

# We are All Saints'

All Saints' CE Infant and Junior School - Matlock - Derbyshire

Prospectus 2017-2018

## A warm welcome..

Dear Parents/Carers

We are delighted that you have chosen to send your child to our school, where we aim to provide an enriching education for your child, resulting in the best possible progress academically whilst also ensuring that they develop socially, physically and spiritually.

Our Church School status is something that we're really proud of as we seek to offer a values based education that is open to those of the Christian faith, other faiths or none. We have close links with All Saints' Church, but we also look beyond our community too. We have links with faith communities in Derby, and with the Church of North India. The children visit places of worship in Matlock and Derby, and we're very excited about our ongoing partnership and links with teachers from the Kolkata diocese who visit our school and vice versa.

Our community is very open, and you are always welcome at the meetings of Parent, Teacher and Friends Association, and at Parents' Forum meetings too. Your views are really important to us, and we are keen to hear your experience as it will help us to ensure that we can best meet the needs of your child. Please do mention if there is anything of which we need to be aware; if you need to speak to a member of staff in more detail, they will arrange to talk to you later in the day.

We hope that this is the beginning of an exciting educational journey for you and your child. We look forward to working with you throughout your child's infant and junior life- and beyond – to help them to fulfil their potential as they move into the future.

We hope that this prospectus answers most of your questions, there is a vast amount of information that is regularly updated on both school websites too. Additionally, if you require any clarification, or have any worries or concerns, do contact me on [headteacher@allsaintsfed.derbyshire.sch.uk](mailto:headteacher@allsaintsfed.derbyshire.sch.uk)

I look forward to working with you!

With every good wish,

Hazel Henson – Head Teacher



### Infant:

Dimple Road, Matlock, Derbyshire,  
DE4 3HX

Email: [info-inf@allsaintsfed.derbyshire.sch.uk](mailto:info-inf@allsaintsfed.derbyshire.sch.uk)

Telephone: 01629 582913

### Junior:

Hurds Hollow, Matlock, Derbyshire,  
DE4 3LA

Email: [info-jun@allsaintsfed.derbyshire.sch.uk](mailto:info-jun@allsaintsfed.derbyshire.sch.uk)

Telephone: 01629 583949



## Find us on the web:

### Infant:

[www.matlockallsaints.derbyshire.sch.uk](http://www.matlockallsaints.derbyshire.sch.uk)

### Junior:

[www.allsaints-jun.derbyshire.sch.uk](http://www.allsaints-jun.derbyshire.sch.uk)





## All Saints Church - Matlock

Dear Parents,

For two hundred years, the Church of England has taken a leading role in the education of our nation's youth. As Rector of the Parish Church of All Saints', I am immensely proud of the strong links that have been forged between All Saints' Infant and Junior Schools and the Church.

Both schools are proud of their Anglican heritage and, alongside this, have built relations with other Christian denominations, in order to help promote the educational, moral and spiritual well-being of all the children. Though a Church of England School, we seek to be open and welcoming to children from a wide variety of religious backgrounds and those with none.

Pupils from All Saints' take full part in regular services at the Parish Church celebrating Harvest, All Saints' Day, Christmas, Easter and end of Year. Use of the church building is also made in order to support the curriculum, looking at celebrations (baptisms and weddings), symbols, sacred space and art.

In addition, links between the parish church and the schools are nurtured by regular Collective Worship and various church members serve as Governors and support the Wednesday Toddler Group, Little Saints.

Through Religious Education, pupils are encouraged, in an age-appropriate way, to explore the riches of the symbols, rituals and beliefs of the Christian Faith in order to develop their own understanding and spiritual life. In addition, the curriculum enables insights into other major world faiths as a way of broadening their world view. Creatively, children are encouraged to look at issues in the world and to see how Faith speaks into those situations.

As a Church School, our aim is that your children should receive a top quality education in a friendly, welcoming, fun environment based on Christian values. I pray that your children, along with your families, may be richly blessed by being a part of the All Saints' Family.

Every blessing,

Richard

**The Benefice of Matlock Bank  
and Tansley**

(Diocese of Derby)

**All Saints', Matlock Bank  
Holy Trinity, Tansley**

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

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

**Rector:** Revd Richard Reade MA

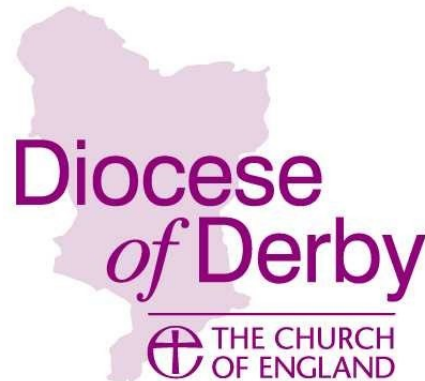
**All Saints' Vicarage**

**Smedley Street**

**Matlock**

**DE4 3JG**

**01629-584107**



**We are  
All Saints'**

We are  
**All Saints'**

## Our Vision and Values...

### 'We are All Saints.'

*Our motto is a deliberate play on words – explaining:*

*the **rootedness** of the school in the parish of All Saints' Matlock,*

*the shared experience of **belonging** all together as a federation; open to families of all faiths and none*

*the offer to all children of an holistic educational experience rooted in the Christian **narrative** of salvation as a family of Saints.*

In addition to the fundamental British Values of:

Democracy

Individual liberty

Mutual respect

The rule of law

Tolerance

The school promotes Christian values of:

Courage

Forgiveness

Honesty

Justice

Perseverance

Service

Trust





# Our ethos and aims...

We build children's **confidence**; valuing what **everyone** can do.

We foster a **love of learning**, express ourselves imaginatively and celebrate successes and achievements

We ensure that children feel **safe** and secure in school and know how to keep themselves healthy and active.

We show **respect** and consideration for everyone.

We work **together** with parents, carers and the community.

We encourage **pride** in the world around us and love of our wonderful world.

We widen children's **horizons** so that they understand their place in our community, our church, our country and **our world!**

We explore and experience the **faith** of our Christian community and seek an **understanding** of other cultures and systems.

We are  
**All Saints'**

# Ofsted & SIAMS...

Both Ofsted and SIAMS inspection reports and finding for both schools can be found on both school websites.

The latest Ofsted inspection at the **Infant School** took place in January 2016, where the school was graded 'good'. The most recent SIAMS inspection was in October 2016, where the school was judged to be 'outstanding' in how distinctive it is as a Church School.

***“The standard of behaviour is good and pupils’ spiritual, moral, social and cultural development is promoted well. The school has a caring atmosphere. Pupils enjoy school and like their teachers. One pupil who said, ‘The teachers are really kind. They care for us’ typified this.” (Ofsted 2016)***



The most recent Ofsted inspection at the **Junior School** was December 2012, where the school was also graded good. The latest SIAMS inspection in March 2016 awarded the school an 'outstanding' grading,

***“Teaching and learning are good throughout the school and some of the teaching is outstanding. Results when the pupils leave Year 6 are well above average .”***



# Meet the team...

Executive Head Teacher Mrs Hazel Henson is the Head Teacher at both All Saints' C of E Infant School and All Saints' C of E Junior School.

Deputy Head Teachers Mrs Lee is the Acting Deputy Head Teacher (Head of School) at the Infant School and Mrs Isabel Webb is the Deputy Head Teacher (Head of School) at the Junior School.

Assistant Head Teacher Miss Amanda Smith is the Assistant Head Teacher at the Junior School and Mrs Kate Mould is the Early Years Foundation Stage leader at the Infant School.

## **Teachers and Teaching Assistants:**

Mrs Mould is our Foundation Stage leader at the Infant School and works alongside Mrs Hodgetts and Mrs Watkins in the teaching of the children in Foundation Stage. Mrs Roughton, Mrs Mastin and Mrs Hatch support the teaching and learning in Foundation Stage and Key Stage 1.

Mrs Lee is the Acting Deputy Head Teacher at the Infant School and also teaches the children in Key Stage 1. Miss Bridges, Miss Ferguson and Miss Simpson also teach children in Key Stage 1. Mrs Pawley supports the teaching and learning throughout Key Stage 1 and runs Positive Play and nurture sessions for children at the Infant School. Mrs Lees/Mrs Thompson (currently on maternity leave) supports the teaching and learning across both schools. Mrs Lloyd is our Read Write Inc Coordinator and supports teaching and learning across the Infant School. The Special Educational Needs Leader across both schools is Miss Cresswell.

Mrs Webb is our Deputy Head Teacher at the Junior School. She also teaches the children in Lower Key Stage 2. Mrs Smith is our Assistant Headteacher at the Junior School. She also teaches the children in Upper Key Stage 2. Mrs Stone, Mr Abbott, Miss Cresswell, Mrs O'Callaghan, Mr Allen and Mrs Arnold teach children in Key Stage 2.

Mrs Bown, Ms Lowndes, Mrs Pyne, Mrs Beech, Mr Lee, Mrs Sargent and Mrs Greenhough support the teaching and learning throughout Key Stage 2.



We are  
All Saints'

# We are All Saints'

## At the Infant school...

School Business Manager Mr Paul Clarke

School Business Officer Mrs June Cannell

School Business Assistant Mrs Jenny Ainley

Site Manager Mr Brian Hays

Senior Mid-day Supervisor Mrs Jane Shaw

Breakfast Club Assistants Mrs Jenny Ainley, Mrs Cathy Tomlinson and Mr Jack Nicholson

Mid-day Supervisors, Mrs Becky Parry, Mrs Jo Wood, Miss Natalie Carline, Mr Jack Nicholson and Mrs Rachel Parker

Mid-day Supervisor and cleaner Mrs Lorraine Gebbie

School Crossing Patrol Mrs Amanda Gratton, Mrs Denise Elliot and Mrs Diane Mold

Cook Mrs Donna Marsden

Catering Assistants Mrs Julie Griffiths and Mrs Hazel Gilbert

## At the Junior school...

School Business Manager Mr Paul Clarke

School Business Officer Mrs Jane Leech

Site Manager Mr Peter Britland

Senior Mid-day Supervisor Mrs Alyson Williams

Mid-day Supervisors Miss Jessica Barlow, Mrs Julia Stanbrook, Mrs Amanda Gratton, Ms Johanna Lowndes, Mrs Naomi Middleton and Mrs Kerry Hird

Cleaner Mrs Hazel Gilbert

School Crossing Patrol Mr Brian Nicholls

Cook Mrs Sarah Cooper

Catering Assistants Mrs Mandy Simms, Mrs Mary Doe, Mrs Lisa Gregory and Mr David Doxey



# Our Governors...

Jo Smith and Paul Steeples are our Co-Chairs of Governors and Dave Goodridge is the Vice Chair. We are very fortunate to have a committed and dedicated team of governors. Their role is crucial in the continuing success and development of Matlock All Saints' CE Infant and Junior Schools.

## The main roles of the Governing Body are:-

- To provide a strategic view, focus on the key issues of raising standards of achievement, establishing high expectations and promoting effective teaching and learning
- To act as a critical friend, provide head teacher and staff with support and challenge, advice and information, drawing on its members' knowledge and experience. To be a friend by promoting the interests of the school and its pupils
- To ensure accountability

The full Governing Body meet half termly. Teaching and Learning, Resource Management and Strategic Monitoring Committees usually meet half termly too. Policies, set out in a clear way, form the framework within which our school operates. The monitoring of school policies is delegated to the committees; this is the time for governors to develop their strategic role, planning, monitoring and reviewing school progress. Policies are available for parents via the school office or our websites.

Name	Governor Type	Pecuniary Interests	Term of office
Hazel Henson	Executive Head Teacher		Jan 2016 - Jan 2020
Jo Smith	Co-Chair, Junior Parent		Jan 2016 - Jan 2020
Paul Steeples	Co-Chair Local Authority	Co-Chair of Governing Body at Highfields School	Jan 2016 - Jan 2020
Dave Goodridge	Vice-Chair Co-opted		Jan 2016 - Jan 2020
Marina Cresswell	Co-opted	Staff (Juniors)	Jan 2016 - Jan 2020
Shelley Fairey	Infant Parent		Jan 2016 - Jan 2020
Sally Nadin	Foundation		Jan 2016 - Jan 2020
Richard Wright	Foundation		Jan 2016 - Jan 2020
Dave Battison	Ex Officio		Jan 2016 - Jan 2020
Isabel Webb	Co-opted	Deputy Head Teacher (Juniors)	Jan 2016 - Jan 2020

Vacancy	Co-opted		Jan 2016 - Jan 2020
Cath Less	Co-opted	Assistant Head Teacher (Infants)	May 2016 - Jan 2020
David Arnold	Co-opted	DCC	Jan 2016 - Jan 2020
Sam Barton	Co-opted		Jan 2016 - Jan 2020
Lee Purslow	Co-opted		Jan 2016 - Jan 2020
Sally Theakston	Co-opted		Jan 2016 - Jan 2020
Marie Varney	Co-opted		Jan 2016 - Jan 2020
Richard Reade	Associate		Jan 2016 - Jan 2020
Geoff Stevens	Associate		Jan 2016 - Jan 2020
	Clerk to Governors		

We are  
All Saints'

# General information...



At the Infant School, children are welcomed into the classroom from 8.45am where staff will be waiting. At 3.15pm, at the end of the day, please collect your child from the covered area for Foundation Stage, bottom playground for Year 1 and the top playground for Year 2.

At the Junior School Year 3 are welcome into class from 8.40am whilst older children gather on the playground. The bell for these children is rung at 8.55am when staff walk with them into class. At the end of the day, Year 3 children are collected from the classroom doors at the front of the school. Year 4 children are collected from the top playground and Year 5 and 6 children make their way home either through the Morledge Gate or the main school entrance. If you are waiting to meet your Year 5 or 6 child, please arrange to do that at a place where you can safely wait. Parking near both schools can often be difficult. We ask parents to park with consideration for the safety of all our children and our neighbours. Please consider other options such as parking further away and walking in, car sharing or whether you could make the journey on foot. ALL children MUST cross with the school crossing patrol.

## School Buildings

At the Infant site, we have a six classroom block. Year 1 and 2 children occupy the top half of the block, with Foundation Stage classes in the lower half. The lower half is partly open plan to allow opportunities for staff to develop play areas and has a covered outdoor area to allow independent continuous provision to take place inside and out.



The top floor of the bell tower building is the main entrance into school and includes the hall and offices, with the staffroom and kitchenette on the lower floor. The fully equipped kitchen allows our school meals to be prepared and cooked on site. The lower building houses our library, sensory room, breakfast club room and an additional teaching space which will be accessed by all children.

Our playgrounds have bright markings, a trim trail, climbing frame and other play equipment. Our school garden area is adjacent to the classroom block and has been developed to include a wild flower meadow, planting boxes, maze, bug hotel and willow arches; the garden provides excellent opportuni-

ties for Outdoor Learning.

# We are All Saints'

## **Teaching and Learning**

Our teachers work and plan very closely together to ensure all children are receiving an equal and consistent curriculum. Teachers access planning, preparation and assessment time (PPA) away from their classes weekly. Parents can find out what their Infant children are learning through the weekly information sheet, located on the notice board in the hall and outside classrooms, and the termly "Sharing Our Learning" booklet, which is produced each term at both schools. A printed copy is sent to all families and it can also be accessed via the school websites,

We support a number of students in the course of their training from Derby, Bishop Grosseteste and Sheffield Hallam Universities, Buxton and Chesterfield colleges. We also support work experience students from Highfields, Lady Manners and Anthony Gell schools.

## **School Meals**



A hot mid-day meal will be served from our kitchens for those children who choose to enjoy a school dinner. There is always a choice on the menu including vegetarian options, fresh fruit and a choice from our salad bar. All Infant pupils in Foundation, Year 1 and Year 2 are offered free school meals. We encourage the children to try new things. If we think they are not eating enough we will inform you. We need at least one week's written notice if your child wishes to change from school meals to sandwiches or vice versa. It is fine for your child to have a mix of dinners and sandwiches each week as long as school is given notice and the days

are regular. Drinks are provided at lunchtime for those children who are taking school meals. Children who bring a packed lunch should also bring a drink but can be provided with a beaker of water in the hall. Children eat together in the school hall. If your child has a packed lunch, an area in the school hall is available for you to leave your child's sandwich box—please ensure this is clearly marked to avoid mix-ups!

## **Free fruit**

At the Infants, your child will be entitled to a free piece of fruit or veg every day. We encourage all our children to try the fruit, which includes apples, pears, carrots, tomatoes, satsumas and bananas or your infant or junior child may bring a piece of fresh fruit of your choosing. Please note that other snacks are not allowed during our school day and we appreciate your support in our bid to reduce packaging and litter.

*Please ensure you have informed the school if your child has any food allergies.*

## **Water**

We believe it is essential that your child drinks water throughout the day. Each child has their own personal, named water bottle which is filled with water when necessary. All children take their bottles home on Friday for you to clean and return to school on Monday. This gives easy access to water throughout the day. New bottles are available from the school office.



## Uniform

We encourage all our children to take pride in our uniform, which consists of a royal blue sweatshirt, cardigan or fleece bearing our school logo and gold, blue or white polo shirts (with optional school logo), which can be obtained from School Trends via the school office. We keep a small stock of clothing in the office. In addition, children wear grey trousers, skirts or pinafores, with a summer uniform of grey shorts or a blue and white checked dress. PE bags and book folders bearing the school logo can also be obtained from the school office. Orders are placed on a regular basis and order forms are available from the school office. We ask that children wear smart, black shoes only. Please ensure all items of clothing are named.

Children should have a PE kit consisting of shorts, tee shirt and plimsolls for outdoor use and may also bring track suit bottoms for use in winter. The school does not accept responsibility for any jewellery which is lost in school nor for any accidents which may happen if your child wears earrings in pierced ears. On PE days, earrings should not be worn to school and we ask that long hair is tied back.

## School Health Service

Vision and hearing tests will be carried out in school and parents will be informed as a matter of routine if something requiring attention is noticed. There are also visits to measure the height and weight of Foundation Stage and Year 6 children.

## Medicines

There may be occasions when your child needs to take medicine during school hours. If this is the case, any medicine should be delivered by an adult to the school office and entered on a medical record sheet. Medicines will then be administered by a member of staff. Inhalers, epi-pens and eczema cream are kept in the class room for use as needed by the child. Medical record sheets should also be completed for these, which will then be kept in the classroom. It is your responsibility to ensure these remain in date as staff cannot administer out of date medication. **MEDICINE CONTAINERS MUST BE CLEARLY LABELLED WITH CONTENTS, PATIENT'S NAME AND DOSAGE AND MUST BE COLLECTED FROM THE OFFICE BY PARENTS AT THE END OF THE DAY.**

## Sun Safety

During the summer months, we request that children bring a sun hat/cap into school to protect them from the sun. Long-acting sun block should be applied in the morning before the children come into school. If sun cream is brought into school often younger children find the roll on cream easier, It should be named and your child must be able to apply it themselves.



## Child Protection and Safeguarding Procedures

Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, schools are obliged to follow the safeguarding procedures established by Derbyshire Safeguarding Children Board. The senior leadership team at both schools is responsible for the safeguarding of all children.

## Data Protection

Basic information about pupils is held on the computer to assist with the efficient organisation of the school and the children's educational needs. Security measures are taken to ensure that the information is kept confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified. The school is registered under the Data Protection Act.

We are  
**All Saints'**

## **Freedom of Information**

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. This is available on request from the office.

## **School Discipline**

Good behaviour is a necessary condition for effective teaching and learning to take place. The children are treated with courtesy and consideration by the teachers and other adults who work in the school. We have a clear behaviour policy in place and a separate leaflet which is available to you which explains this in further detail. Our children show very good behaviour and school constantly revisits school rules and sanctions to remind the children of our expectations. Please support us in encouraging your child to behave well!

Our school rules at the infants are very memorable and at the Junior School are closely linked to the Christian Values;

***Our first rule, take care of All Saints' school,***

***Rule number two, have pride in all we do.***

***Number three, be the best you can be.***

***Rule number four, use our manners, hold open doors.***

***Number five is last, always listen, do as we are asked.***



## **Ways of reinforcing good behaviour:**

The school promotes a positive atmosphere by providing many opportunities for the children to be praised for their work and behaviour. These include: Celebration assemblies; Stickers and Certificates; Showing the Head Teacher work; Texts home. A copy of our Good Behaviour Policy for both the Infant and Junior School, and all other policies, are available on request at the school office or via our websites.

## **Anti-bullying Policy**



At All Saints' School, we are committed to providing a safe, caring and happy environment for all our pupils. Bullying in our school is seen as unacceptable behaviour, which affects everyone and will not be tolerated. The school's policy is available for parents to read from the office or via our school websites. The infant school has recently achieved the Derbyshire anti-bullying "Stop" award.

## **Parents in school**

There are many ways in which parents can help in the daily life of the school. Some of these involve very little time and some a greater commitment, but all are greatly valued.

A number of parents are, at present, helping in the classrooms with activities such as listening to children read and helping with craft activities or baking. Help from anyone with a hobby, job or skill, of interest to the children, is always appreciated. If you would like to be involved in this way, please contact the school directly. Any regular helper in school must be prepared to undertake a recognised police check (DBS) and will not be allowed to start without clearance. Please remember if you do help out in school it is essential to observe confidentiality about children and staff. We will be pleased to welcome you and provide a safeguarding induction to all volunteers.

**We are  
All Saints'**

# We are All Saints'

## Parent/Teacher Liaison

During the school year, parents are invited to two parent consultations to look at your child's work and to discuss progress. We believe that discussion between parents and teachers is of great benefit to the pupils. Although there are various functions held in school throughout the year to which you will receive an invitation, **you are always welcome to come at any time to discuss your child with the class teacher or the head teacher.** Due to staff being busy during school hours it may be necessary to arrange an appointment by contacting the school office.

When your child starts at the Infant school, their teacher will undertake assessment on entry following the EYFS profiles and regular assessment continues throughout your child's learning journey. Staff will plan and prepare work to meet the needs of your child. If, however, you are concerned about any aspect of your child's development please do not hesitate to speak to the class teacher.

Partway through the year, you will receive an interim report and, at the end of each year, you will receive a full written report. During the summer term, Year 1 children will undertake a phonics screening test while Year 2 and Year 6 children complete National Curriculum Tests. The results of these, together with teacher assessments, will be included in their final written report.



## Playground Buddies and Lunchtime Leaders

We want all children to feel safe and enjoy their playtimes. The Infant school has a Playground Buddy system which runs during morning and afternoon break times. At both schools, children organise games at lunchtime under the supervision of an adult. They are also responsible for providing a range of play equipment which can be accessed by all children.



Infant Leaders wear red fleeces (and hats when it's cold) so that everyone knows who they are. Year 5 children at the Junior school work with Mrs Sargeant to become Sports Leaders and are responsible for leading engaging and lively activities.

## **School Council**

Children from each class meet regularly to make decisions about the running of our school. We value their contributions and they enjoy making decisions about school practice. They are voted for by their peers and will change each year. At the Infant school, our Eco-Council, The Green Lightning Team, also meet regularly and are proactive in helping to protect our environment. The Junior eco-council work together also in maintaining our extensive grounds and all the children across our schools are encouraged to plant and encourage wildlife.



## **Special Educational Needs**

Since the introduction of the new Code of Practice all staff have joint responsibility for children with Special Educational Needs. If your child has difficulties these will be discussed fully with you and any action the school intends to take. This may involve other outside agencies such as Speech and Language therapy, but at all stages we will discuss your child's progress with you. Teachers and Teaching and Learning Assistants continue their professional development so that they can play their part in identifying, assessing and meeting the special educational needs of a wide variety of learners, including supporting more able children. Our Special Educational Needs & Disabilities Leaders are: Mrs. P Smith at the Infants and Miss M Cresswell at the Juniors.

## **Accessibility**

We have an Accessibility Plan policy which outlines our commitment to ensuring accessibility for all. At present each school has:

- disabled toilets in each building
- disabled lift to access hall (at the Infant site)
- a disabled ramp to access hall/office at both sites
- handrails along pathways
- ramped area on pathway
- yellow highlighted paint on steps
- a Disability Equality Scheme which identifies priority areas for access
- sensory room and nurture rooms – equipped with resources to support children with their learning.



Derbyshire  
**Local Offer**

## Charging Policy

Charging for activities in school is prohibited (Education Reform Act 1989). Voluntary contributions will be invited from parents/guardians towards the cost of transport and entrance fees of school trips for the benefit of the school. These trips are held during school sessions.

## Concerns and Complaints

If you have a concern or complaint, we would like you to tell us about it. We welcome suggestions for improving our work in the school. Be assured that no matter what you want to tell us, our support and respect for you and your child in the school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago.

**What to do first:** Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher. All staff will make every effort to resolve your problem informally.

**What to do next:** If you are dissatisfied with the teacher's response, you can then speak to the Head Teacher or Deputy Head Teacher. We aim to resolve issues as quickly and effectively as possible.

**If you are still unhappy:** If you are still not satisfied, you may wish to contact the Chair of the Governing Body to ask for referral of your complaint to a Governors' Complaints Panel. The General Complaints Procedures statement explains how these meetings operate.

## Absence from School

Conditions for recording absences are specified by the Department for Schools, Children and Families. A letter/appointment card explaining absence for any doctor, dentist, optician, hospital visit or illness of your child. Telephone messages must be followed up in writing. **Guidance states that children suffering from diarrhoea and/or vomiting should be kept away from school for 48 hours from the last episode of diarrhoea or vomiting.** Leave of absence - you can apply for your child to be absent from school in 'exceptional circumstances' such as the critical illness of a parent. Please note that cheaper term-time holiday will not be considered an exceptional circumstance. Any absence means your child missing part of their learning entitlement. From September 2013 the Government has issued the directive that no leave of absence can be authorised except for exceptional circumstances. Any unauthorised absence may incur a fixed penalty fine.

## Attendance

Raising attendance is a priority at All Saints' C of E Infant and Junior Schools. We acknowledge that there are many genuine and necessary reasons for pupils to miss school occasionally, particularly in cases of illness and medical appointments. We encourage parents to work with school to ensure that we are notified at the start of every absence and to ask school for help if you need any support regrading your child's attendance.

We are now using a 'Traffic Light' system to track pupils' attendance on a termly basis. Three times a year, you will receive information about your child's attendance for the previous full term:

**Green:** Above 97% attendance - Your child's attendance is graded as green. Pupils will be awarded 'Congratulations' Certificates in Celebration Collective Worship and parents will receive a congratulatory text.

**Amber:** Between 96% - 91% attendance /Your child's attendance is graded as amber. You will receive a letter offering support to help your child's attendance improve. We will be monitoring your child's attendance closely as it is below national average.

**Red:** Below 90% attendance - Your child's attendance is graded as red. This means that their attendance is substantially below national average.



We are  
All Saints'

# We are All Saints'

## **Emergency Closure**

Parents will usually be given advance information in writing of closures. However, where this is not possible, for example in the event of heavy snow or other emergency closure, notice will be broadcast on local radio, through our texting service, on the Derbyshire County Council website and on our school websites. In such events, unless you are informed of closure, parents should assume that school will remain open. Parents should, of course, use their own discretion in deciding whether to send their children to school in the light of the conditions.

## **Collective Worship**

As a Church of England School, a key aim is to uphold a Christian ethos. The daily act of collective worship is part of a balanced curriculum which promotes the spiritual, moral, cultural and social developments of pupils. Reverend Reade, from All Saints' Church, and James from MAST frequently take assemblies based on a Christian theme or story. On Fridays our collective worship incorporates celebrating individual children's achievements in all areas of school life. We also celebrate birthdays during this worship. School also holds class assemblies where parents are invited to attend. We have planned open air assemblies, led by Father Richard, followed by a coffee morning in the school hall. This provides an opportunity for family members to join us in our worship. Parents have the right, after discussion with the Head Teacher, to withdraw their children from religious education and/or collective worship.

## **Community Links with All Saints' Church**

During the school year, children take part in acts of worship in our church, where parents, relatives and friends are always welcome to attend, information about these and other events will be in our regular newsletters.



## **Pre-School**

The Wooley Road pre-school has excellent links with our school. Details are available from the school office. We also maintain strong links with other pre-schools and nurseries in the locality such as, for instance, Nagle, Treetops and Young Explorers.

The majority of our children have had pre-school or nursery experience which greatly enhances their transition into Infant School. During transition times between each year group throughout school Pre-School children spend four sessions in school so that they can get to know their class teachers and other members of staff who will be caring for them. We also have a number of dates in the Summer term where the new children will be joining in with sessions alongside Foundation Stage as well having the opportunity to attend dress rehearsals and collective workshops when we have special visitors in school.

### **Parent and Toddler Group**

The Infant school runs a successful group on Wednesday afternoons called Little Saints. This is an ideal way to meet new parents and also to see the school environment. Parents attend and remain with their children for the session and have full use of the Violet room and the facilities on offer.



### **Breakfast Club and After School care**



At the Infant School we are very lucky to have our own on-site “Early Birds” breakfast club from 7.45 – 8.50am daily, which is expertly run by Mrs Ainley, Mrs Tomlinson and Mr Nicholson. Children enjoy a healthy breakfast, themed weeks and a range of activities for a cost of £3.50 per day. Twilight Hours provides before and after school provision during term time. Staff from Twilight Hours collect children from our Infant classrooms and run after school sessions from the Violet room. Junior children can enjoy sessions at All Saints’ Junior School where they are based. Twilight Hours operates from 3.30 – 6pm daily. Their most up to date prices and

times are available at [www.twilighthours.co.uk](http://www.twilighthours.co.uk).

### **Matlock Music Academy**

Matlock Music Academy currently teaches guitar and recorder lessons at both our school sites during the school day. Details and prices are available from the school office. Becky Morley teaches at the Infant School and Julie Suett at the Juniors.

### **Lunchtime & After School Clubs**

Throughout the year, staff run a variety of clubs both at lunchtime and after school. Details are usually sent home in newsletters inviting children to sign up for the clubs and will give details of what is involved. In the past we have run clubs such as Choir, Cookery, Drama, Gardening and Young Engineers to name just a few. There are also paid clubs available at various times throughout the year and for different age groups; for instance: Central Soccer School deliver football sessions and the children can also try their hand at fencing!

### **Homework**

We encourage you to read with your child once they are ready to take books home. Every half-term you will receive a ‘Sharing Our Learning’ booklet which offers ideas and suggestions of curriculum related activities that can be undertaken at home. Any work completed at home can be brought into school during the last week of term where we celebrate achievement in class. Children in Years 2 to 6 receive homework on Thursday to be completed by the following Tuesday.

### **Educational Visits and visitors**

We encourage children to visit a wide range of places. There is usually a fee to cover transport and entry costs which we endeavour to keep to a minimum. This is a voluntary contribution, but many trips would not be possible without your financial support. If you do have difficulty contributing please talk to the Head Teacher.

We are  
All Saints’

# We are All Saints'

## **Starting School - Admissions Policy**

The Local Authority is required to co-ordinate admissions to all Derbyshire Primary, Infant and Junior Schools for the academic year 2017-2018. Essentially, the Authority acts as a 'clearing house' for all admissions and enables parents to express a preference for one, two or three schools and to place those preferences in rank order. Parents must make their application on a common application form, to be returned direct to the LA, and give reasons for their preferred schools.

Common application forms are available from Derbyshire County Council for Primary, Infant and Junior schools and other public establishments and can also be accessed online at [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk). They should be returned by the closing date for applications, after which parents will be offered one place only in a Derbyshire School. Further information about the co-ordinated admissions scheme is available in the Authority's Parents' Information Booklet – 'An Essential Guide to Primary Education'.

## **Transfer to All Saints' Junior School**

The Infant and Junior schools are federated under the leadership of the Executive Head Teacher – Mrs Henson. There are lots of links between the school as the staff train together and work hard to ensure that the children's journey through each Key Stage and school site is seamless. The Upper Key Stage 1 classes go to visit the Junior School several times during their final year (Year 2) to ensure that the transition between schools is as smooth as possible. Some staff work across both schools, so there are familiar faces when the children 'move up' to the Junior school.



## **Anything else?**

Our school websites are a good source of information and will keep you updated with what is going on in school, what your children are learning and their achievements. We also have regular newsletters and a text messaging service too. Our PFA have Facebook pages also, so there are plenty of ways to keep up to date and in touch.