2008 the total number of pupils on roll was 35. 4.45% of school sessions were missed through authorised absence and 0% through unauthorised absence.

## Admissions

The County Council is our admitting authority. Our planned admission number for each year group is currently set at 7, this is reviewed annually by the governing body. The current school policy on admissions can be found as an appendix to

the prospectus. Admissions will become central through the Devon County Council Admissions Team from Autumn 2006.



Taking part in a church service.

## Collective Worship

We encourage the children to be kind and helpful and to treat others with care and respect. We encourage the children to be tolerant of the views and actions of those around them.

Northlew Primary School is a Voluntary Controlled School, and our collective worship will be in the teaching and practice of the Church of England. Children are introduced to the beliefs and customs of other religions. The children engage in an act of Christian worship each day as part of the school assemblies or in classroom activities.

Parents may if they so wish, request their children to be wholly or partly excluded from attendance of Christian Collective Worship.

## Equal Opportunities

At Northlew School we are committed to the belief that regardless of gender, race, colour or creed everyone is entitled to equal opportunities.

## Safeguarding Statement

Our school community has a duty to safeguard and promote the welfare of children who are our pupils. This means that we have a Child Protection Policy and Procedures in place. All staff including our volunteers and supply staff must ensure that they are aware of our procedures. Parents and carers are welcome to read these on 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 their parents/carers first unless we have reason to believe that this is not in the child's best interests. Our Designated Child Protection Person is Nicola Lampe

## Home Visits

Mrs Lampe carries out 'home visits' for all reception pupils during the summer term, prior to your child starting school in the new academic year. Mrs Lampe will bring a sample book bag and books for your child and explain the process of starting school. She will be able to answer any queries or concerns you may have. It is a great opportunity for us to get to know each other and to make your child's integration into school much easier.

## Inclusion and Special Educational Needs

At Northlew Primary School we support the government's programme of Inclusion. We have a number of children who have Special Educational Needs. These can range from those who are generally slow and underachieving, those with difficulties in specific areas, children who may be experiencing emotional or behavioural problems or a gifted child who is

underachieving. Every child is different. We consider the needs of children who are gifted or who have learning difficulties as very important. The school uses outside agencies where appropriate and within the school there is a Special Needs consultant, Angela Hughes, who helps and advises colleagues so that pupils get the relevant support they need. Individual Education Programmes are written in consultation with the Special Needs advisor, the pupil and the family. The 'IEPs' are reviewed at regular intervals and new targets set. The school follows the Special Education Needs Code of Practice Jan 2002 and involves the families at every stage of the process.

## Sex Education

The governing body have decided that sex education should form part of the curriculum. We endeavour to use an informal approach in which children's questions can be answered honestly and as fully as is considered appropriate. Our school nurse is called in during the summer term to contribute to this area of the curriculum. Resources include video material, which will be shown to year 5 and 6. Parents are invited to preview this material if they wish. Permission will be sought from parents before the lesson takes place. If you have any concerns about your child taking part in the sessions you are welcome to talk to a member of staff. Remember that you can withdraw your child from part or the entire curriculum if you so wish but please talk this through with Mrs Lampe before you make your decision.

## Complaints about the Curriculum

We are all human and should you feel unhappy with your child's progress or dissatisfied in any way please try not to criticise in front of your child, but come to see us so that any

misunderstandings can be ironed out. Your child will progress best in a climate of mutual trust and co-operation, benefiting by seeing teachers and parents working together in a common aim for their happiness and success. We will make every effort to spend time with you to resolve any problems.

Should you wish to make a formal complaint you are able to follow the complaints procedure laid down by the governing body. This is available through the headteacher.

## Healthy Schools

The school has obtained the Healthy Schools' Award as a result of work to ensure healthy eating, personal and social education and daily exercise combined with PE lessons.

Children are kept safe all staff are CRB checked and the school follows the Safe Recruitment Policy

We have forged links with other local schools to arrange netball and football matches, this also provides valuable social interaction between ourselves and other small schools. Despite being a small school we have had many successes in our sporting endeavours.



Winners of the Small Schools Athletics Sports Cup

We use the school playground to deliver much of the outdoor sporting activities. We also have an indoor gym area, which is used to deliver amongst other things the gym and dance curriculum. It is also a useful resource when the weather is inclement! We have use of the village playing field and this is where the annual sports day takes place.

We deliver the swimming entitlement in the autumn term by block booking the facilities and instructors at Okehampton Swimming Pool. The pool is of a very high standard thanks to its recent successful bid for lottery funding.

## Kit

Your child will need to have a PE kit to keep in school. The kit should comprise of navy shorts, a white t-shirt and trainers or plimsolls. All items need to be clearly marked with their name.

## Behaviour

As part of our overall school ethos it is essential that children feel secure and confident with adults and peers, and enjoy coming to school and taking an active part in the learning process. Our children are taught responsibility for their own behaviour and the affects it can have on others. They are given a clear view of what is acceptable behaviour. Good behaviour is encouraged and rewarded in a similar way to academic achievement.

The school has a policy on behaviour and discipline and dealing with bullying - these can be found as an appendix to the prospectus.



The school viewed from the edge of the grounds

the school and is very affordable. Alternatives can be obtained outside of school as long as they follow school colours and style.



## Medicines in school

If your child needs an inhaler for asthma they will be allowed to keep one in the school office. It will only be administered under adult supervision and you will be asked to fill out a consent form for our school records.

With regard to short-term illnesses we do prefer not to have medicines in school. However, we realise there are exceptional circumstances and would therefore ask that you discuss any particular difficulties with the headteacher.



Keystage 1's project work on the colour 'green'

## School Uniform

Our school uniform is smart, comfortable and practical. The children wear red sweatshirts, navy polo shirts and/or white t-shirts - all embroidered with our school logo. Trousers or skirts should be navy. School uniform may be ordered through

# National Curriculum

The school teaches a balanced and broadly based curriculum in line with the national curriculum which comprises of three core subject:- English, Maths and Science and seven foundation subjects:- History, Geography, Art, Music, PE, Technology and IT.

RE is also included in the basic curriculum with the core and foundation subjects and is part of every pupil's entitlement.

Various methods of teaching strategies and techniques are employed in the classroom such as:-

- Whole class
- Group
- Individual

Children are taught personal, social and health education and citizenship as discrete subjects. Key skills are taught across the curriculum, which improve learning and performance in education, work and life. The twelve key skills are:- reasoning, information processing, creativity, social skills, problem solving, communication, evaluation, enquiry, self awareness, managing feelings, motivation and empathy

## Key stage 2 national results 2008

These tables show the percentage of year 6 pupils achieving each level nationally at the end of key stage 2.

Figures may not total 100 per cent because of rounding.

<b>Teacher assessment</b>									
<b>Percentage at each level</b>									
	<b>W</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Pupils disapplied</b>	<b>Pupils absent</b>
English	<b>0</b>	<b>1</b>	<b>4</b>	<b>16</b>	<b>49</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>
Mathematics	<b>0</b>	<b>1</b>	<b>4</b>	<b>16</b>	<b>46</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>
Science	<b>0</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>47</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Test results</b>						
<b>Percentage at each level</b>						
	<b>Below level 3*</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Pupils not entered<sup>#</sup></b>	<b>Pupils absent</b>
English	<b>6</b>	<b>13</b>	<b>51</b>	<b>30</b>	<b>0</b>	<b>1</b>
Reading	<b>6</b>	<b>6</b>	<b>38</b>	<b>49</b>	<b>0</b>	<b>1</b>
Writing	<b>6</b>	<b>26</b>	<b>48</b>	<b>20</b>	<b>0</b>	<b>1</b>
Mathematics	<b>5</b>	<b>15</b>	<b>47</b>	<b>31</b>	<b>0</b>	<b>1</b>
Science	<b>2</b>	<b>8</b>	<b>44</b>	<b>44</b>	<b>0</b>	<b>1</b>

'W' represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

represents pupils who were not entered for the tests because they were working below level 3 in English, mathematics or science; pupils awarded a compensatory level from the tests and pupils entered for but not achieving a level from the tests.

<sup>#</sup> pupils working at the levels of the tests, but unable to access them.

NB. These figures are awaiting final confirmation.

### **Northlew Primary School Key Stage 2 National Curriculum Assessment Results**

Results are not published for Key Stage 2 pupils undertaking tests as there were less than 10 pupils in the year groups.

## Key stage 1 national results

This table shows the percentage of eligible children achieving each level nationally at the end of key stage 1.

Figures may not total 100 per cent because of rounding.

Results of teacher assessment 2008									
Percentage at each level									
	W	1	2	2C	2B	2A	3 or above	Disapplied children	Absent children
Speaking and listening	2	11	65				21	0	0
Reading	3	13		13	22	24	25	0	0
Writing	5	15		22	27	19	12	0	0
Mathematics	2	8		16	25	27	21	0	0
Science	2	9	67				22	0	0

'W' represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.

### Northlew Primary School Key Stage 1 National Curriculum Assessment Results

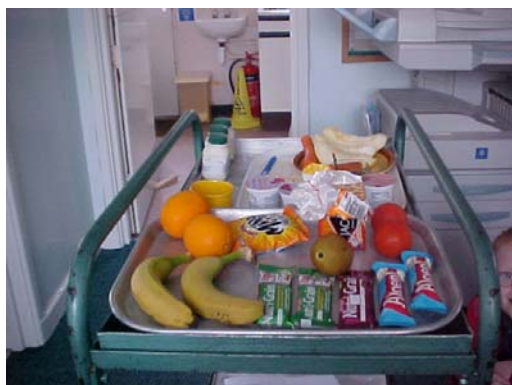
Results are not published for Key Stage 1 pupils undertaking tests as there were less than 10 pupils in the year groups.

## School Dinners

School dinners are served daily. A menu for the term is sent home with your child's newsletter. The current cost of a school lunch is £1.85 per meal. The children can order a meal in the morning when the registers are taken. Orders are phoned through to the kitchen at Hatherleigh and are delivered to Northlew in time for lunch. You are welcome to take advantage of the school meals at any time. Payment would be appreciated weekly on a Friday morning. Money should be sent into school in an envelope marked with your child's name.

## Healthy Snack Trolley

To help encourage our children to adopt healthy eating habits we run a Healthy Snack Trolley. The children can select an item from the trolley for mid morning break. Typical items include a wide variety of fresh fruit, salad/vegetables. Under a government initiative to encourage healthy eating children in Reception, Year 1 and Year 2 receive a free piece of fruit each day and the school has extended this to include a free snack for those children Year 3 - Year 6.



Sweets and fizzy drinks are not allowed in school as part of your child's mid morning break or packed lunch.

If you are not taking advantage of the Snack trolley we would ask you to bear in mind that break times snacks should consist of fruit or vegetables only. (This does not include fruit winders of similar sugary fruit snacks.)

## Extra Curriculum Activities

Our children take part in a range of extra curriculum activities due to the voluntary support of staff. Computer, homework, cookery and craft clubs are run at various times of the year. We also provide a challenging opportunity to explore fiction and non-fiction books through 'book track' during school time.

Residential visits are aimed at Keystage 2 children. We have been to variety of places including Ironbridge, Isle of Wight, Dorset and Devon Activity centres amongst others.

## Cool Milk for Schools

Children are able to take advantage of a fresh milk drink each day purchased directly from Cool Milk for Schools. Children under 4 can take advantage of free milk. Please ask for a registration form from the office.

## The School Health Service

Every school has a fully trained School Health Sister supported by a School Doctor. Our School Nurse is Rachel Smith. (Tel: 01822

615935) and our school Doctor is Dr Hannington (Tel: 01837 52231).

The School Health Sister is your first point of contact in the school on all health matters. She is responsible for assessing the Health needs of the children and for implementing, facilitating and co-ordinating those needs. She conducts all health interviews shown in the programme overleaf. She will maintain continuous and regular contact with parents, teachers and the School Medical Officer and will liaise with, and refer to, other professionals as appropriate. The School Health Sister will be happy to be involved in the planning and delivery of co-ordinated health education programme and her attendance at pastoral care meetings is offered, if required. The School Health Sister is not the primary contact for first aid in school, although she will, of course, respond in an emergency and will provide advice and support where appropriate.

The administrator can give you information as to when the School Health Sister will be attending the school, or alternatively, where she can be contacted.

## School Transport

Devon County Council has a policy on the provision of school transport. It provides, for example, for free school transport where a pupil of compulsory school age lives beyond the statutory distance from school designated by the Local Education Authority who serves the home address. The statutory distance is defined as 2 miles for children up to 8 years of age and 3 miles for those aged 8 and over. To qualify, the statutory distance is measured by using the shortest available route between the home and the school.

Transport is also provided to pupils registered at a school that is nearest to their home when this is not the designated school and if beyond the walking distance and suited to the age, ability and aptitude of the child.

There are no exceptions to this policy. Some pupils may be given free transport for special reasons when they live within the statutory distance - for example, on medical grounds.

It is a parental responsibility to arrange for children to travel in safety between the home and picking up and setting down points. They are also responsible for their children while they are waiting for transport and when they leave the transport at the end of the day.

Where pupils are entitled to assistance at attend denominational schools, parents are required to make a contribution towards the cost of travel, but free travel is provided to eligible pupils from families in receipt of family credit or income support.

Where the Authority is not obliged to provide transport, it is a parental responsibility to make arrangements for and meet the costs of travel between home and school.

Further information is available from the Divisional Education Offices. A full policy statement is available from the Divisional Office.

## **Behaviour Management Policy**

### **Principles**

The governing body believe that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary. It seeks to create a caring learning environment in the school by:

- Promoting good behaviour
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- Ensuring fairness of treatment for all
- Encouraging consistency of response both positive and negative behaviour
- Promoting early intervention
- Providing a safe environment free from disruption, violence, bullying and any form of harassment

### **Roles and responsibilities**

- The governing body is responsible for the policy and for its review. It will ensure the policy is shared with pupils and parents/carers, the policy is non-discriminatory and the school's expectations about pupil behaviour are clear.
- All staff will be responsible for ensuring the policy and procedures are followed, and consistently and fairly applied.
- The governing body, headteacher and staff will ensure there is no differential application of the policy and procedures.
- Parents and carers will be expected to take responsibility for their child's behaviour both inside and outside of the school. They will be encouraged to work in partnership with the school in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the operation of the policy.
- Pupils will be expected to take responsibility for their own behaviour on and off the school site and will be made fully aware of the school policy, procedure and expectation. Pupils should report any incidents of harassment, violence or bullying.

### **Definitions**

- The school defines acceptable behaviour as that which promotes courtesy, co-operation and consideration from all pupils in terms of their relationships with other pupils within/outside the school, teachers and other school staff and with visitors or other persons within/outside the school premises.
- The school has identified examples of unacceptable behaviour as that which includes name calling, verbal abuse, threatening language or behaviour, intimidation, physical abuse, damage to or theft of property belonging to

another, bullying (including cyber bullying), harassment and all forms of prejudice related behaviours.

### **Rewards**

The school ethos promotes good behaviour and pupils will be rewarded for good behaviour. Integral to the system of rewards is an emphasis on praise both informal and formal to individuals and groups.

### **Sanctions**

Sanctions are needed to respond to inappropriate behaviour. A range of sanctions are clearly defined in the procedures. The sanctions make a clear distinction between minor and major offences.

### **Interrelationships with other school policies**

In order for the behaviour policy to be effective a clear relationship with other policies, particularly equal opportunities, special educational needs and anti-bullying has been established.

### **Procedures**

- The school will ensure all parents/carers are informed of the behaviour policy.
- The school will ensure all pupils are aware of the policy, expected behaviour and school rules.
- All staff will be trained to follow the policy and procedures in a fair and consistent manner.
- The school will ensure that the policy and procedures are accessible to all parents/carers and pupils.
- The school 'Golden Rules' will be developed by the school council and be displayed prominently.
- Class rules maybe used to re-enforce the whole school rules. These will be negotiated within the class annually and displayed. They will be discussed at the beginning of each term.
- The school will promote good and improved behaviour by pupils through a system of recognition and reward eg praise, team points, stickers
- The school will develop measures to encourage pupils to take responsibility for their own behaviour and to help them to recognize the consequence of inappropriate behaviour. The school will give support to pupils who have difficulties conforming to expected standards of behaviour by the use of Social, Emotional Aspects of Learning materials which maybe delivered in whole class or group sessions as appropriate.
- Personal, social, health and citizenship education combined with circle time and assemblies will help pupils to be aware of expected behaviour in and outside of school.
- Individual pupils maybe offered individual counselling and support.

Individual educational Plans will be used to set targets for pupils with behavioural difficulties.

- Pupils may be kept in at playtimes to complete work if the teacher considers the individual has not made sufficient effort during a lesson; this will vary from pupil to pupil.
- The school will implement a range of strategies for dealing with inappropriate behaviour:-

Talking privately with the pupil

A verbal reprimand

Time out

Name recorded on the orange/red board in the KS2 class good behaviour will lead to the name being removed. If the name remains Golden Time will be lost.

Raindrop with name on placed in the clouds R/KS1 good behaviour will lead to the raindrop being put back in the sun. If the raindrop remains in the cloud the pupil will lose freetime

Red card issued at playtime sent into a teacher and lose of playtime for the day. If 2 red cards are issued in 1 week a letter will be sent home to parents/carers and the pupil will lose the entire playtime the following day.

Letter to parents/carers

Meeting with parent/carers

Referral to external agencies

In the last resort a child may be excluded for a fixed term or permanently excluded. Should this become necessary the school will follow procedures as outlined by DFES/DCC

Fixed term or permanent exclusion (see Exclusion Policy for details)

- The school will monitor the use of rewards and sanctions to ensure the arrangements operate with due regard to equal opportunities and discrimination, and the school's statutory duties in respect of SEN and disability, race relations and gender equality
- The school will undertake reviews of the educational needs of pupils and involve external agencies where it is appropriate to do so for the purposes of pupil education and guidance.
- The school will investigate as appropriate reported incidents of pupil misbehaviour. Investigations will involve discussions with pupils involved, information from witnesses

to events. A pro-forma will be used to record findings and actions.

- The school will provide appropriate training and development of staff on behaviour management matters.
- The school will participate in implementing the Common Assessment Framework to ensure early identification and integration of services to meet the needs of pupils and families.
- Significant incidents will be logged and records used to identify type of incident/times/days/individuals who appear regularly.

#### Involvement of outside agencies

The school will work with outside agencies utilising the range of external support available to ensure the needs of all pupils are met.

#### Review

The policy will be evaluated by all staff regularly to ensure the operation is fair, effective and consistent. The policy will be reviewed annually by the governing body. The outcome will be communicated to all those involved as appropriate.

### Northlew & Ashbury Primary School Admissions Policy

#### Rationale

The County Council is the admitting authority for Northlew and Ashbury Primary School. The Admission Policy of the school adheres to the guidelines issued by the county council.

The Planned Admission Number for Northlew & Ashbury Parochial Primary School is set at 7. This number will be reviewed annually by the Governing Body.

Reception children will be admitted centrally by Devon County Council.

The school will admit pupils into Year Groups 1 - 6 as long as that year group is under PAN.

If a parent contacts the school to request a place in a year group that is already at PAN or above the school will advise the parent that the year group is full and to contact the admission team to discuss the options available to them - options may be an alternative school or the school admissions appeal process.

(Contact John Hill, Admission Officer: 01392 383717  
john.hill@devon.gov.uk)

**Children currently on role at Northlew & Ashbury  
Primary School - June 2009**

Yr Grp	Date of birth between	Current Pupils on Role
6	01/09/97 - 31/08/98	5
5	01/09/99 - 31/08/00	6
4	01/09/00 - 31/08/01	3
3	01/09/01 - 31/08/02	5
2	01/09/02 - 31/08/03	6
1	01/09/03 - 31/08/04	7
R	01/09/04 - 31/08/05	5
		37