



Forest School ★ Nurturing Environment ★ Excellent Academic Results ★ Sporting Achievements



STRIVING FOR EXCELLENCE... GOING FOR GOLD

Handbook 2025



Welcome to Old Mill Primary School. We hope that you find the information in this Handbook useful. Further information can be found on the school website: [www.oldmillprimary.co.uk](http://www.oldmillprimary.co.uk)

## Contents

General Information  
Old Mill  
Mission Statement  
School Vision & Values  
Curriculum  
Parent Partnership  
Organisation  
School Day  
Attendance  
School Site  
Religious Education & Act of Worship  
Assessment  
Reporting to Parents  
Special Educational Needs  
Ethos and Behaviour  
Child Protection  
Safeguarding Children – Information for Parents  
Anti-Bullying Policy  
Transfer to Secondary School  
Health Care  
School Clothing / Uniform  
Online Payment System  
Communications  
School Meals  
Help in School and Parental Support  
Charging and Remission of Charges  
Children Leaving the Premises  
Personal Belongings  
Equal Opportunities Policy  
Parental Concerns  
Responsibility of Governors  
Old Mill School Association



## General Information

Name of School:	Old Mill Primary School
Trust:	Symphony Learning Trust
Address:	Station Road Broughton Astley Leicestershire LE9 6PT
Telephone:	(01455) 284191
E-mail:	admin@oldmill.leics.sch.uk
Web site:	www.oldmillprimary.co.uk
Type of school:	Primary
Age Range:	4 - 11 years
Headteachers:	Mrs A. Smith-Stewart
Deputy Headteacher:	Mrs S. Foster
School Business Manager:	Mrs D. Hughes
Chair of Governors:	Mrs C. Smith
Clerk to Governors:	Mrs J. Walker



## Old Mill

Old Mill is part of the Symphony Learning Trust, and we work closely with the other schools in our Trust, for the benefit of all our pupils.

Old Mill is a highly regarded, successful primary school, with around 400 pupils on roll. It is an attractive and friendly school, set in well-developed school grounds. Opened in 1981, the school shares its site with Thomas Estley Community College, and pupils generally transfer to Thomas Estley at the end of Year 6, with whom we have a strong collaborative partnership.

The motto at Old Mill is, 'Striving for Excellence... Going for Gold!', which we do on a daily basis. We encourage all children to achieve, regardless of ability, and we do not put a ceiling on what that achievement can be!

We are extremely proud of our outcomes for pupils both in terms of the high standards of attainment, and in relation to the broad Curriculum that we offer. We believe in a 'healthy body, healthy mind' and support the development of the entire being - physically and mentally.

All the staff who work at Old Mill care about your child and we firmly believe that a working partnership between home and school, will support your child in achieving their very best.

Our children are happy in their learning, which is a result of the professionalism, team work and resilience of our staff.

## Mission Statement

***Striving for excellence... Going for Gold!***



## School Vision and Values

At Old Mill Primary School, we endeavour to provide high quality learning for all our pupils, through being progressive, reflective and always striving to do better.

Our vision for our pupils:

- To leave Old Mill as passionate and purposeful readers.
- To achieve the very best that they are capable of.
- To be able to think within the individual academic discipline of each subject, building the skills of a future generation of historians, mathematicians, scientists and writers.
- To leave us as independent, confident learners who believe in their own abilities, and are resilient in the face of challenge.
- To leave us as responsible, well-rounded, polite and respectful citizens who understand that through hard work, they can achieve their potential as individuals or as part of a team in the wider world.

Old Mill has six core values which define us and our behaviour as a team. We wholeheartedly believe in these values as a group of professionals and it is these six values which drive us forward to our ultimate goal - to provide the best possible start in life for the pupils at Old Mill.

Our core values are: Excellence, Teamwork, Professionalism, Resilience, Respect and Child-Centred.





## Curriculum

Learning at Old Mill is exciting, challenging and inspires our children throughout their learning journey, to be the best they can be.

- Reading is at the heart of our school, so that pupils can read with confidence and purpose and foster a love of books and reading.
- We teach using a mastery approach thus enabling limitless potential.
- The design of our curriculum means that children are able to think within the individual academic disciplines of each subject, building the skills of a future generation of historians, mathematicians, scientists and writers.
- We have high expectations of character to foster independence, confidence, resilience and respect.
- We believe in rewarding the success of all our pupils. We have a simple behaviour system which focuses on 'expected behaviour' and respect for everyone. Expected behaviour is rewarded consistently throughout the school using Dojo points which link to our four school rules.

## Parent Partnership

We believe it is essential to have parental support and that we work together with parents for the benefit of the child. We hope that you will support our vision and core values and will encourage your children to value learning and school life.

It is our aim that all children at Old Mill will be happy and will achieve their potential while with us. However, we do accept that parents or children may have concerns or problems at some time during their time with us. If this happens please come into school and arrange a meeting with your child's teacher.

## Home School Agreement

The school has a Home-School Agreement agreed with staff, parents and Governors, which is sent home when a child joins Old Mill Primary School and is reviewed and updated as required throughout a child's time at school. The Home School Agreement articulates our aims but it is only of value if we can all work together in partnership. Please discuss this agreement with your child and what it means during their time at Old Mill.



## Parent Code of Conduct

Old Mill Primary School is a happy and safe place for our pupils, their parents / carers, our staff and other visitors. If an adult has a concern, we will always listen and do our utmost to resolve the concern. However, abusive, threatening or violent behavior will not be tolerated on site; this includes:

- Disruptive or inappropriate behaviour
- Approaching another parent or child in order to discuss or chastise them because of an issue between children
- Using loud or offensive language or displaying temper
- Threatening, in any way, a member of school staff, visitor, fellow parent/carers or pupil
- Any behaviour perceived to be intimidating or designed to intimidate pupils/parents/carers/staff at the school
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/carers/staff at school on social media
- Taking photographs or videos with phones or other devices on school premises without permission from the school
- Intimidating behaviour; acting in a way to intimidate others either verbally or physically

## Organisation

Children at Old Mill Primary School are between 4 - 11 years of age. The Primary phase covers three stages, the Foundation Stage for children in their first year (formerly known as Reception), Key Stage 1, which includes Years 1 and 2 and Key Stage 2, which includes Years 3, 4, 5 and 6.

All classes have access to libraries, halls, the school garden, Forest School and pupil kitchen. There are interactive screens in all classrooms and banks of iPads, laptops and Chromebooks that are used throughout the school to support interactive learning.

Key Stage 1 and 2 children share two playground areas which are zoned at lunchtime according to activity, including a staffed quiet area called 'Happy Lunchtime Club'. We have 'Sports Coaches' who organise activities and games, and Year 6 pupils apply for a range of roles including Sports Leaders and Playground Helpers who support the younger children and are there to assist any children who might be feeling lonely or sad at lunchtime. The children are free to choose where they wish to play. Certain parts of the playground such as the football zone and the trim trail are timetabled.

All classes are formed on a mixed ability basis and teachers work closely together in teams to plan the children's work collaboratively and liaise with colleagues in other year groups as necessary. We aim to challenge every child.



## School Day

	Foundation Stage and Key Stage 1	Key Stage 2
<b>START</b>	8:50am	8:50am
<b>BREAK</b>	10:40am to 10:55am	10:40am to 10:55am
<b>KS1 LUNCH</b>	Foundation Stage – 11.30am to 12.30pm Years 1 & 2 – 12.00noon to 1.00pm	
<b>KS2 LUNCH</b>		Years 3 & 4 12.00noon to 1.00pm Years 5 & 6 12.15pm to 1.15pm
<b>KS1 BREAK</b>	2.05pm to 2.20pm	
<b>FINISH</b>	3:20pm	3:20pm

### Beginning and End of the School Day

There is a member of staff on duty on each playground from 8.40am onwards. Children should not arrive at school before 8.40am as there will be no-one available to supervise them before this time.

### Foundation Stage

Foundation stage children should assemble in the playground outside the Foundation Stage and Parents are welcome to wait with their child until the doors open at 8.45am.

Parents or a nominated adult are expected to meet their children in the Foundation Stage playground at 3.20pm, where they are released directly from their classrooms at the end of the school day.





## Key Stage 1 and 2

### In the morning:

Children in Key Stage 1 (with the exception of Year 1) and Key Stage 2 should assemble on the playground at the rear of the school and line up in classes. Teachers will collect their classes at 8.50am. Year 1 pupils assemble outside their classroom doors.

Children should not enter by the main entrance of the school unless they are late and the gates are locked.

### End of the day:

Children are dismissed at 3.20pm.

Parents of Years 4, 5 and 6 pupils should meet their child on the main playground at the back of the school. Parents of Year 2 and 3 pupils can wait in the playground outside the Year 2 classroom and the Year 3 mobile classrooms. Parents of Year 1 pupils should wait in the EYFS playground, and the children are released through the cloakroom and classroom.

Any child who hasn't been collected on time will be taken to the school office for safety purposes and parents / carers will need to collect them from there.



## Attendance

Good attendance is very important in education and we ask for all parents to support us in ensuring every child has the highest possible attendance levels. Every child's attendance is monitored on a termly basis and our Attendance Improvement Officer will follow up any attendance which falls below a certain level. A copy of our Attendance policy is available on the school website. Days off through illness and late arrivals all contribute to a child's level of attendance which is reported on at the end of the school year.

### Children arriving late

Please ensure that your child arrives at school on time as it can be very disruptive to a class and upsetting to the child when they are late.

The gates are locked at 8.50am and any children arriving after this time will have to enter through the main entrance and report to the school office. Any child who reports to the office between 8.55am and 9.10am will be registered as 'late', and the number of minutes late will be recorded and reported to the school's Attendance Officer. If a child arrives at school after the register has closed at 9.10am it is deemed an unauthorised absence. If there is a regular pattern of lateness this may result in a referral to our Attendance Officer.

### Absence

When your child is absent, please inform the school by email, ping or telephone before 9.00am on the day of absence. Absence must be reported to the school each day and we provide a SchoolPing form to report your child's absence, this is available between 6am and 9am. An absence is deemed unauthorised unless the school receives a letter, SchoolPing or telephone call giving a clear reason why the child was not in school.

The Headteacher is able to authorise leave of absence in **exceptional circumstances** for example, a music or performing arts exam, participation in a local or National Sporting fixture or event, a close family wedding day etc. **Parents will be requested to fill in a leave of absence form or write a letter to the Headteacher detailing the absence request, in advance of the day in question.**

### Holidays

Headteachers are no longer able to authorise absence for holidays. We would expect that families plan their holidays to coincide with term times and school holidays, so that outcomes for pupils are the best they can be.

Our Attendance Lead is responsible for monitoring attendance - in accordance with the school's Attendance Policy - which can be found on our school website. Where certain circumstances exist the Family of Schools Attendance Officer will become involved and in accordance with DfE guidance, Penalty Notices will be issued to parents who take their children out of school for a term time holiday(s) of 5 days or more.



## School Site

### Parking

Parents are asked to take special care when parking and dropping children off to avoid any danger to their own and other children. **The school car park is for staff only and parents are not permitted to park, unless they have a blue disabled badge or been given a car park pass by Old Mill for a valid reason.** Parents may however make use of the car park at the White Horse.

We also ask that parents are respectful of the school's residential neighbours when parking on streets surrounding the school.

### Dogs

Old Mill is a dog free site, with the exception of guide dogs. Dogs and puppies must not be brought onto the site, and must be left outside the Station Road gate, where they are not in the direct path of children.

### Bikes and Scooters

Whilst we encourage children to bike and scoot to school, all children and adults must dismount at the Station Road gates, and walk their bike or scooter whilst on school grounds. This is to keep all users safe whilst on site. We advise that any bikes or scooters left at the school's bike racks are secured there using a secure lock.

### One-Way System

We encourage a pedestrian one-way system around our school site to ease flow and reduce congestion at the gates. Access to the school is through the red gates near our Foundation Stage and the exit is through the green gates at the rear of the school.

## Religious Education & Acts of Worship

In accordance with Government legislation the school also offers Religious Education and provides a daily act of collective worship. Our RE curriculum follows the locally agreed syllabus for education.



## Assessment

Teachers complete an assessment of Foundation Stage children during their first year in school.

Teachers regularly assess children as we monitor progress through the school. These ongoing assessments are used to inform teachers' planning so that we can match the work to each child's needs. During Years 2-6 children take termly tests.

In Year 6 the children are formally assessed using the national guidelines (SAT's – Standard Assessment Tests/Tasks). In Year 2, SAT's tests are optional.

In Year 1, pupils participate in a Phonics test and in Year 4, a multiplication test. Both of which are reported Nationally.

## Reporting to Parents

The school will arrange a number of parents' evenings each year offering parents the opportunity to meet with class teachers to discuss individual progress. In both the Autumn and Spring Parents' evenings, parents receive an individual target for their child in Maths, Reading and Writing. A target for behaviour may also be included if necessary. In addition, in the Spring term parents' evening, parents will be formally updated about their child's level of attendance.

There will be a written report each year, which will describe a child's progress, attainment and attendance, usually sent out in July.

Parents of children in Years 2 and 6 will receive information about their child's performance in the National Curriculum Tests and in Year 1 and 4 parents will receive information about their child's performance in the National phonics / multiplication screening.

## Special Educational Needs

Some children are identified as having Special Educational Needs. These may be academic (either children of high ability who need to be extended or children with learning difficulties who need extra help and support) or they might be physical, emotional and behavioural. The difficulties might be long term or short-lived.

A support plan will be drawn up to meet the specific needs of the individual child. Support may be given in the classroom, individually, or in a withdrawal group.

In all cases parents will be contacted and invited to work with the school for the benefit of the child.

Where the school feels that further support or specialist help would be of benefit, an external agency may be contacted, (e.g. Educational Psychologist). Parents will be contacted before any requests are made for help in order to discuss the matter fully and to secure their support.

Our SEN policy and Local offer can be found on the school website.



## Ethos and Behaviour

We aim to create an ethos in school which is friendly, happy and caring; where children feel safe, secure and valued and where they value and respect others. In short, we aim to create an ethos that is conducive to achievement.

We have high expectations for behaviour and as a result, our pupils behave well, are engaged in their learning and work hard.

Staff at Old Mill work together to establish positive behaviour management practices and by being firm, but always fair.

Great emphasis is placed on praising positive behaviour by all staff, however, if unexpected behaviour is encountered then it is dealt with in an appropriate way. All children are aware of the schools' expectations for behaviour and clear Expected Behaviours are enforced throughout the school. If children behave outside the Expected Behaviours sanctions exist to deal with incidents of misbehaviour. These range from being spoken to by the class teacher to a loss of privileges for more serious incidents. The class teacher would deal with most incidents but more serious incidents may be dealt with by the Headteacher, Deputy or Assistant Headteachers.

For more detailed information about our Behaviour policy and procedures please refer to the policy on the school website.



## Child Protection: Safeguarding Children – Information for Parents

Safeguarding is everybody's business at Old Mill and we are proactive in our safeguarding responsibility.

*'Staff are tenacious in following up concerns to make sure children receive the right support.'* Ofsted November 2021

All staff and volunteers are vetted and checked and a record of these checks is maintained in school.

All staff receive regular child protection training so that we are all aware of how to act if we have concerns relating to a pupil.

**The Headteacher is the Designated Safeguarding lead and we have two other Deputy Designated Safeguarding Leads.**

The Trust's Child Protection Policy is available on the school website.

It is important for parents to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer children to Leicestershire Social Care. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to Leicestershire Social Care if it is thought that this might put the child at risk.
- School can also refer a family to Social Care for Family Help support which can provide families with additional guidance in relation to behaviour at home, parenting strategies etc.
- Old Mill also has a duty to prevent children from being radicalized and will refer children through the necessary channels, if we believe we need to safeguard them from extremism.
- If you think your child may have been abused you can contact Leicestershire Social Care directly.

Copies of school policies relating to Child Protection are available on the school website.





## Anti-Bullying Policy

The school has an anti-bullying policy, which can be found on our school website. Any child who feels that they have been bullied in any way, witnesses something several times on purpose, is actively encouraged to inform a lunchtime supervisor, teacher or learning support assistant who will take the matter seriously and deal with the incident.

Parents are also encouraged to keep the school informed of any incidents that come to their attention. In this way, incidents can be dealt with before they become serious problems and the school can be a happy, safe and secure place for every child in our care.

We ensure all our pupils are aware of what bullying is, by regular work during PSHE lessons and an annual 'Anti-Bullying Week'.

## Transfer to Secondary School

At the end of year 6 children move on to secondary education. Our children transfer to Thomas Estley Community College and other schools in Lutterworth. Visits are made to the children by staff from their chosen high school and each high school has a transition programme to ensure a smooth transition to their new school. Parents will be kept informed of the arrangements.

### Liaison

There is close liaison between staff of Old Mill and local secondary schools. This helps to ensure the smooth passage through, and transfer across, the different phases of education. Staff of the local primary schools and secondary schools liaise regularly on issues of common interest.

## Health Care

Teaching Assistants and some Midday Supervisors receive First Aid training. Staff also receive training in how to care for children with specific health issues, such as epilepsy or anaphylaxis as necessary. The school has a designated first aid room where children can be taken to be looked after if they are unwell or hurt. All children with a medical issue or need, have an individual health care plan, drawn up in conjunction with the parents.

Routine health checks are carried out at school, including hearing and height and weight. Parents are contacted before any health checks are carried out and will be informed if any treatment is thought to be necessary.

The annual flu vaccination programme is also carried out by the community nurse team through the school, parents will be contacted by the NHS about this programme.



## Illness

If your child is ill please keep them at home and let us know of the illness by SchoolPing, email or telephone. If the illness is a stomach upset or sickness, as per NHS guidelines, please keep your child at home for at least **48 hours** after they have stopped being ill to ensure they have fully recovered and do not pass the infection on to others. If children become ill in school, parents (or the nominated person) may be contacted to take them home. For this reason, it is vital that the school office are kept informed of any changes to contact details, e.g. in the case of a new mobile phone number.

## Accidents

In the event that your child has an accident in school, first-aid is administered by one of the school's qualified First Aiders. An entry is made in the school's accident book and an accident information slip is sent home with the child. Should further treatment be necessary, parents (or the nominated person) will be contacted. As above, it is important that the school has an up to date contact number for every child. If it is thought that a child needs treatment and parents cannot be contacted, a teacher or other member of staff will accompany the child to hospital.

## Medication

If a child is unwell and needs medication, they are generally too ill to be in school. However, medication can be administered in school if necessary. If a dose of medicine is required during school hours, parents need to fill in an Administration of Medication Form, available from the school reception, authorising school staff to administer it. This form along with the medication should be handed to the Administration team. **A child should not keep medicines with them in school.**

If a child suffers from asthma and needs to keep an inhaler in school, parents should ensure that it is clearly labelled with the child's name and the dosage. All inhalers are kept in the classroom where they will be readily available and easily accessible to pupils. It is the parent's responsibility to ensure their child has a working, in-date inhaler.

If your child suffers from any specific medical condition, please let us know in school.

## Nut Allergies

We have children in school with severe nut allergies. This means that any contact with nuts or products containing nuts could result in a very serious reaction for these children.

In order to safeguard our pupils, **Old Mill is a nut free school**. Children **must not** bring any food containing nuts to school in their lunch boxes or to eat at break time.

Thank you for your co-operation in this matter.

## Head Lice

From time to time, we have cases of head lice and if left untreated they spread very quickly from child to child.

Any cases of head lice should be reported to the school, these matters are treated sensitively and kept confidential. On such occasions, Ping messages are sent out to inform parents in affected classes. Parents are asked to check their children's hair regularly. We ask that the whole family be treated before the child returns to school and the school nurse can be contacted for persistent issues in this area.



## School Clothing / Uniform

Children are required to dress appropriately for school and to wear school colours. Please see our 'School Uniform Policy' for more details on the school website.

Our uniform can be purchased online from either of the following suppliers, using the information below:

[www.gascoigneclothing.com](http://www.gascoigneclothing.com)

Click on 'Order School Uniform' and go to 'School Login'

Scroll and click on 'Old Mill Primary School'

Enter password: oldmill2000

LoopWear

[www.loopwear.shop/find-your-school/OldMillPrimarySchool](http://www.loopwear.shop/find-your-school/OldMillPrimarySchool)

Pre-loved School Uniform – at Old Mill with the support of our parents we offer a pre-loved uniform service where parents can donate uniform their children have grown out of / no-longer need. All parents are welcome to access our pre-loved uniform by emailing their requests to [uniform@oldmill.leics.sch.uk](mailto:uniform@oldmill.leics.sch.uk) or contacting the school office.

## Online Payment System

Old Mill is a 'cashless' school and all parents are asked to pay for school dinners, trips, craft money etc. via our online payment system, SchoolMoney.

Details of SchoolMoney will be provided to you and help with operation can be provided by the school office.

## Communications

Communicating with our parents is really important to us, our primary method of communication with parents and carers is SchoolPing – we use this app based tool to send home key information, provide dates through the calendar and make bookings for events and Parent Meetings.

All parents and carers receive an invitation to join SchoolPing.

We encourage parents to follow our social media channels, FaceBook and Instagram where we post snippets of life at Old Mill.

## School Meals

School meals at Old Mill are provided by Relish, who cook tasty, healthy meals every day in our school kitchen. All children in Foundation Stage, Year 1 and Year 2 are entitled to a meal free of charge.

All meals are booked through Relish, who provide comprehensive details of the meals along with pictures, ingredients and recipes on their website [www.relishschoolfood.co.uk](http://www.relishschoolfood.co.uk)



Children may bring a packed lunch if you prefer in a **named lunchbox**. Fizzy drinks are not allowed and for safety reasons children must not bring glass bottles, cans or glass vacuum flasks. Children can bring warm soup in a named shatterproof flask.

All school meals need to be paid for in advance by placing credit on their SchoolMoney account.

Information about the provision of free school meals is available from the school office at any time.

## Help in School and Parental Support

We are always pleased to receive offers of help in school. Parents have helped with the supervision of groups on educational visits, both locally and further afield. They have helped with the library and with groups of children sewing and cooking. Some parents have been invited to talk to the children on a particular subject and to share their interests and expertise. Other parents have helped with more routine tasks. We value all contributions that parents make in school.

Perhaps the greatest contribution that parents can make is by supporting the school's vision and values and working in partnership to the benefit of the children.

If you are interested in volunteering to help in school, please discuss this with the class teacher.

## Charging and Remission of Charges

Parents will be asked to make "voluntary" donations to cover or support the cost of educational visits out of school or visits to the school by groups or individuals for enhancing the children's education. No individual child will be excluded from an activity because of a parent's inability to make a financial contribution. However, if there are insufficient donations, the Headteacher may have to cancel a proposed activity.

If there is loss or damage to school property, resources or equipment, clearly caused by a child behaving in an irresponsible way, parents will be asked to cover the cost of replacement or repair. This includes reading books.

## Children Leaving the Premises

During the school day, we are responsible for your children. If it is necessary for a child to leave the premises during school hours, for example, to attend a dental appointment, please inform us by note or telephone. We will expect children to be collected and signed out via the office by a parent or responsible adult, who must accept full responsibility for the child.

## Belongings in School

We encourage children to look after their personal belongings and to see that these are clearly named. The school cannot accept responsibility for any damage or loss. Please do not allow children to bring expensive possessions into school.

**Children should not bring toys and games to school unless they have been specifically asked to do so.**



## Equal Opportunities Policy

It is the policy of the school that no one, whether child or adult, should be discriminated against. The school supports the County's policy of equal opportunity and will actively seek ways to implement it. The same curriculum will be available to all.

## Parental Concerns

If you have any problems or concerns, you are warmly invited to contact the school to discuss them with the class teacher at the first instance. We find that in the majority of cases, the class teacher can resolve matters swiftly. If matters are not resolved, please feel free to make an appointment to see the Headteacher. The school does have a formal complaints policy which can be found on the school website, however we believe that most issues can be resolved before such a procedure would be needed.

## Responsibilities of Governors

School Governors promote the welfare and development of the school as joint financial managers with the Headteacher. Parents are invited to contact Governors with any comments or enquiries they wish to bring to their attention and these matters may be raised at a future Governors' Meeting. Governors may also be contacted confidentially about any issue through the school office. Minutes of Governors meetings are kept in school and are available on request. Governor information can be found on the school website.



## Old Mill School Association

### Who are we?

We are a group of dedicated parents that has for over twenty years organised fund raising events to provide social activities for the parents and helped purchase equipment that does NOT come directly within the educational financial remit of the school. We are also a registered charity and we are a member of NCPTA (National Confederation of Parent Teacher Association).

### What do we do?

Our main aim is to raise funds for the school. The committee ask the staff to identify special items, which cannot normally be made available through normal funding but would benefit all the children of the school. As well as its major contribution towards the new library, the association has funded:

- Outdoor classroom

- Forest School equipment

- Class bursaries

- Book bags for children joining the school in Foundation

- Development of playground areas

.... and much more

The association also provides opportunities for members to socialise, and encourages ideas and involvement from its members.

### Where and When do we Meet?

An Annual General Meeting is held at school usually in September. This is then followed by committee or smaller group meetings, usually held in people's homes or at the pub, to arrange an event.

### Association Events

There are usually two or three events each term. We try to spread the balance so that there is something for adults, something for children and something that will attract a wider audience from the village as a whole. Our biggest fundraiser is our annual winter craft fair, in the autumn. We also organise family bingo evenings, dances, a duck race, tabletop sales, quiz books and colouring competitions. New suggestions from members are always welcome and discussed at committee meetings, so please let us have your ideas.







## Communication

We keep in touch with parents by ping or sending the children home with letters. Look out for posters at the school, promoting our events; also the school newsletter gives details. If the event has a wider appeal, we advertise in the Swift Flash and display posters around the village. If you wish to speak to a committee member or to join our team of helpers, please contact the school office and we will be in touch.