

# Plumtree School Handbook



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# School Information

This booklet contains information about Plumtree School. We encourage parents to re-read this booklet when their child is moving from the Nursery to the Infants, and from the Infants to Juniors as routines may differ.

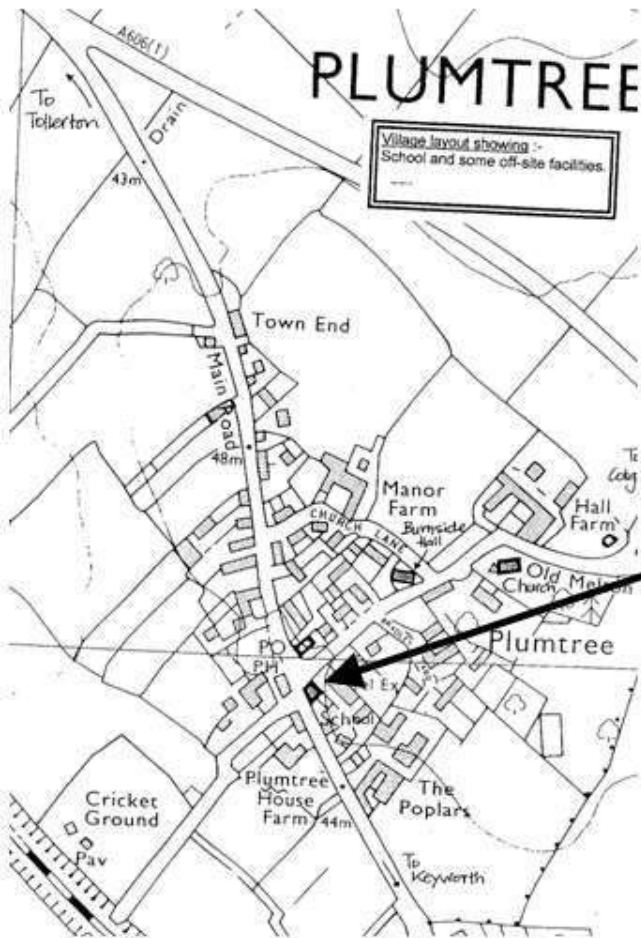


## Contact Details

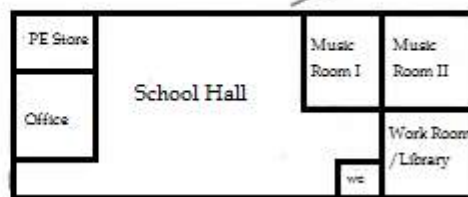
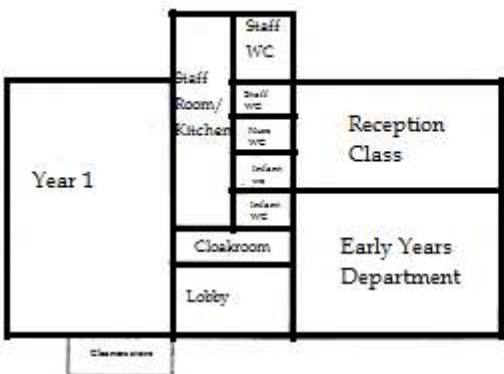
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<b>Proprietor</b>	<b>Plumtree School Ltd – Joanne Howarth, David Howarth, Lucy Simpson, Philip Simpson Tel: 07772358434</b>

# LOCATION

Map of Plumtree



## Plan of the School



Plumtree School: Room Layout

# Our Mission

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Ethos**

*Roots and Wings*

(Plumtree School Motto)

We aim to provide a challenging and supportive environment where every child is valued as an individual and can reach their full potential

At Plumtree School we support and challenge children as they develop through the following objectives:

- To create for all children a secure and loving environment in which they learn.
- To recognise each child as an individual and identify their specific needs to give them every opportunity to fulfil their potential.
- To foster in all children social, moral and Christian values and to develop an awareness and understanding of other faiths in our multicultural world.
- To stimulate in all children an awareness and understanding of the world in which we live.
- To develop in all children effective reading, writing and communication skills.
- To develop in all children an ability to approach mathematical concepts with confidence and understanding.
- To provide all children with a range of ICT opportunities to develop their skills within the curriculum.
- To provide all children with a broad and stimulating curriculum relevant to the world around them.

## EVERY CHILD MATTERS

# Expectations

It is a primary aim at Plumtree School, that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. All members of the school work together in a supportive way to promote an environment where everyone feels happy, safe and secure.



We have a code of behaviour that all children follow and understand. This has been discussed and reviewed by the School Council.

### **Code of Behaviour**

1. Treat other children, and adults, how you would like to be treated yourself.
2. Listen carefully to teachers and other children.
3. Always try to be honest. If you have done something wrong, own up and tell the truth.
4. Take care of other children and take them to an adult if they are upset or hurt.
5. If you have any worries do tell your teacher so that it can be sorted out.
6. Remember that when you are in school uniform you represent your school.
7. Take care of school equipment so that it can be enjoyed by everybody.

# The Staff

 <p>Phil Simpson Head Teacher</p>	 <p>Lucy Simpson Deputy Head/KS2 teacher</p>	 <p>Frances Connell KS2 teacher</p>	 <p>Jo Howarth KS2 Teacher</p>
 <p>Laura Dennis SENCO/KS1 teacher</p>	 <p>Sheila Read KS1 teacher</p>	 <p>Lauren Oliver Head of EYFS/EYFS teacher</p>	 <p>Jen Billingham KS2 teacher</p>
 <p>Josi Hollis French teacher</p>	 <p>Krystal Brooker Nursery Leader</p>	 <p>Heidi Draper Teaching Assistant</p>	 <p>Julie Smith Music teacher</p>
 <p>Victoria Atkins Teaching Assistant</p>	 <p>Daniella Gorman Teaching Assistant</p>	 <p>Karen Robinson Teaching Assistant/ Holiday Club Coordinator</p>	 <p>Alison Davison Teaching Assistant</p>
 <p>Michelle Shore Teaching Assistant</p>	 <p>Joshua Kingsley Teaching Assistant</p>	 <p>Linda Macrow Speech and Drama</p>	 <p>Monika Johnson Speech and Drama</p>
 <p>Alison Bailey Music</p>	 <p>Nadine Leeder Music</p>	 <p>Adam Rockley Music</p>	<p>Jill Savage Lunchtime supervisor</p>

# Staffing Roles

<b>2017/18</b>	
<b>Name &amp; Title</b>	<b>Roles</b>
Phil Simpson Head Teacher	Head Teacher duties, PE teaching
Lucy Simpson Deputy Head	Deputy Head duties, Year 4 Class Teacher
Laura Dennis SENCO	Year 2 Class Teacher, SENCO duties
Frances Connell	Years 5 & 6 Class Teacher
Jo Howarth	Years 5 & 6 Teacher
Lauren Oliver Head of EYFS	Head of EYFS duties, Early Years Class Teacher.
Sheila Read	Year 1 Class Teacher.
Jennifer Billingham	Year 3 Class Teacher, Specialist Art Teacher
Josi Hollis	French Teacher
Krystal Brooker	Nursery Leader
Victoria Atkins	Teaching Assistant
Alison Davison	Teaching Assistant EY
Karen Robinson	Teaching Assistant KS1 and KS2/ Holiday club coordinator/Singing Teacher
Michelle Shore	Teaching Assistant KS2
Joshua Kingsley	Teaching Assistant KS2
Heidi Draper	Teaching Assistant KS2
Daniella Gorman	Teaching Assistant KS1
Music Alison Bailey Julie Smith Nadine Leeder Karen Robinson Adam Rockley	(flute/piano/keyboard) (clarinet/piano/guitar/sax) (trombone/trumpet/French horn/tuba) (voice) (drums)
Linda Macrow Monika Johnson	(speech & drama) (speech and drama)



# School Hours

## Delivering & Collecting Children



### **School Hours**

**AM** All children may arrive and be supervised from 8.30am. The whistle is blown and lessons begin at 8:50am.

**PM** Early Years children finish at 3.30pm, Infants at 3.35pm and Juniors at 3.45pm. Nursery and Infant children with older siblings will stay in class until the older child finishes lessons. Parents should aim to arrive for the finishing time of their oldest child.

***These staggered start and finishing times are intended to help minimise parking congestion outside school.***

### **Arriving at School**

Unless children are in breakfast club, supervision operates from 8.30am and during lunchtimes, but not after 3.45pm. Children using After School Care will remain in their classrooms until 3:50pm. The register is taken at 4pm.

### **Breakfast club**

Children in breakfast club may arrive from 7:35am. Breakfast club takes place in the hall. Children registered for early drop off may arrive from 8:05am. Any child who arrives before 8:30am will be signed in to breakfast club.

### **Wet Mornings**

In wet or snowy weather all children go straight into school.

### **Latecomers**

Children who arrive late miss the introduction to the lessons – please arrive in school before 8:50am.

### **Collecting children**

Nursery children in school for the morning sessions only are collected at midday, or at 1:10pm if staying for lunch. Reception, Infant and Junior children should be collected from the Infant & Junior doors.

*If, in an emergency, a child cannot be collected on time or is being picked by someone unknown to the child or staff, please inform the school by telephone.*

### **Absentees**

Please inform school by letter or telephone to explain the reason for absence.

### **After School Care (ASC)**

The school operates an After School Care facility for all children until 6pm Monday to Thursday and 5:30pm on Fridays. This is available for regular or occasional use. A charge is made for this service. ASC sessions involve teatime, supervised activities for the nursery and younger infants, playtime and homework for the older infants and juniors.

# Plumtree School – Off-Site Facilities

During the course of the school year, children are taken off site to various venues as part of the school curriculum. This can be for weekly planned activities or for school events.

**The Burnside Hall** - Indoor PE, drama, play and concert rehearsals and productions

**Plumtree Church** - Curriculum visits, services and concerts/rehearsals.



**Plumtree Cricket Field** - Games lessons winter & summer, Sports Day.

**West Bridgford Tennis Centre**- KS2 tennis lessons

**Keyworth Leisure Centre** - Swimming, indoor football training.

**Cotgrave Leisure Centre** - Indoor Netball training

**Educational Outings** - (local and further afield)

		
<p>The Burnside Hall</p>	<p>Plumtree Church</p>	<p>Plumtree Cricket Field</p>
		
<p>Cotgrave Leisure Centre Sports Hall</p>	<p>Keyworth Swimming Pool</p>	

All these activities are appropriately supervised and directed by the teaching staff. These visits may be on foot, by coach or school minibus. When a child joins the school, parents are asked to provide written permission for participation in these various activities.

All parents are notified regarding educational outings if charges (entrance or coach hire) are required, or if children are leaving or returning outside normal school hours.

# Early Years Foundation Stage Information



<b>Staffing</b>	
Teachers:	Miss Lauren Oliver
Teaching Assistants:	Miss Victoria Atkins Mrs Alison Davison Miss Krystal Brooker

## The Foundation Stage Day

- Nursery sessions are: 9.00 to midday & 12.30 to 15.30
- Reception day: 9.00 to 15.30

## Drop off and Collection Routines in the Foundation Stage

- Children are supervised from 8.30 in the playground.
- Until they are settled, the children may be brought straight into the classroom.
- Parents are welcome in the Nursery at the beginning and the end of the day and are encouraged to "make a quick exit" when registration begins.
- Reception parents are asked to wait outside the Infant lobby to collect their children.
- The children are encouraged to greet the member of staff on gate duty.
- Small toys and books may be brought into school. They can act as useful talking points and can be taken outside to be played with at lunchtime.
- From the outset children are encouraged to be as independent as possible (e.g. hanging up their coats, putting their lunch boxes and snacks away).
- We will only release children into the care of individuals named by a parent. Please speak to your class teacher, fill in the relevant form or telephone in advance to inform us of any changes to routine.

## The Foundation Stage Daily Routine

<b>Mornings</b>		<b>Afternoons</b>	
8:55	Registration	1.10	Assembly/Singing
9.00	Activities	1.30	Registration/Activities
10.15	Playtime/Snack	2.35	Outdoor Play/drink
10.30	Activities	2.50	Activities
11:30	Outdoor learning	3.30	Home Time
12.00	Lunchtime		

### **Food and Drink in the Foundation Stage**

- Children are required to bring a packed lunch to school if they are not having a Hot Meal; lunch boxes are stored in a cool, but not refrigerated area of school.
- Please do your best to provide a balanced school lunch. Crisps and snacks are fine but please do not include sweets.
- At lunchtime any leftovers are left in their lunchboxes in order for parents to monitor “likes and dislikes” and to indicate how much has been eaten.
- Staff on lunch duty will help children to open containers, but we ask that no cans or fizzy drinks are included.
- The children may have a healthy snack at morning break-time. (fruit, cereal bar, raw vegetables – no chocolate, biscuits or sweets).
- All children are provided with milk every morning, but may bring their own drink if this is preferred. Water is available at all times.



### **Toileting and Clothes in the Foundation Stage**

- We expect children to use the toilet independently, but if parents have any concerns on this matter we will be happy to discuss these with you.
- Uniform requirements are listed in this handbook, but blazers are optional for nursery children.
- Cagoules are required all year round.
- Please name all items clearly.
- Please ensure your child has spare trousers/tights/socks/pants etc in their P.E bag, even if they do not usually have accidents (nursery especially).
- We usually have spare clothes to change children into if necessary, so please return any clothes you borrow from us.



### **Additional Information for the Foundation Stage**

- All parents may have contact with our teaching staff daily, enabling any queries to be dealt with quickly.
- Teaching staff monitor and assess children in order to record their progress on the Early Years Profile and provide work that challenges children appropriately. We will happily share these written records with parents on request.
- We will administer prescribed medicine to children. Parents are responsible for delivering their child’s medicine personally to the class teacher each day and for asking to collect it from a member of staff at the end of each day.
- If you require any further information please come and see us before or after school.

## Early Years Foundation Stage Curriculum (EYFS)

### Foundation Stage Activities

- All children participate in a wide range of adult led and child initiated activities both indoors and outdoors.
- The activities provided for children are based around the (EYFS) 2014 Early Years Foundation Stage Curriculum (see below).
- All activities are carefully planned, enabling all children to enjoy and achieve and to be challenged and channelled appropriately.
- Foundation Stage children are fully integrated into the rest of the school through shared assemblies, playtimes and school events.
- Parents are informed of the topics to be covered in school on a termly basis through the nursery class letter so that appropriate language and basic skills can be reinforced at home.
- When your child is ready they will be given a reading folder and asked to complete a small amount of homework each night. This will be discussed with you when necessary.
- The handwriting taught in school is cursive in style; please refer to the sheet included in this handbook and when possible model this letter formation at home.

The **EYFS** is made up of seven areas of learning and development. Together these provide a basic framework which we use to plan our daily, weekly and termly routines and events. Our small classes and excellent adult to child ratios allow us to explore these areas in depth, whilst also fully incorporating them into the wide range of activities we plan for.

● **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

● **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

● **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

● **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

● **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

● **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

● **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

# Infant Information



## Infant Year Groups

Year 1: children who become 6 years old during the academic year

Year 2: children who become 7 years old during the academic year

Year Group	Class Teacher(s)	Teaching Assistants
<b>Year 2</b>	Miss Dennis	Mrs Robinson
<b>Year 1</b>	Mrs Read	Miss Gorman

You will be informed of your child's movement into a new class at the beginning of the term prior to the transition. Children will meet their new class teacher and visit their new classroom in the term before they enter the class and will enable a smooth transition and allow children to feel confident and secure in their new environment. You are welcome to come in and discuss your child's transition with their class teacher.

## Infant Organisation

- The school day begins at 8.55 am and ends at 3.35 pm.
- Children with older siblings wait in Hawthorn until the Juniors finish at 3.45 pm to 'stagger' the parking. **Parents are asked not to come before this time as we look after the children in class until their older sibling has finished lessons.**
- The register for After School Care (ASC) is taken at 4.00pm for those children booked in. Any child not collected by this time will automatically be included.
- We encourage children in the Infants to become more independent. They can be left in the playground more readily in the mornings and will be sent out to their parent, or adult collecting, in the playground at the end of the day.
- We want children to take more responsibility for their own belongings - to hang up their coat, put away their lunchbox, snack and toy in the correct place. There is always a member of staff to help them if required.

## **Infant Reading**

The phonetic approach begun in the Early Years is continued and built upon in the Infants. As the children learn the sounds each letter makes first, it is helpful if parents can reinforce this by not using letter names until this is covered in school. The wide range of reading schemes begun in the Early Years are continued and expanded as children progress through the school.

## **Infant Homework**

Each child has a homework diary, which is for communication between parents and teachers. The instructions for reading homework are written down and we do like you to make relevant comments about how your child has read at home. Please ensure that an adult has heard him/her read and the diary is signed to indicate the completion of the set task. Please see Homework Policy for further information in the Appendix.

In Year 1, homework may include some written tasks set and they will begin to take home spelling words to learn. In Year 2, the children will continue to take home spelling words to learn and may be asked to do Maths, Science, Geography or History homework over the period of a few days.

All homework set is relevant to what the child is doing in class and we do not set unnecessary tasks. If any set homework is not completed please inform the teacher who set it.

## **Infant Handwriting**

The cursive style of writing that is begun in the Early Years is built upon in the Infants, with the children learning to 'join up'.

## **Infant PE**

These lessons gradually become more formal and competitive as children get older. The uniform list states what your child will need. It is a great help if children can dress and undress independently. We are always there to help with difficult items but please encourage your child to: do up shirt/blouse buttons, put on trousers/dresses, socks/tights and shoes. **PLEASE NAME ALL ITEMS! (PE and school clothes including socks!)**

## **Infant Extra-Curricular Activities**

See Extra Curricular Activities timetable for further details.

## **Infant Recorders**

- Year 1 children with Mrs Read
- Year 2 children with Miss Dennis

## **Individual Instrumental lessons**

When children become Year 2, or occasionally during Year 1, they start to choose a musical instrument to learn. Whilst we encourage and advise them to make a choice, it is completely voluntary, not expected, that they should take part. They have the chance to try the different instruments. Having watched the older children perform in assemblies and concerts they have experienced the varying sounds that the instruments taught in school make. These lessons are charged for:

- Mrs Smith: clarinet, saxophone, piano, guitar
- Miss Bailey: piano, flute, keyboard
- Mrs Leeder: trumpet (cornet), trombone, French horn, tuba
- Mrs Robinson: voice
- Mr Rockley: drums (drumming classes are offered to children from Reception)

Some children will be invited to join in with school ensembles.

**Infant Speech & Drama**

Mrs Macrow, Mrs Johnson begin preparation for London Academy of Music and the Dramatic Arts (LAMDA) examinations with Years 1 & 2, teaching the groups at lunchtime on Thursdays & Fridays.

**Drumming Club**

Children from Reception upwards can join drumming club which takes place after school on Tuesdays.

**An example of other Extra Curricular Clubs that take place during the year:**

Gymnastics  
Gardening  
Art and Craft  
Cooking  
Cross stitch  
Athletics  
Lego  
Little Wickets  
Karate



# Junior Information



## Junior Year Groups

- Year 3: children who become 8 years old during the academic year
- Year 4: children who become 9 years old during the academic year
- Year 5: children who become 10 years old during the academic year
- Year 6: children who become 11 years old during the academic year

Year Group	Class Teacher(s)	Support Teachers	Teaching Assistants
Year 6	Mrs Connell Mrs Howarth	Mrs Billingham (Art) Mrs Smith (Music) Mr Simpson (PE)	Mrs Robinson Mr Kingsley Miss Shore Miss Draper Miss Atkins
Year 5			
Year 4	Mrs Simpson		
Year 3	Mrs Billingham		

## Junior Organisation

- The school day begins at 8:50am and ends at 3.45 pm.
- The register for After School Care (ASC) is taken at 4.00pm for those children booked in. Any child not collected by this time will automatically be included.

## Junior Homework

Junior children keep a record of all homework set in their homework diaries. Please make sure all homework is completed and if your child is unable to do so please notify the teacher who set the homework. See Homework Policy in Appendix for further information.

## Junior P.E. / Sports

Children will have a P.E. session (taught in class groups) and a Games session (Netball, football, Cross Country, Rounders, Cricket or Athletics) each week. These sessions make use of local facilities and enable pupils to develop and acquire skills in a variety of sporting settings.

Burnside Hall – P.E. lessons

Plumtree Cricket Field – Cricket, Football, Hockey, Rounders, Athletics

Cotgrave Leisure Centre – Netball

West Bridgford Tennis Centre – Tennis

Some children will be invited to represent the school and participate in matches and tournaments against other schools similar to Plumtree. Football and netball matches are arranged on a friendly basis and can be played at home or away venues. Parents are welcome to come along to support. In 2013 our boys cricket team won the Small Schools' County Cricket Championship. In 2014 our boys retained the Small Schools' County Cricket Championship and regained the Indoor County Cricket Championship. In 2016, the U11 team came 3<sup>rd</sup> in the Small Schools' County Cricket Championship.



### **Junior Swimming**

The Juniors go for swimming lessons every other Wednesday afternoon at Keyworth Swimming Pool. Swimming begins at 3pm and the Juniors swim for a 35minute session, ending at 3:45pm. They are taken to the pool by minibus and are collected from the pool by parents as their session ends. Juniors staying for after-school care are brought back to school by minibus. Children can compete in the school swimming gala and other external galas.

## **Junior Extra-Curricular Activities**

See Extra Curricular Activities timetable for further details.

### **Junior Speech & Drama**

The Juniors have Mrs Macrow and Mrs Johnson for curriculum drama and when preparing for London Academy of Music and the Dramatic Arts (LAMDA) examinations. Plumtree School is an Examination Centre for LAMDA.

### **Junior Choir**

Mrs Simpson and Mrs Robinson conduct the Junior Choir with Mrs Smith as accompanist. The School choir sings at school concerts and services throughout the year and is often asked to perform at events around Nottingham.

### **Junior Recorders**

Recorder practice takes place on a Monday.

### **Individual Music lessons**

These continue on from the Infants. Some children may decide to learn a second instrument. These lessons are charged for.

- Mrs Smith: clarinet, saxophone, piano, guitar
- Miss Bailey: piano, flute, keyboard
- Mrs Leader: trumpet (cornet), trombone, French horn, tuba
- Mrs Robinson: voice
- Mr Rockley: drums

Individuals are prepared for music examinations and also for performing in the Plumtree School Music Festival each March, in musical assemblies and in school concerts.

### **Junior Music Ensembles**

The ensembles are intended to give the children experience and enjoyment in group music making. Pieces are prepared for school events, "busking" on charity days and concerts. Although considered as extra-curricular activities taking place outside lesson times, this ensemble work is inclusive in the main tuition fee.



### **Sports Clubs**

The juniors participate in sports clubs after school throughout the year. The sports clubs consolidate skills learnt in Games' sessions and develop match play techniques.

#### **An Example of other clubs that take place after school:**

- Karate
- Gymnastics
- Cooking
- Art and Craft
- Gardening
- Football
- Netball
- Cricket
- Athletics



# Assessment

At Plumtree School a variety of assessment tools are used to evaluate and monitor pupil progress and attainment. These include a range of tests and assessments, for example, reading ages, spelling tests, observation, marking, discussion and are distributed throughout the academic year. These assessments form part of our ongoing day to day monitoring of progress, attainment and standards.

During our annual 'test week' in the summer term we use GL Assessment Progress Papers in Maths and English with Years 1 to 6, as well as Verbal and Non Verbal Reasoning with Year 2 and Year 5. This will give us a standardised pattern of testing throughout school and on a national level, combined with word reading skill tests to following on from the Early Years Foundation Stage Profile at the end of Reception.

The Progress Papers form part of our summative assessment, helping us decide what a child can do at a particular stage. The Reasoning Tests are an effective way of measuring key reasoning processes, both verbal and nonverbal (context-free visual information) and assessing ability and future potential.

<b>Year Group</b>	<b>Autumn Term</b>	<b>Summer Term</b>
Nursery	Early Years Foundation Stage Profile	
Reception	Early Years Foundation Stage Profile	
Year 1	Reading Age Test	Reading Age Test Progress in English 6 Progress in Maths 6
Year 2	Reading Age Test	Reading Age Test Verbal Reasoning Test 7 Non Verbal Reasoning 7 Progress in English 7 Progress in Maths 7
Year 3	Reading Age Test	Reading Age Test Progress in English 8 Progress in Maths 8
Year 4	Reading Age Test	Reading Age Test Progress in English 9 Progress in Maths 9
Year 5	Reading Age Test	Reading Age Test Verbal Reasoning 10 Non Verbal Reasoning 10 Progress in English 10 Progress in Maths 10
Year 6	Reading Age Test	Reading Age Test Progress in English 11 Progress in Maths 11

<b>Year Group</b>	<b>Continuous</b>
Year 1 - 6	Weekly spelling / tables and arithmetic test devised by class teacher
Nursery & Infants	Sounds, letters and keyword recognition tests devised by class teacher
R - Year 6	Independent writing (Half-termly)

## After Plumtree 11+

- It is our primary concern that our leavers go to the “right school” for them. We believe that we must, as far as is possible, match the school to the child. This issue will be a major topic of discussion at Parents’ Evenings and on other occasions as your child approaches the final primary years.
- The tables show the destination schools of our 11+ leavers over recent years. Most go on to our local independent grammar and public schools.
- Here at Plumtree our intake at 3+ is a mixed ability group, purely based on availability of places. Consequently we have a mixed ability group leaving at 11+. It is therefore necessary to look at the recent 11+ Entrance Examination results year by year, bearing in mind this wide ability range and also the varying size of the year 6 age group.
- It is certainly a professionally rewarding experience to see our leavers performing so well in the various entrance examinations and being awarded scholarships, bursaries and exhibitions; but the width, variety, quality and depth of their primary school education are our major priorities. Our work in creative subjects such as music, art, the performing arts and sport, alongside preparation for the next stage, is crucial in order to give your child a balanced, rounded launch pad to their academic career.
- Preparation for 11+ entrance examinations is matched to the requirements of the various secondary schools. I am asked from time to time, about extra coaching / tuition outside school for children approaching these transfer examinations. Depending upon the child’s needs and the reasons for adopting these measures, it may or may not be an appropriate route to follow. The curriculum and preparation in school is well planned and fully adequate, based on the experiences gained from the last thirty years of sending our children on to these particular schools. Cramming a child through an examination in order for that child to be out of his/her depth at the wrong school is wholly undesirable. Parents are most welcome to meet with me to discuss these points at any time during the academic year, although this issue will be a major topic at parents’ evenings as your child moves up through the Junior Department.

### Plumtree School 11+ Entrance Examination Results 2017

All of our Year Six children have worked extremely hard, whether sitting exams or choosing to go to a local school and we are all very proud of each one of them.

The following places have been awarded to our Year 6 pupils:  
(Some children were awarded more than one place)  
Loughborough Grammar School- 1  
Loughborough High School- 2 (one with an academic scholarship)  
Our Lady’s Convent School- 1  
Notttingham High School for Girls- 2 (one with an academic scholarship)

# Communication

Communicating with parents is seen as essential at Plumtree School in developing a home school partnership and developing the best possible learning journey for each child.

## Written Communication

**Formal Written Reports** are both summative and informative; they provide information on children's individual progress and achievements. A "mid-year" overview of the child's performance goes out in December. Reports from our music staff are given to parents in March and a full subject based report, including test results, in July.

**Home/School Reading Records** provide a two-way communication about each child's progress in reading. These records are exchanged regularly, with teachers/teaching assistants supporting children with their reading on a regular basis.

**Individual notebooks** are provided for some children so that general information about achievements, behaviour etc. can be shared on a regular basis.

**Information emails and letters** from the Head Teacher are also sent out when required and "emergency" notices (postponed sports fixtures etc) are displayed on a notice board at the gate.

**Weekly email notices (the What's On)** inform all parents of the coming week's events.

**Facebook Group** for regular updates/reminders and photographs.

## Verbal Communication

**Formal Parents' Evenings** are held in the Autumn and Spring terms (Reception children also have the opportunity for a parents' meeting in the Summer Term to discuss the Early Years Foundation Stage Profile). Parents have the opportunity to discuss their child's progress with the class teacher. School records are used to inform these meetings and examples of the child's work are available for parents to view. Parents are also made aware of how they can play a positive role in the education of their child.

**Open Evening** for parents is held in the summer term and is a chance for parents to meet the teachers who will be teaching their child in the following academic year/s.

**Tea and Targets** provides a chance for parents to sit with their children and look at their work.

**Staff accessibility** for parents is important at Plumtree School. Members of staff are located at various points around school during drop off and collection allowing for the passing on of messages or thoughts and concerns. The Senior Management Team greet parents and children personally at the school gate each morning and afternoon allowing parents the opportunity of conversation and discussion of any issues or concerns.

**Answers to your questions** - Problems, worries, concerns or simply a need for information! We are always available to discuss any aspect of school. If the area of concern is pressing, please come in at 8.30am (Do remember, we all begin teaching promptly at 9.00am) If it can wait, an appointment after school is preferable. We are available, approachable and give absolute priority to your child's educational welfare. "School gate tittle-tattle" happens at every school - Don't fall victim to it! Come in and speak to us.

# Homework

Homework is based upon one or more of the following criteria:-

- It is intended as re-enforcement of, practice in, or backup to basic classroom work.
- It involves research to be carried on at home or outside school - perhaps a geography or history assignment requiring input from adults and sometimes research & investigations.
- Finishing off pieces of class work
- Learning lines or practising for music/drama activities
- Extra work given on an individual basis as part of a programme or when required
- In Year 6 as preparation for 11+ examinations

Each piece of homework should last no more than 30 minutes.

Parents can have positive input by checking homework diaries/books and helping, (particularly Infants and younger Juniors), to plan their homework programme.

It is necessary for your child to have a quiet desk / workplace where homework can be done or left without being disturbed or interfered with by younger siblings. He/she needs encouraging to develop tidy and organised procedures involving homework and music practice. Good organisation is crucial. Forgotten or mislaid homework is a source of great frustration to child and teacher.

It is very important that homework is a positive experience and enhances our work in school. Poorly executed homework is unsatisfactory to both child and teacher. To that end, parents with any kind of question or concern regarding homework should contact the member of staff without delay.

# Parking Outside School



Almost all schools, regardless of their size or location, suffer from parking and/or traffic related problems. In a small village these problems can be magnified. The school asks that the following guidelines are adhered to by those responsible for delivering and collecting your children. **Please also ensure that others who occasionally collect or deliver are made aware of the situation.**

- Do not park in or across any drives or entrances, even for a few minutes.
- Do not park on grass verges.
- Please do not park, or attempt turning manoeuvres, in the Telecom drive or in the junction outside school. Telecom drivers require access to their site at all times and have been asked to enter and leave their yard as carefully as possible. We must reciprocate by keeping their access clear.
- Do not park on both sides of Church Hill; keep to the "School side".
- In the mornings and after school, a member of staff will be on gate duty. Please "deposit" your child and leave as quickly as possible. Unnecessary extended parking aggravates the situation and occupies parking spaces longer than really required.
- The Griffin Car Park is available for parking at the beginning and end of the school day. (by kind permission of the Landlord). This is the preferred choice.
- Do not park in the 'drop off zone' as this is a place for parents to safely drop their children off.

Please note, these guidelines are not intended to discourage you from coming into school if you need to speak to a member of staff - we are always ready to help with any problems or questions.



# Bugs, Germs, Coughs and Colds!



After a bout of illness it is vital, to prevent the spread of infection amongst our school community - children and staff, - to keep your child at home until he/she is no longer infectious. If your child has been sick, please give at least **48 hours** before he/she returns to school. "Tummy bugs" transmit very easily!

Secondary infections (ears for example) can take some time to clear, and often children are well enough to return to school whilst still taking medication. The school has a standard policy towards administering medicines which applies to all children.

- 1) Only prescribed medicine will be administered at school.
- 2) If the prescribed dosage is 4 times per day, the medicine will be given to the child by a member of staff at lunchtime.
- 3) If the dosage is three times per day, the medicine need not be sent into school, but can be given at home before school, immediately after school, and at bedtime.
- 4) Medicines being sent into school (see 2) must be handed to your child's class teacher together with written, signed instructions.
- 5) There will be exceptions to the rule, inhalers for asthma sufferers for example. Some children need to use these on a regular basis, others only when required. Again, the school must have clear, written instructions regarding the use of these drugs.
- 6) If there is a serious condition affecting a child in school, that requires further attention from staff, meetings between parents, head teachers and relevant members of staff will be necessary to discuss procedures.

We must stress that communication is crucial in these matters - do come and speak to us if you have any concerns or questions.

## Plumtree School Pupil's Home and Medical Information

Child's Surname _____		DOB ___/___/_____	
Christian Name(s) _____			
Address _____			
Post Code _____			
<b>Parents Details</b>			
<b>Mother</b>		<b>Father</b>	
Name _____		Name _____	
Daytime address/work _____		Daytime address/work _____	
Post Code _____		Post Code _____	
Daytime tel no _____		Daytime tel no _____	
Mobile tel no _____		Mobile tel no _____	
<b>The following details are for people that we can contact if parents are unavailable in the case of an emergency should the need arise. Please give details of 2 people. Emergency Contacts Details</b>			
Name _____		Name _____	
Relationship _____		Relationship _____	
Tel no _____		Tel no _____	
Mobile tel no _____		Mobile tel no _____	
Address _____		Address _____	
Post Code _____		Post Code _____	
<b>Medical Information</b>			
Doctor's Name _____		Tel no _____	
Address _____			
<b>Child's Medical Information</b>			
<b>If your child suffers from asthma please answer the following questions:</b>			
What specific type of asthma does your child suffer from?			

What medication has he/she been given?
When is the medication to be taken?
What dose is to be given?
Why is the medication given?
Please state the criteria for medication to be given:
PTO
At what point does the school need to contact you or to telephone emergency services?
In the event of an emergency do you give your consent for school to telephone 999 prior to direct contact with you? Yes/no *
Is the inhaler at school with the child? Is it in date? <b><i>It is your responsibility to check your child's inhaler regularly.</i></b>
<b>If your child suffers from an allergy please answer the following questions:</b>
What is the allergen?
What is the severity?
Explain in full the signs & symptoms of an attack
What is the treatment?
If medication is needed when is it to be given?
What dose is to be given?
What results does the treatment give?
At what point do you want the school to contact you or emergency services?
Would you prefer direct contact or 999 call?
<b>Other Medical Information</b>

**In the case of an emergency the school would take your child directly to Casualty at the Queens Medical Centre or Keyworth Health Centre if contact with you could not be made. I agree/do not agree \***

Signed \_\_\_\_\_ date \_\_\_\_\_

\*please delete appropriately

# Parents' Association

**Aims** - The broad aims of the Association are:-

- 1 To provide worthwhile contact between the parents, teachers and children of Plumtree School.
- 2 To promote the good name of the school
- 3 To organise fund-raising events to enable additional educational equipment to be acquired for the school.

Funds raised to date have assisted towards the purchase of

Mathematical Equipment  
Musical Instruments  
PE Equipment  
Computer Hardware & Software  
Interactive Whiteboards  
Nursery Equipment  
Tablets  
School mini bus

The Association is over 30 years in existence.

The group consists of a Chairperson, Treasurer, Secretary and committee members. The structure of the group is informal and all parents are welcome to attend meetings and join in if they wish.

The committee meets regularly (approx. 3 or 4 times per year) to plan various functions and events. Communication with the parental body is achieved by means of the School Notice Board and circulars concerning particular events.

The role of the Association is defined in the Aims above. Issues concerning curriculum, school policy and organisation do not fall within the scope of the Association.

The School has its own second-hand uniform shop, organised by parents.

## PLUMTREE SCHOOL UNIFORM LIST

The following uniform is compulsory for all children at Plumtree School. All items should be clearly named. When in school uniform, the children are representing the school and should always dress smartly when in and out of school. The uniform can be purchased from school by completing the form below.

<p><b>Juniors (Boys') School uniform</b></p> <ul style="list-style-type: none"> <li>• Royal blue blazer with school badge</li> <li>• Royal blue jumper with school badge</li> <li>• Navy blue rain jacket (cagoule)</li> <li>• Navy blue coat with school badge</li> <li>• Grey socks</li> <li>• Navy PE bag</li> <li>• Royal blue and yellow tie</li> <li>• Rucksack with school badge</li> <li>• Black school shoes</li> </ul> <p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• Grey trousers</li> <li>• White long sleeve shirt</li> <li>• Royal blue scarf</li> <li>• Royal blue ski hat</li> </ul> <p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Grey shorts</li> <li>• White short sleeved shirt</li> <li>• Summer Cap (Royal blue with badge)</li> </ul>	<p><b>Juniors (Boys') PE uniform</b></p> <ul style="list-style-type: none"> <li>• White sports socks</li> <li>• School navy PE shorts</li> <li>• Navy swim briefs</li> <li>• Navy blue football/hockey socks</li> <li>• Navy blue tracksuit with school badge</li> <li>• Navy blue rugby jersey with school badge</li> <li>• White polo shirt with school badge</li> <li>• Gum shield</li> <li>• Shin pads</li> <li>• Predominantly white trainers</li> <li>• Black plimsolls</li> </ul>
<p><b>Juniors (Girls') School Uniform</b></p> <ul style="list-style-type: none"> <li>• Royal blue blazer with school badge</li> <li>• Royal blue cardigan with school badge</li> <li>• Navy blue rain jacket (cagoule)</li> <li>• Navy coat with school badge</li> <li>• Navy PE bag</li> <li>• Rucksack with school badge</li> <li>• Navy or royal blue hairbands</li> <li>• Black school shoes</li> </ul> <p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• Mid grey tights</li> <li>• White long sleeve blouse</li> <li>• Grey pinafore or grey skirt (Year 5/6 only)</li> <li>• Royal blue and yellow tie</li> <li>• Royal blue scarf</li> <li>• Royal blue ski hat</li> </ul> <p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Blue and white school summer dress</li> <li>• White socks (summer)</li> <li>• Summer cap (Royal blue with badge)</li> </ul>	<p><b>Junior (Girls') PE uniform</b></p> <ul style="list-style-type: none"> <li>• White sports socks</li> <li>• School navy PE shorts</li> <li>• Navy swimming costume</li> <li>• Navy blue football/hockey socks</li> <li>• Navy blue tracksuit with school badge</li> <li>• Navy blue rugby jersey with school badge</li> <li>• Navy skort with school badge</li> <li>• White polo shirt with school badge</li> <li>• Gum shield</li> <li>• Shin pads</li> <li>• Predominantly white trainers</li> <li>• Black plimsolls</li> </ul>

<p><b>Infant (Boys') School Uniform</b></p> <ul style="list-style-type: none"> <li>• Royal blue blazer with school badge</li> <li>• Royal blue jumper with school badge</li> <li>• Navy blue rain jacket (cagoule)</li> <li>• Navy coat with school badge</li> <li>• Navy PE bag</li> <li>• Royal blue and Yellow tie</li> <li>• Royal blue book bag with school badge</li> <li>• Black school shoes</li> </ul> <p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• Grey trousers</li> <li>• White long sleeve shirt</li> <li>• Royal blue scarf</li> <li>• Royal blue ski hat</li> </ul> <p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Grey shorts</li> <li>• White short sleeved shirt</li> <li>• Legionnaire cap (Royal blue with badge)</li> </ul>	<p><b>Infant (Boys') PE uniform</b></p> <ul style="list-style-type: none"> <li>• White sports socks</li> <li>• School navy PE shorts</li> <li>• Navy blue jogging bottoms with school badge</li> <li>• Navy blue sweatshirt with school badge</li> <li>• White polo shirt with school badge</li> <li>• Predominantly white trainers</li> <li>• Black plimsolls</li> </ul>
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<p><b>Infant (Girls') School Uniform</b></p> <ul style="list-style-type: none"> <li>• Royal blue blazer with school badge</li> <li>• Royal blue cardigan with school badge</li> <li>• Navy blue rain jacket (cagoule)</li> <li>• Navy coat with school badge</li> <li>• Navy PE bag</li> <li>• Royal blue book bag with school badge</li> <li>• Navy or royal blue hairbands</li> <li>• Black school shoes</li> </ul> <p><b>Winter</b></p> <ul style="list-style-type: none"> <li>• Mid grey tights</li> <li>• White long sleeve blouse</li> <li>• Grey pinafore</li> <li>• Royal blue and yellow tie</li> <li>• Royal blue scarf</li> <li>• Royal blue ski hat</li> </ul> <p><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Blue and white summer dress</li> <li>• White socks</li> <li>• Legionnaire Cap (Royal blue with badge)</li> </ul>	<p><b>Infant (Girls') PE uniform</b></p> <ul style="list-style-type: none"> <li>• White sports socks</li> <li>• School navy PE shorts</li> <li>• Navy blue jogging bottoms with school badge</li> <li>• Navy blue sweatshirt with school badge</li> <li>• White polo shirt with school badge</li> <li>• Predominantly white trainers</li> <li>• Black plimsolls</li> </ul>
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**Nursery (Boys') School Uniform**

- Royal blue blazer with school badge
- Royal blue jumper with school badge
- Black velcro plimsolls
- Navy blue rain jacket
- Navy blue coat with school badge
- Grey socks
- Navy PE bag
- Royal blue and yellow tie
- Royal blue book bag
- Black school shoes

**Winter**

- Grey trousers
- White long sleeve shirt
- Royal blue scarf
- Royal blue ski hat with the school badge

**Summer**

- Grey shorts
- White short sleeved shirt
- Royal blue legionnaire hat with the school badge

Royal blue blazer is an optional item for nursery.

Nursery children require a change of underwear which should be contained in their navy PE bag.

**Nursery (Girls') School Uniform**

- Royal blue blazer with school badge
- Royal blue cardigan with school badge
- Navy blue rain jacket
- Navy blue coat with school badge
- Black Velcro plimsolls
- Navy PE bag
- Royal blue book bag
- Black school shoes

**Winter**

- Grey tights
- White long sleeve blouse
- Grey pinafore
- Royal blue and yellow tie
- Royal blue scarf
- Royal blue ski hat with the school badge

**Summer**

- White socks
- Blue summer dress
- Royal blue legionnaire hat with the school badge

Royal blue blazer is an optional item for nursery.

Nursery children require a change of underwear which should be contained in their PE bag.

# Plumtree School Uniform Order Form

**Name of child:**

**Date ordered:**

Product	Price	Qty	Size	Price
Girls Blazer (Royal Blue with logo) <i>(24"/26"/28"/30"/32")</i>	£35.00			
Boys Blazer (Royal Blue with logo) <i>(24"/26"/28"/30"/32")</i>	£35.00			
School Knitted Jumper – v neck (with logo Royal Blue) <i>(24"/26"/28"/30"/32"/34"/36"/38")</i>	£17.00			
School Knitted Cardigan (with logo) (Royal Blue) <i>(24"/26"/28"/30"/32"/34"/36"/38")</i>	£17.00			
Pinafore Dress (Grey no logo) <i>(3-4, 4-5, 5-6, 6-7, 7-8, 8-9, 9-10, 11-12 years)</i>	£15.00			
Summer dress (blue and white) <i>(3-4, 4-5, 5-6, 6-7, 7-8, 8-9, 9-10, 10-11, 11-12 years)</i>	£11.00			
Trousers (Grey no logo) (may be purchased from any shop such as John Lewis)				
Shorts (Grey no logo) (may be purchased from any shop such as John Lewis)				
Year 5/6 Skirt (Grey no logo) <i>(9-10, 11-12 years)</i>	£12.00			
White shirt (may be purchased from any shop)				
Tie Elastic	£4.00			
Tie (without elastic)	£4.00			
Coat (Navy with logo) <i>(3-4, 5-6, 7-8, 9-10, 11-12 years)</i>	£28.00			
Summer Cap for Juniors (Royal blue with logo)	£5.50			
Legionnaire Hat for Infants (Royal Blue with logo)	£6.00			
Woollen Hat (Royal Blue with logo)	£6.00			
Scarf (Royal and yellow no logo)	£5.50			
Grey tights <i>(2-3, 3-4, 4-5, 6-7, 8-9, 10-11 years)</i>	£1.50			
Grey socks <i>(9-12, 12.5-3.5)</i> for boys	£1.50			
White socks for girls with Summer uniform (may be purchased from any shop)				
Rucksack (Navy with logo) for Juniors	£12.50			
Book bag (Royal with logo) for Infants	£7.50			



# Plumtree School Uniform Order Form continued

## PE Kit – KS1

P.E. Polo Shirt (White with logo) (3-4, 5-6, 7-8 years)	£8.00			
Sweatshirt Jumper (Navy with logo) (3-4, 5-6, 7-8 years)	£12.00			
Joggers (Navy with logo) (3-4, 5-6, 7-8 years)	£12.00			
P E Shorts (Navy no logo) (3-4, 4-5, 5-6, 7-8 years)	£5.00			
White PE socks (may be purchased from any shop)				
Black plimsolls (may be purchased from any shop)				
PE Bag	£6.00			

## PE Kit – KS2

P.E. Polo Shirt (White with logo) (5-6, 7-8, 9-11, 12-13) years	£8.00			
Track Suit Top (Navy with logo) (26", 28", 30", 32", 34") years	£30.00 (set)			
Track Suit Bottoms (Navy with logo) (22-24") (24-26") (26-28") (28-30"), (30 -32")				
Rugby Tops (Navy with logo) (28", 30", 32", 34")	£19.00			
Skort (Navy with logo) for Netball, Tennis and Hockey (22-24") (26-28") (28-30") (30 -32")	£16.00			
Hockey and football socks (Navy) (12-3.5)	£2.00			
PE Shorts (Navy) (7-8, 9-10, 11-12 years)	£5.00			
White PE socks (may be purchased from any shop)				
Predominantly white trainers (may be purchased from any shop)				
PE Bag	£6.00			
Water bottle	£3.00			

School uniform should be paid up front.

*Please make cheques payable to Plumtree School Ltd.*

*Please write your child's name on the back of the cheque.*

*Telephone/Internet Banking Account Number: 71759922 Sort Code: 40-35-19*

# Baggage, Luggage and General Equipment

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Unnecessary luggage causes storage problems around school. The following guidelines are intended to avoid these difficulties.

- 1 Normal PE kit - shorts, shirts, tracksuits, trainers, socks etc. need to be in the school PE bag, which will hang easily on a peg.
- 2 Packed lunches need to be in a standard lunchbox, which will fit into our storage racks.
- 3 Official school homework folders for Infants and rucksacks for Juniors should be used for transporting homework, reading book etc. to and from school.
- 4 All children need to have a set of colouring pencils, pen, pencil, ruler, etc. at home for homework, and Juniors need another set at school which they should leave in their desk or tray. This removes the need for carrying pencil cases to and from school and avoids the "I've forgotten my pen" problem.

If the above guidelines are followed, there should be no reason for extra luggage under normal circumstances.

HOWEVER - there will of course be occasions when other things need to be brought in, for example,

- (a) MUSICAL INSTRUMENTS (which are taken straight to the music rooms)
- (b) MUSIC FOLDERS for sheet music and music books. (These are stored in classrooms.)
- (c) School outings, cricket matches, swimming, drama costumes, items from home for science or art/craft work, etc. will all create extra luggage from time to time, which is, of course, necessary and acceptable.

Please ask if you have any questions about the above and

**PLEASE, PLEASE, PLEASE MAKE SURE THAT EVERYTHING IS CLEARLY NAMED.**

# School Policies

For our school to run smoothly we have a variety of policies to enable every child to develop, progress and be safe and secure in our school environment. Below is a list of our school policies which you are welcome to view at any time.

Maths
English
Science
History
Geography
Religious Education
Information Communication & Technology
Physical Education
Art
Craft, Design & Technology
Modern Foreign Languages
Music
Personal, Social and Health Education
Teaching & Learning Policy
Complaints
Early Years Foundation Stage Policy
Single Equalities and Disability Equality Policy
Health & Safety
Child Protection
Medical and First Aid
Behaviour & Discipline
Spiritual, Moral, Social & Cultural Development
Assessment
Anti Bullying
Special Educational Needs and disability
Able, Gifted & Talented
Internet Policy - Esafety
Equal Opportunities
Inclusion
Attendance
Admissions
Staff Induction
Curriculum Policy
Marking Policy
Whistleblowing
Educational Visits and off-site Activities

## **Plumtree School Website Safeguarding Statement**

The parents of the children attending Plumtree School should be aware that the school has a duty to safeguard and promote the welfare of children who are their pupils. This responsibility necessitates a safeguarding policy and this school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

<b>Plumtree School Complaints Procedure</b>
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The School has long prided itself on the quality of teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School promptly in accordance with this Procedure.

**Legal Status:**

- This policy incorporates the manner in which complaints are to be handled according to the Regulatory Requirements, Part 7, paragraph 25 (a) to (k) inclusive, The Education (Independent School Standards) (England) Regulations 2010, as amended 2013 and the Early Years Foundation Stage (EYFS) regulations.

**Applies to:**

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietors and volunteers working in the school

The record of complaints is kept for a minimum of three years.

**Timescale**

- The process of dealing with a complaint in writing from the moment that it is received by the school to resolution will take no more than twenty eight (28) working days, except in circumstances in which the normal timescales are affected by issues that delay resolution; namely school holidays and other factors.

**Availability**

- The Complaints Procedure is provided in the information for prospective pupils, parents and guardians, when a parent makes an enquiry for admission to the school.
- This procedure is also made available to parents, in the School Prospectus, and on the School website: and It is also made available to parents or guardians of pupils on request to the school office, during the school day, or by e-mail: plumtreepost@yahoo.co.uk

**Other Relevant Document for Employees:**

- Staff Grievance Procedure

**Monitoring and Review:**

- The Head Teacher logs all complaints received by the school and records at which stage and how they were resolved. The record includes, at least: the person making the complaint, the date of the complaint, the nature of the complaint, any action taken and the outcome of the complaint.
- The Proprietors monitor the complaints procedure, to ensure that all complaints are handled properly, taking into account any local or national decisions that affect the complaints process, and making any modifications necessary to this policy. They also retain details of the number of complaints, registered under the formal procedure during the preceding school year and carry out a formal annual review of the Complaints Procedure for the purposes of monitoring.
- This is reviewed regularly by the Head Teacher, along with a formal annual review by the Proprietors for the purposes of monitoring.

Signed:

Date: May 2017

Phil Simpson  
Head Teacher

## **Introduction**

This policy is made available to parents, staff and pupils on the School website, in the Parent Handbook and in the School Prospectus. It is also made available to parents of pupils on request to the school office, during the school day, or by e-mail. The existence of the policy is clearly identified in the information provided for prospective pupils and parents. Plumtree School prides itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a concern or complaint, they can expect it to be treated by the School in accordance with this Procedure.

A complaint is likely to arise when there are issues of physical or emotional well-being and security at stake, or when the school's stated aims or values are being ignored. A breach of the law will always constitute a complaint. If parents of pupils at the school do have a complaint, they can expect it to be treated by the school in accordance with this procedure.

We use the term "complainant" to refer to the individual or individuals making the complaint. These may be one or a combination of any of the following: a parent or guardian of a pupil at the school, parents or guardians of a pupil at the school or several parents or guardians of pupils at the school. This procedure encompasses the Early Years Foundation Stage (EYFS). Complaints will be resolved either to the complainant's satisfaction, or with an otherwise appropriate outcome which balances the rights and duties of pupils. Parents have a right to make a complaint to the Office for Standards in Education (Ofsted). Details of how this may be done are given at the end of this procedure.

A complaint may be made by parents, pupils or staff. The School also has a 'whistle blowing policy' that is detailed in the staff handbook.

Plumtree School aims to be fair, open and honest by giving careful consideration to all complaints, dealing with them as swiftly as possible. Investigations will be thorough, fair and completed in a reasonable time-frame. The complainant may not be entitled to all information regarding the investigation, but will be kept informed of the process and of the decisions reached. We aim to resolve any complaints through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues. Pupils will never be penalised for making a complaint in good faith. We actively encourage strong home-school links and ensure that all staff have opportunities to discuss and understand the school's response to concerns and complaints made by parents. We also ensure that any person complained against has equal rights with the person making the complaint.

Where the person being complained about is named as the person who would be handling the complaint in these procedures, their role will be passed upwards to their line manager. For example, teacher to deputy Head Teacher or deputy Head Teacher to Head Teacher, Head Teacher to the proprietors.

## **Stage 1 – Informal Resolution**

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint they should contact their child's Class Teacher. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Class Teacher cannot resolve the matter alone, it may be necessary for him/her to consult the Deputy Head or Head Teacher.
- Complaints made directly to the Head Teacher will usually be referred to the relevant member of staff unless the Head deems it appropriate to deal with the matter personally.
- The School will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved swiftly or in the event that the Class Teacher and the parent fail to reach a satisfactory resolution then the parents will be advised to proceed with their complaint in accordance with stage 2 of this procedure.

## **Stage 2 – Formal Resolution**

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take.
- In most cases the Head will speak to the parents concerned, within five days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Head to carry out further investigations.
- The Head will keep written records of all meetings and interviews held in relation to the complaint. These will be kept for three years.
- Once the Head is satisfied that, so as far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his/her decision.
- If the parents are still not satisfied with the decision, they should proceed to stage 3 of this Procedure, unless the parent indicates that they are now satisfied and do not wish to proceed further. A Panel Hearing would still be organised and proceed notwithstanding that the parent may subsequently decide not to attend. The Panel would consider the complaint and bring the matter to a conclusion.

## **Stage 3 – Panel Hearing**

- If parents seek to evoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to Mrs S Blakeway, who has been appointed by the School to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters dealing with the complaint, one of whom shall be independent of the management and running of the school. Each of the panel members shall be appointed by the proprietor. Mrs S Blakeway, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 14 days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 7 days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 7 days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head and where relevant, the person complained of.

Parents of children Early Years Funding (3 & 4 yr olds) also have the option of contacting OFSTED when registering a complaint. ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))

## **Confidentiality**

Parents and guardians can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the School by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection; where the Secretary of State or a body conducting and inspection under section 162A of the 2002 Act requests access to them or where any other legal obligation prevails.

### **Record keeping for the Whole School, including Early Years Foundation Stage (EYFS)**

A written record of all complaints and of whether they are resolved at the preliminary stage or proceed to a panel hearing is kept by the Head Teacher, for a minimum of three years. The record includes, at least: the person making the complaint, the date of the complaint, the nature of the complaint, any action taken and the outcome of the complaint. A written record will also be kept of when a final outcome was reached. The Proprietors examine this written record on an annual basis. The school will provide, on request to ISI/Ofsted, a written record of all complaints made during a specified period and the action which was taken as a result of each complaint. Parents may contact the Head Teacher to ask for the number of formal complaints made during the previous academic year.

### **Child Protection**

For any complaint that involves a potential child protection issue, this must be reported immediately to the Head Teacher (See our Child Protection Policy for details of the procedure).

### **Complaints from External Bodies**

Complaints from the public about the behaviour of a group of pupils will be dealt with on a general basis, with reminders to all about the school's expectations.

### **Monitoring and Review**

- The Head Teacher logs all complaints received by the school and records at which stage and how they were resolved.
- The record includes, at least: the person making the complaint, the date of the complaint, the nature of the complaint, any action taken and the outcome of the complaint.
- This is reviewed regularly by the Head Teacher and Proprietors of the School for the purposes of monitoring.

### **Policy for Dealing with Complaints from Staff**

- Plumtree School aims to be a listening and responsive school. We encourage staff to inform us of their concerns while they are still minor ones, which can more easily be resolved. It is hoped that most concerns and complaints, will be resolved quickly and informally.
- All staff who have any complaint or cause for concern should speak to their line manager in the first instance. If this is not appropriate they should bring the matter to the attention of one of the Senior Leadership Team.
- A written record will be kept of all significant concerns and major complaints, the date on which they were received and the details of the subsequent investigation.
- All complaints will be investigated within fourteen days and a formal letter will always be written as 'closure', indicating how the issue has been dealt with and what the outcome is.
- When a member of staff is dissatisfied with the outcome and has discussed this with the Head Teacher, the matter should be referred to the other Proprietors. In the case of a contractual employment grievance, the procedures outline in staff contracts of employment should be followed.

In addition to the Complaints Procedure detailed above, parents may also make a complaint to Ofsted should they wish to, the relevant contact details are:

Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. Helpline: 03001 123 123

Telephone: 03001 234 234

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

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London. EC1A 9HA

Telephone: 0207 600 0100

Web: [www.isi.net](http://www.isi.net)

Email: [info@isi.net](mailto:info@isi.net)

## Plumtree School Infant & Junior Departments - Termly Fees

### **TERMLY FEES –As from September 2017**

Junior Department	£2180
Infant Department	£2180
Nursery Class	£2180 Full-time* (or £25 per session)

\*The School is a registered provider under the Government Nursery Certificate Scheme for three and four year olds currently set at (approx) £1800 p.a. providing a weekly total of 15 free hours taken from within standard teaching sessions.

The school also accepts payment through the "salary sacrifice voucher scheme" for Nursery Fees and After School Care costs for Nursery, Infant and Junior pupils.

These fees are fully inclusive of all tuition, compulsory equipment, curricular activities and Pupils' Personal Accident Premiums.  
(Milk is provided free at mid-morning break)

Fees may be paid by monthly standing order, (10 payments – October to July).

After School Care will continue to cost £250 per term full-time and £7.50 per session per child for occasional use. After School Care is provided to help working parents and those with emergency pick-up difficulties. After School Care registration is taken at 4.00pm and the session ends at 6pm Monday-Thursday and 5.30pm on Friday. Children involved in after school clubs are not registered for After School Care charges (see General Information) unless they stay on afterwards. After School Care is supervised by our own teaching staff and teaching assistants.

In the event of a child leaving the School (except for secondary transfer at the end of Year 6) a full term's notice is required in writing, or a term's fees in lieu of notice will be payable, according to the School's registration conditions.



# Plumtree School

## SCHOOL TERM AND HOLIDAY DATES UNTIL 2019

<b><i>Academic Year 2017/18</i></b>	
<b>AUTUMN TERM 2017</b>	: Starts Thursday morning 7 <sup>th</sup> September : Ends Friday 15 <sup>th</sup> December, 12pm : Half Term Monday 16 <sup>th</sup> October – Friday 27 <sup>th</sup> October
<b>SPRING TERM 2018</b>	: Starts Tuesday morning 9 <sup>th</sup> January : Ends Thursday 29 <sup>th</sup> March, 12pm : Half Term Monday 12 <sup>th</sup> February – Friday 16 <sup>th</sup> February
<b>SUMMER TERM 2018</b>	: Starts Tuesday morning 24 <sup>th</sup> April : Ends Thursday 12 <sup>th</sup> July, 12pm : Half Term Monday 28 <sup>th</sup> May – Friday 1 <sup>st</sup> June : Bank Holiday- Monday 7 <sup>th</sup> May

<b><i>Academic Year 2018/19</i></b>	
<b>AUTUMN TERM 2018</b>	: Starts Wednesday morning 5 <sup>th</sup> September : Ends Friday 14 <sup>th</sup> December, 12pm : Half Term Monday 15 <sup>th</sup> October – Friday 26 <sup>th</sup> October
<b>SPRING TERM 2019</b>	: Starts Tuesday morning 8 <sup>th</sup> January : Ends Thursday 4 <sup>th</sup> April, 12pm : Half Term Monday 18 <sup>th</sup> February – Friday 22 <sup>nd</sup> February
<b>SUMMER TERM 2019</b>	: Starts Thursday morning 25 <sup>th</sup> April : Ends Thursday 11 <sup>th</sup> July, 12pm : Half Term Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May : Bank Holiday Monday 6 <sup>th</sup> May