

W E L C O M E

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OVERTON CE PRIMARY SCHOOL

Our school is a Primary School and it caters for girls and boys from four (Year R) to eleven (Year 6) years of age. It was founded in 1847 as a Church of England Foundation and it was granted controlled status under the 1944 Education Act. The local church retains a strong interest in the school, not only taking part in the appointment of Foundation governors, but also being involved in the daily life of the school.

The original main building was designed as a semi open-plan school for 210 children, but the school now caters for up to 315 children.

The school was built in 1968, upgraded in 1998 and 2001, and has modern facilities throughout the building. It is set in an attractive environment with a landscaped playing field, children's play area and playgrounds including children's quiet areas. There are 12 good-sized classrooms, a library and work areas with first-class resources for children. In addition to the classrooms there is a large hall available for PE, drama and assemblies. The Drama and Music Room is a purpose-built group activities room that is used for a variety of purposes. It has facilities for musical instrument tuition. There is a large modern computer suite, which can accommodate up to 30 children at a time. There are purpose-built Early Years classrooms and a separate play area for under fives. Each classroom is equipped with an interactive whiteboard.

The classrooms, work areas and administrative area are carpeted

throughout. This is partly for comfort, but also to reduce unnecessary noise from the movement of chairs and the general movement of children. The classrooms and work areas are surprisingly quiet and are conducive to a good working atmosphere.

THE AIM OF OUR SCHOOL

It is our aim that children are encouraged and challenged to develop to their true potential in a vibrant and exciting learning environment. Our vision is to develop an enthusiasm for learning and a desire for excellence to enable the whole school community to achieve their best. This vision is underpinned by six values which are:

- Challenge
- Creativity
- Independence
- Interdependence
- Reflection
- Respect

These values are shared by the staff, governors and children and affect all that we do and how we do it! All adults who work in our school mirror our expectations and ethos. The self-esteem of the children is raised through the high quality displays of their work and this helps them to realise their true potential.

At Overton CE Primary School, we continually strive to improve the provision for our children and to develop authentic relationships. It is our aim that children learn from each other and expectations for behaviour and learning are shared with them.

Our teachers create a safe and secure learning environment for all children where high expectations, a positive atmosphere and consistency of approach are evident. This security will enable children

to take risks with their learning and the positive teacher/pupil relationship will provide essential security when failure is experienced.

We are firmly committed to working in partnership with parents: we will try to keep you informed about your child's progress every term through our system of consultatives and discuss how we can work in partnership to make the learning process most effective.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
He learns to condemn.
If a child lives with hostility,
He learns to fight.
If a child lives with ridicule,
He learns to be shy.
If a child lives with shame,
He learns to feel guilty.
If a child lives with tolerance,
He learns to be patient.
If a child lives with encouragement
He learns confidence.
If a child lives with praise,
He learns to appreciate.
If a child lives with fairness,
He learns justice
If a child lives with security
He learns to have faith.
If a child lives with approval,
He learns to like himself.
If a child lives with acceptance and friendship,
He learns to find love in the world.

This poem by Dorothy Lawe Holte reflects the school's philosophy and will underpin everything that our school strives towards. This philosophy applies equally to all boys and girls in the school.

HOME LEARNING

The school believes that effective learning is strongly enhanced by a home - school partnership. Homework is used to:

- consolidate and reinforce skills and understanding, particularly in literacy and numeracy
- exploit resources for learning, of all kinds, at home
- extend school learning
- encourage pupils, as they get older, to develop the confidence and self discipline needed to study on their own
- prepare the older children for the requirements of secondary school

At our school the above will be addressed through:

- our Homework Charter which we share with parents
- regular homework for all children which builds progressively from Year R to Year 6
- work closely linked with that undertaken in class
- regular dialogue between home and school i.e. Link Book and Homework Book
- careful monitoring by the staff of work completed
- informing parents of arrangements
- a home/school agreement

CURRICULUM

The children at our school follow a wide, rich and balanced curriculum. This curriculum is presented in a carefully planned structure and integrated format because we believe that artificial subject barriers are often not appropriate to children. However, some aspects are dealt with as separate subject areas where this is beneficial. Consequently, we can ensure that the recommendations of the National Curriculum are covered. These are regularly monitored and reviewed.

We believe that a balanced curriculum is only achieved through a further emphasis on other important areas such as Personal, Social and Health Education, Citizenship and Environmental Education, promoting not just a full range of knowledge and skills, but the important moral, religious and aesthetic attitudes which prepare children for the future.

We aim to create life long learners and children are encouraged to think creatively, to question and to explore. We systematically teach the seven Learning Dimensions, or Learning Powers, which involve teaching children how to learn and develop resilience and creativity, how to work effectively within a team work and to become aware of themselves as learners.

Threading through our curriculum is explicit teaching of the United Nations Convention on the Rights of the Child. We teach that all children have the same rights and they also have responsibilities to make choices and to exercise their rights.

NATIONAL CURRICULUM

There are nine subjects in the National Curriculum that are taught in all schools in England and Wales. Government Policy ensures that your children are given significant tuition in acquiring the basic skills of English and Mathematics.

Other subjects are: Art, Design and Technology, Geography, History, Information Communication Technology, Modern Foreign Language, Music, Personal Social and Health Education, Physical Education, Religious Education and Science.

BASIC SKILLS

ENGLISH

We believe that language skills are essential if a child is to access the full curriculum and so the teaching of English has prominence at Overton CE Primary School.

Children are encouraged to express themselves in a variety of contexts, through speaking and listening opportunities, role-play and drama.

They are encouraged to read, understand and respond to a variety of styles and types of text. It is our aim to develop a love for reading in our children through the use of a structured core reading scheme but

introducing other complementary materials to broaden the reading experience as soon as possible through the use of colour coded books. We start to teach phonics at the beginning of the reception year and this continues throughout the school. A strong home/school partnership is encouraged and books are sent home to be shared regularly. In addition, we have an excellent library where children have the opportunity to borrow a book every week and to develop research skills.

Children are encouraged to develop a clear, legible style of handwriting based upon a simple cursive script. They develop their writing to convey meaning and express thoughts, ideas and opinions. In all this they are encouraged to present their work accurately and in an attractive way.

Children are given weekly spellings in Year 1 - Year 6 but some children may be introduced to this in the reception year. These are sent home and parents are asked to help their children to learn these words.

MATHEMATICS

We ensure that our children have a thorough grounding in practical opportunities to develop their understanding of mathematical concepts prior to any formal recording taking place. Our aim is to develop numerate and confident children who are able to apply their knowledge in a range of situations.

Daily mathematic sessions follow the Primary National Strategy and include opportunities to develop the children's mental and oral

strategies, to be involved in problem solving and investigations. ICT is used to support their learning.

FOUNDATION SUBJECTS

ART

We have a strong commitment to, and history of, promoting the creative curriculum at Overton CE Primary School. Children are encouraged to explore a wide range of materials and techniques where their creativity is valued.

The children are encouraged to develop their observational skills and to communicate this visually, with increasing confidence and competence as they are taught skills.

They are encouraged to appreciate and to appraise their own work initially and then those of others with sensitivity and respect. To help the children in expressing their ideas and opinions, the work and styles of various artists are also explored.

DESIGN AND TECHNOLOGY

The skills of designing, making and evaluating are developed as children are given opportunities to work with a range of different materials and tools.

Opportunities to work as individuals, in pairs or in small groups enable the children to develop their knowledge and understanding of the properties of the materials used.

GEOGRAPHY

We aim to develop the children's awareness and understanding of the world around them, starting with their immediate surroundings and then moving progressively out into the local and then wider environment.

Geographical skills and language are developed through topics which involve first-hand experience and other sources of information and evidence.

HISTORY

Children are helped to develop a sense of chronology and the past starting with themselves and their own experiences. Their understanding is developed through a series of blocked units of study, which involve investigating the local history, learning about aspects of everyday life and important events in the past.

Children are encouraged to ask questions about the past and how people behaved. Artefacts are used to help them develop historical enquiry and observation skills.

INFORMATION COMMUNICATION TECHNOLOGY

This is an exciting and highly motivating area of the curriculum. As well as developing ICT skills, we use computers, digital cameras, monitoring equipment and many other technologies to support other areas of the curriculum.

Each classroom is equipped with an interactive whiteboard and Y2-6 have wireless laptops in the classrooms for the children to use to support all areas of the curriculum. Children's skills progression is also developed through the use of the school's ICT suite.

We are connected to the Internet and have our own web page which is reviewed regularly. We are continually looking to utilise this technology for the benefit of our children.

Our school has a large computer suite for children's use. It has space for a whole class to work. It also has an interactive white-board.

MUSIC

We offer a wide range of musical opportunities at Overton CE Primary School and ensure that our children are encouraged to compose, perform and enjoy all aspects of music.

Opportunities to listen and appreciate the diversity of musical

traditions and cultures are also given.

Visiting music teachers enrich the children's opportunities by teaching a range of musical instruments. We also have a choir and orchestra.

PERSONAL SOCIAL AND HEALTH EDUCATION

This is a carefully planned cross-curricular element of the children's experience at Overton CE Primary School. We recognise that if our children are to take their place fully in the world, we have a duty to prepare them and give them the opportunities which will facilitate this. Activities are planned to promote the qualities and attitudes that complement the abilities, skills, knowledge and understanding which our young people require to fulfil the wide range of roles in adult life.

PHYSICAL EDUCATION

Our children are given opportunities to participate in dance, gymnastics and games activities. We encourage a positive attitude to all these activities and ensure that the children understand the safety issues concerned.

The PE curriculum is taught through a series of blocked units of work so that the children develop progressive skills. Each class has two timetabled sessions every week, which take place either in the hall or

on the playground.

Barefoot PE work occurs in the school but trainers are required for outside.

The wearing of jewellery, earring and ear-studs is discouraged as they represent a potential hazard not only to the wearer but also to other children. We would ask that you help us to eliminate this unnecessary risk by avoiding jewellery at all times during the school day.

Swimming is taught to all children from Year R to Year 6 using our swimming pool in the summer term.

Club activities in cricket, football, hockey, netball, and rugby are often organised for the older children. At times competitive matches are arranged against other schools.

All children change into the school PE wear for their lessons. Designer clothing is not allowed. There is a list of PE wear provided separately.

RELIGIOUS EDUCATION

The programme is based upon the Hampshire Agreed Syllabus for Religious Education. It is taught through termly topics in which children learn about Christianity and other world faiths. Religious festivals are explored with the children to ensure that they develop understanding and that there is clear progression of learning.

RE is also linked with other curriculum areas covering knowledge and

understanding of religion, awareness of life experiences, exploring and responding. Children are encouraged to make wise choices and to become aware of their own values. Through opportunities to appreciate different ideas, beliefs and cultures, children are encouraged to develop responsibility, co-operation, self-discipline and tolerance.

We recognise that parents have the legal right to withdraw their child from RE and Collective Worship. If you have any concerns, please come and discuss them with us.

WORSHIP

There is daily worship for all children. It is broadly Christian in nature. Stories, poems, artwork, music and stories from the Old and New Testament are used to provoke children to reflect and develop their own thinking. Parents may, upon request, view the scheme of work. Parents wishing to have their child or children excluded from Worship should write to the Head teacher.

SCIENCE

We provide carefully planned opportunities for the children to look closely at the world around them and to make sense of what they see. They are encouraged to develop a sense of curiosity and so develop an understanding and appreciation of their surroundings. Through such experiences, they develop practical skills, technical language and scientific concepts

SEX AND RELATIONSHIP EDUCATION

The school's policy is available for parents to examine on request. Sex Education is part of Personal and Social Education which is taught in the context of family life, loving relationships and respect for others. The policy is followed in all classes.

If any child asks a genuine question relating to sexual matters, staff will try to give a straight and honest answer, bearing in mind the age and maturity of the individual child. Tact and understanding will always be used and any answers given will usually be in the context of a normal loving family relationship.

ABLE CHILDREN

We believe that all children have a right to an education suited to their needs and aspirations. The best provision for able and talented children is determined mainly by the quality of teaching provided for them. The best teaching for able and talented children challenges them by extending their thinking, knowledge and skills.

We aim to create a culture of high expectations in which individual ability can flourish and be recognised. The school works in an open, responsive and realistic partnership with the parents of able and talented children to ensure that their needs are met.

SPECIAL EDUCATION NEEDS

Every child at some point during his or her school life requires extra attention. This might be extra time from their teacher to take them beyond what they thought they could do, or equally extra help with something they are finding particularly difficult. Either situation requires special attention, with the class teacher initially analysing the situation, assisted by the Inclusion Manager if necessary. We believe in early intervention to ensure that all children have equality of opportunity and achieve their best. We implement the Special Educational Needs Code of Practice to ensure that children's special needs are identified as quickly as possible and that early action is taken to meet those needs. This promotes a strong partnership between parents, the school, the local Education Authority and other services.

A programme of learning or behavioural activities related to these special needs is then drawn up and, possibly with the help of an experienced Learning Support Assistant who works alongside the class teacher, the child's needs will be met.

This programme, sometimes called an I.E.P. (Individual Education Plan), is reviewed at regular intervals, and is shared with parents. We may involve other experts such as Speech and Language Therapists or Educational Psychologists to ensure that we have all the resources and expertise we need. Whenever this seems necessary we ask parents to become closely involved, making sure that the best interests of your children come first. Very occasionally, a Statement of Special Educational Need may be drawn up to ensure that a child's needs are

fully met.

FURTHER INFORMATION ABOUT THE CURRICULUM

The school periodically organises information meetings for parents about the curriculum. In addition parents may ask to see any syllabuses or schemes of work. If you would like to see syllabuses or if you wish to know more, please don't hesitate to make an appointment to see a member of the teaching staff.

CLUB ACTIVITIES

The staff at our school give their own time freely for your children. A variety of club activities are organised for children after school each week. The children and their parents are notified each term about the programme. We also use experts to deliver some after school activities and therefore, they may be a charge for some of these clubs.

These activities are beneficial to school life and we hope that your children will be keen to take part.

The school is sometimes involved in friendly sporting activities against other schools, both home and away. At times some of the children who are learning to play musical instruments and those in the school choir perform publicly with children from other schools.

ASSESSMENT

All schools are continuously assessing their pupils. By doing this they have an overview of the standards of work achieved. There are two types of assessment that are reported to parents:

1. Teacher Assessment; this is a continuous assessment made by teachers based on the day to day work of the children.
2. SAT (Statutory Assessment Task); the more formal assessment.

These have to be reported to parents on two occasions. The first is at the completion of Key Stage 1, which is at the end of Year 2. The second is at the completion of Key Stage 2 at the end of Year 6. These assessments are reported to parents in a way which is readily understandable. These enable relative national comparisons to be made.

Pupils are regularly assessed in several other ways. Some of these assessments lead to marks that enable you to compare your child's standard with others of a similar age.

Further information on the assessment of children may be obtained from members of the teaching staff.

LIAISON WITH PARENTS

At Overton, we recognise the importance of partnership with parents. From September 1999, we were required to consult with parents in the construction of a Home/School Agreement which parents are now invited to sign and return annually. This was far more than a paper exercise since it helped us to reaffirm our commitment to working with you because we know that through this partnership the children can experience greater success and appreciate the value of their work. This is beneficial, not only in helping children with their progress, but also because it sets a good example. We like to keep you informed of the work that the children will meet during each term to allow you to share the work with them. This shared interest provides strong motivation for the children.

To support these principles we have an "open door" policy with parents. If at any time you want to discuss any aspect of your child's education you are encouraged to make a mutually convenient appointment with the class teacher through the Link Book. The beginning and ends of each day are very busy for the teachers and any messages should be relayed through the office rather than trying to talk to any individual teacher.

We hold parent/teacher consultative sessions every term where you are invited to discuss your child's progress and development. Appointments can be made through a book, which is available in the front entrance, or by telephone. During the summer term, you will receive a written report on your child's progress throughout the year, with reference being made to their strengths and highlighting any

areas for development. You are invited to comment on the Annual Report.

The Head Teacher meets with a Parent Council every term where parents can discuss any matters concerning the school or their children. The council is made up of parent representatives and parent governors.

Many parents and friends of the school also help in the classrooms in a wide variety of ways. For example, by cooking with the children, accompanying them on school visits and supporting children in pairs or small groups. We also have a system of "reading buddies" where adults make a commitment of a regular time either at the beginning or end of the day to hear children read. To ensure the safety of all our children, all adults who work with them are asked to undergo a CRB check. This involves filling in a form, which is sent to the County Offices. We also ask parents to sign a confidentiality declaration and that they have understood out child protection and safe guarding procedures.

ACCESS TO CHILDREN'S RECORDS

The school keeps records on all children and these are open for the child's parents to see. The child's main record, kept in the school office and on the administrative computer system, keeps personal information on the child.

In addition, the teaching staff keep progress records so that they can

plan future work. Any reports or test scores are also kept; they are periodically sent to parents.

All Hampshire school records are confidential to the school and to the child's parents or guardian. Parents may, by arrangement, ask to read their own child's school records. It will probably be most beneficial if progress is discussed in a general way with the child's class teacher.

Your child's records may be viewed by making an appointment with the appropriate class teacher through the Head Teacher or Deputy Head Teacher.

ACCESS TO SCHOOL INFORMATION

It is the school's policy to be totally open about its work. Parents are invited to ask for any information they require. Most school documentation may be viewed including:

- the Local Authority's Policy on the School Curriculum,
- Her Majesty's Inspectors' (HMI) or the Office for Standards in Education (OFSTED) reports on the school.
- details about how to complain
- the Governors' policy for charging for school activities
- minutes of the Overton School Association and the Governing Body are always available.

Copies of Government Orders and Circulars about the curriculum are kept in the school. Parents may view such documents upon request to the Head Teacher or the Deputy Head Teacher.

If anyone wishes to have personal copies of any documents (as long as there is no breach of copyright laws) these may be provided with a small charge for photocopying.

BEHAVIOUR AND REWARDS

In order for all our children to feel safe, secure, happy and have the maximum opportunity to learn, it is vital that we create a calm and stable environment within the school. Our policy for managing behaviour aims to encourage our children to take responsibility for their actions, realise that actions have consequences and to work towards self-discipline.

To help us accomplish this each class has developed their own set of rules, which the children agree with their class teacher at the beginning of each year. These are based on the school rules and are reinforced in assemblies and in class circle times. A behaviour plan has also been developed which is fair and consistent so that all children are treated equally. The plan specifies rules that cover the behaviour we expect in school, and also clearly sets out the consequences of uncaring behaviour and of breaking negotiated rules. A copy of this plan is sent out to parents at the beginning of the academic year.

We have a wide range of rewards that are used to reinforce positive behaviour. We also have a series of consequences, which would be used for very persistent inappropriate or uncaring behaviour or sudden extreme behaviour of a severe nature. If behaviour were considered to be seriously inappropriate, we would of course contact you immediately.

We are confident that with clear, consistent rules and positive reinforcement understood by all, the children will learn to be responsible for their actions both within school and the community as a whole.

Our school's philosophy of upholding positive values and good behaviour is very important. Encouragement, tolerance, fairness, security and approval are key factors in determining the school's excellent ethos. The partnership with parents is essential in maintaining this.

MISBEHAVIOUR

Occasionally children may misbehave and if we consider it is serious we contact the parents. Continuous bad behaviour is rare in the school. However, if children experience behaviour difficulties, the school expects to work co-operatively with parents to rectify the situation. A number of support agencies are accessible through the school. The Head Teacher or the Deputy Head Teacher will be able to help parents who seek this support. Very rarely, extremely bad behaviour can lead to exclusion from the school. Should this be necessary the parents are informed and they have the right to make representation to the Governing Body.

A copy of Hampshire County Council's information document "Procedure for the Suspension of Pupils" is available for parents to see on request. Suspension from the school is a very rare occurrence.

Corporal punishment is not allowed in schools in this country. Legislation compels all schools to have a policy on physical restraint. Although it is rare that we need to use such restraint in this school, we have a policy and a copy can be obtained from the school office.

COMPLAINTS

If you are ever unhappy with anything that happens to your child whilst in our care, please let us know. The best person to help you will be your child's class teacher.

SERIOUS COMPLAINTS

Complaints of a serious nature are rare, but if you have one it should be brought to the attention of the Deputy Head Teacher or the Head Teacher. Either will want to meet with you at a properly convened meeting to solve difficulties and deal quickly with the matter.

The School Governors, Local Authority and Head Teacher will, between them, resolve any matters raised as complaints of a serious nature.

A copy of the school's complaints procedure is available from the school office or web site. A copy of the Local Education Authority's Complaints Procedure is available by telephoning the Fleet Local Education Office (see page 15).

INFORMATION ABOUT THE LOCAL EDUCATION AUTHORITY

The address of the Area Education Officer is:

Area Director
Birch House
Barley Way
FLEET
Hampshire
GU13 8YB

Telephone 01252 812333

The name and address of the County Education Office is:

County Education Office
The Castle
Winchester
Hampshire
SO23 8UG

Telephone 01962 846452

Two booklets, "Your Child Starting School" and "Moving on to Secondary School" are available from the Local Education Office or the school.

INFORMATION ABOUT THE SCHOOL

The name and address of the Head Teacher of the school is:

Mrs Fiona Wyeth
Head Teacher
Overton CE Primary School
Court Drove
Basingstoke,
Hampshire
RG25 3ES

Telephone 01256 770249

All correspondence for the school should be sent to the above address.

E-mail address adminoffice@overton.hants.sch.uk

Web site www.overtonprimary.co.uk

SCHOOL UNIFORM

All children wear the school uniform and PE kit in the school and house colours. Parents wanted a uniform when the school first opened in 1968. The colours royal blue and grey were chosen because of their wide availability, good value and practical nature. The list showing the school uniform is in the Appendix to this brochure.

Items with the school logo can only be ordered through the school office or by filling in a form found on the parents' notice board in the front entrance. However, most items are available from all local department stores and school uniform shops in Basingstoke.

Jewellery, "designer" clothing and jeans are not allowed. We also require appropriate school style shoes (black, brown or blue), **not boots or trainers**, to be worn with white, black or grey socks or tights. In the summer, we ask that children wear socks with sandals.

Physical Education (PE)

All children need the school PE kit. This is part of the uniform list. Please keep exactly to this list; designer sports gear, football shirts in league team colours etc. will not be allowed.

The Local Authority forbids the use of thick-soled trainer shoes for indoor gymnastics type of work. Bare feet are used. Children with foot infections may wear light PE shoes for indoor gymnastics. These

shoes must be kept specifically for PE and should not be worn to or in school or for any purpose other than PE.

For safety reasons, jewellery must not be worn, loose clothing must be tucked in or removed and long hair must be tied back securely. A child forgetting to bring his or her PE kit will be lent spare items if they are available or take part in their school clothes or vest and pants so that he or she does not miss the lesson. A note is also sent home in the Link Book.

LOST PROPERTY

As all children wear the same colour uniform and PE kit, it is important to put nametapes on all clothing. Fifty woven nametapes cost under £5 and should last throughout your child's time in our school.

Lost items are returned if they are clearly named. Surprisingly, many almost new items of good quality clothing are found unnamed, are unclaimed by the children and are disposed of!

The lost property cupboard is in the front entrance next to the hall. If your child has lost items please come and look before the items are disposed of at the end of each term. Better still, please buy some nametapes so we can return any items found around the school.

SCHOOL ORGANISATION

There are two main parts to our school; Key Stage 1 for children aged 4 - 7 years and Key Stage 2 for pupils aged 7 -11 years.

Key Stage 1 contains three year groups; Reception (Year R) and Years 1 and 2. There are two classes in each year group. The staff work as three teams of two teachers - one team with each year group. All Key Stage 1 classes will have a maximum class size of 30 pupils.

Key Stage 2 contains four year groups: Year 3, 4, 5 and 6. There are six classes organised into three mixed Years 3 and 4 classes and three mixed Years 5 and 6 classes. These staff work as two teams of three teachers - one team with each mixed year group. Most Key Stage 2 classes have about 30 pupils in them. All pupils in the school are currently taught in their class groups.

It is not possible to explain the different patterns of organisation in a brochure of this size. However, if you wish to see the school in action you are most welcome to do so. You should, in the first instance, make an appointment to see the Head Teacher. She will be pleased to meet with you, show you around the school and discuss the work of the school.

THE GOVERNING BODY

Our governors are drawn from a wide representation of the community. There are two Local Authority representatives, two community governors, one teacher governor, one staff governor, one Head Teacher governor, three Foundation governors and five parents elected as parent governors. A list of the governors forms part of the Appendix to this brochure.

The governors meet regularly. The body has appointed two committees to manage the key areas of school life;

- Curriculum
- Resources (covering Buildings and health and safety, Finance and Personnel)

TEACHING STAFF

The school has a full complement of well qualified teachers. They have a wide range of experience across all the subject areas and age ranges. Full details can be found in the Appendix.

OTHER STAFF

Administrative staff

There are two staff working in the school office. They are able to answer your queries and enquiries. If you wish to make an appointment to see one of the teaching staff the administrative staff can arrange this. The administrative staff are on duty from 8.00 am until 4.00 pm. When the school office is closed messages may be left on the answer phone, sent by fax or email. Both staff are first aid trained and deal with the majority of accidents during the school day.

Classroom assistants

There is a team of trained Learning Support Assistants who work with the teaching staff in the classrooms, library, resource rooms and open areas. These members of staff are valuable in supporting the children's learning, particularly in English, Mathematics and Special Educational Needs.

Lunchtime staff

There is a team of ten who look after the children at lunchtime led by the Lunchtime Organiser, who is responsible for the dining arrangements and for play activities. She is also qualified in first

aid.

Caretaking

The caretaking staff maintain the school in an excellent condition under the leadership of our site manager.

SCHOOL SUPPORT SERVICES

The School Health Service

The School Health Service exists to care for all school children and is available to advise teachers and parents on the management of health problems that may affect a child's education. Each school receives visits from the school nurse annually.

The children's eyes are tested and they have a hearing test in their first year at school. Further tests will be carried out if there are problems, and you will be informed and helped to obtain the necessary advice.

The school is in regular contact with various support services;

- Educational Psychologist
- Education Welfare Officer
- School Nurse
- Speech and Language Therapist
- Teacher Advisers

If you wish to have your child referred to any of these services please contact either the Head Teacher or the Deputy Head Teacher for advice.

ADMISSION TO THE SCHOOL

Our school serves Overton and surrounding villages of Ashe and Laverstoke. Children starting school for the first time join the school during the school year (1 September - 31 August) in which they have their fifth birthday.

How to apply for admission to the school if your child is under five years of age

Application for admission is usually made in the autumn term one year ahead of the starting year. Full details of the procedure are given in the Appendix to this brochure. However, if you wish to register an interest in the school, you can let the school know.

Arrangements for parents and four year old children to be introduced to the school

The Head Teacher is pleased to meet prospective children's parents. A visit during the working day is the best time to see the school. An appointment can be made through the school office.

During the lead up to entry to the school there is an induction meeting when parents and children are introduced to the life and work of the school.

Children joining the school other than at four years of age

If families move into the area and parents wish to transfer children to the school, early contact should be made to the school. For many years the school has been full and sometimes it is only when children move away that places become available. It is important to telephone the school for information as it has not always been possible to admit all children whose parents wish them to move to the school. The Head Teacher will be pleased to discuss possible entry with prospective children's parents. However, applications for a place need to be made directly with the Admissions Team based in Winchester.

Choosing Overton CE Primary School for your children

Parents have the right to express a preference for a school of their choice for their children. Our school regularly receives a number of such applications due to its excellent reputation and good work. The Admissions Policy of Hampshire County Council is part of the Appendix to this brochure and this is rigorously applied to all applications for admission to the school.

TRANSFER TO SECONDARY SCHOOL

Children normally remain at the school from the age of four until the end of the school year in which they reach the age of eleven. At this time they transfer to a secondary school. In the September of the year before transfer to a secondary school, the parents of all children due to move on will receive a booklet. This is prepared by the Local Education office and the secondary schools. It outlines the provision for secondary education in the area.

A series of meetings are held for parents at the local feeder secondary school, Testbourne Community School, and parents and children are able to gain a clear picture of the provision available. Parents usually express a preference for their chosen school by November and a decision about whether a place is available is made soon after the Christmas holiday.

There is good liaison between the staff of our school and our local secondary school and smooth transfer arrangements are ensured.

SCHOOL TIMETABLE

Supervision by staff is not available before 8.40 am and children should not arrive before this time. Supervision cannot be provided after 3.40 pm and children may not be on the premises after this time except for a properly supervised activity arranged in advance.

School hours and teaching times

	KS1	KS2
School opens	8.45	8.45
Registration	8.50 - 9.00	8.50 - 9.00
Teaching	9.00 - 10.30	9.00 - 10.30
Break	10.30 - 10.45	10.30 - 10.45
Teaching	10.45 - 12.15	10.45 - 12.15
Lunch	12.15 - 1.20	12.15 - 1.20
Registration	1.20 - 1.25	1.20 - 1.25
Assembly (Worship)	1.25 - 1.40	1.25 - 1.40
Teaching	1.40 - 2.30	1.40 - 3.30
Break	2.30 - 2.45	None
Teaching	2.45 - 3.30	
End of lessons	3.30	3.30

SCHOOL PROCEDURES

We have listed the procedures that you need to be aware of below.

ABSENCE FROM SCHOOL

If your child is to be absent from school it would be most helpful if you let us know, either by 'phone or by a verbal message through another adult, early in the school day. A message may be left on the answer phone before 8.30am. The Link Book can also be used to ensure important information is shared between home and school.

Staff become very concerned if a pupil does not arrive and the school has not received a message. For the safety of your children please let the school know if they are going to be absent.

Parents should inform the school by letter or telephone if their child is ill, and if possible indicate the anticipated length of absence. Please do not send your child to school if he/she is ill.

There are strict guidelines issued by the Department for Children, Schools and Families (DfCSF) on what constitutes an Authorised or Unauthorised absence, and it is important that we are informed promptly by letter or telephone when a child is absent from school. The class teacher or Head Teacher will follow up any unauthorised absence.

HOLIDAYS IN TERM TIME

Holidays during term time are discouraged because we recognise this can have a detrimental affect for an individual child. However, leave of up to ten school days in one academic year may be permissible if the reason fulfils specific criteria (such as a family bereavement or visiting family for an extended holiday abroad). Unfortunately, a request due to a cheaper price during low season will not be granted. A form is available on request from the school office.

Government policy means that any application for holiday in excess of two weeks per annum is very unlikely to be granted. Holidays will not be allowed during the Year 2 and Year 6 SATs timetables in May. Parents who take their children out of school when permission has not been given will have their children's absences recorded as "unauthorised".

The absence will be reported as part of the school's unauthorised absences to the Department for Education and Employment. We are required to publish these figures annually in our prospectus (see Appendix).

ARRIVING LATE

Please ensure that your child arrives promptly at the beginning of the day. Whilst we appreciate the complexities of family life, it is very important that all children arrive on time and ready to learn. However, if your child arrives in school after morning or afternoon

registration has finished, please ensure that the School Office is informed that he/she is now on the premises by signing the sheet. Please also book a school dinner if required. We monitor punctuality carefully as we are required to discuss any concerns with parents, the Governing Body and the Education Welfare Team each term.

END OF THE SCHOOL DAY

The children finish their working day at 3.30 pm. They can go home soon after this time. Occasionally it may take a few minutes for classes to tidy away their books and equipment. However, parents are asked to be available to collect their children from 3.30 pm. Please telephone the school office if you are unable to collect your child on time. After 3.40pm, children will be supervised in our After School Club and a charge will be made.

EQUAL OPPORTUNITIES

One of the fundamental principles on which Hampshire's education policy is based is that all pupils, irrespective of gender, race or disability should have access to, and the chance of benefiting from, the educational opportunities provided by the Council. We have written a policy which reflects this and a full copy is available from the school office

EQUIPMENT

The school provides the basic equipment and materials needed by

the children. Items of significant financial or personal value should not be brought to school unless this has been cleared previously with the class teacher. If toys are brought to school unsolicited, then the teacher will keep them for the day and give them back to the child at home time. We would ask that you support us in this as lost toys cause much distress!

The school accepts no responsibility for loss or damage to watches or jewellery worn to school.

It is our policy to make no extra charges for the use of school equipment. However, for the benefit of all children, we feel that it is only fair and just, if school equipment is deliberately damaged by children that the parents of the child will be asked to make a significant contribution to the cost of repair or replacement. Similarly, if a library book is lost or damaged, parents will be asked to contribute to a replacement. We anticipate your support in the principles behind the above policy.

FIRST AID, ACCIDENTS AND MEDICINES

The school has qualified First Aiders on its staff. Any accident to your child, which requires treatment, will be reported to you by telephone. If a child needs hospital treatment we will contact you to arrange transport to Basingstoke Hospital's Accident and Emergency Department. If you are unobtainable one of the staff will act on your behalf or in "loco-parentis" and take your child to the hospital. We will continue to try and contact you.

The administrative staff will usually administer medicines or tablets to a child if they are given authorisation from the parents to help them do this. Please fill in a copy of the consent form found in the parents' Notice Board situated in the front entrance.

The tablets or medicine should be:

- to a doctor's prescription
- clearly marked with the dose
- handed personally to one of the administrative staff
- marked with the child's name and class.

The child will need to go to the school office at the correct time for the medicine to be administered.

We are not permitted to administer medicines obtained privately, such as cough syrup, tablets etc, nor must young children carry these medicines. The only exceptions to these rules are for children with conditions such as asthma, diabetes or eczema, when arrangements can be made for medication such as inhalers to be stored for immediate use. Please contact the Head Teacher for further advice.

Head lice are common in all schools. Please check your child's hair regularly for signs of either the eggs or the live head lice. Unfortunately, head lice prefer clean hair and are passed on simply by the child coming into contact with another child who has them. If you find them, please contact the school office and we will send a letter home to all the parents in the class to inform them and to ask that they check their child's hair. Hopefully, if all parents are vigilant, this will break the cycle but it is dependent upon everyone participating! If a teacher finds evidence of head lice in a child at school, we will contact you so that you can collect your child and

take them home for treatment.

Advice on prevention and treatment can be obtained from your doctor or local chemist.

The school reserves the right to refuse to administer drugs or medicines. It is hoped that we can help the large number of working parents by agreeing to the above arrangements, which will ensure that you are not interrupted at work.

Head bang letter

We have a standard letter to inform parents of any bang on the head that a child may have sustained. It is important that even the smallest bang on the head is taken seriously.

HIRING OF SCHOOL PREMISES

The school hall is available for hire at the discretion of the Governors. For further details please contact the school office.

HOUSE SYSTEM

The school operates a house system to encourage team spirit and healthy competition. There are four houses - Ash (red), Beech (yellow), Oak (blue) and Sycamore (green). Children are put into houses at the very beginning of their school life (brothers and sisters are automatically put in the same house). House points are awarded for academic work and good behaviour. House points are

collected weekly and a running total is kept. During the year Sports Day, Swimming Galas and other competitions will be arranged as inter house events.

LORDSFIELD SWIMMING CLUB

This club, with its own committee and constitution approved by the Governors, runs during the summer months from the Spring Bank Holiday to the beginning of the autumn term.

Its benefits are two-fold. Money raised by the club in fees pays for the gas used to heat the pool so the pool can be used even on the coldest days. It also provides a place for the children to go throughout the long summer holiday to burn off their surplus energy.

The greatest benefit is that it ensures that almost every child learns to swim by the time they leave the school.

During term time the children may swim from 6.00p.m. - 8.00p.m. every weekday evening and 2.00pm - 4.00pm on Saturdays. During holiday time the pool is open Monday to Friday for both afternoon and evening sessions. On Saturdays the pool is only open in the afternoons between 2.00 p.m. to 4.00 p.m.

Information about membership and the costs will be distributed at the beginning of each season. Any child under the age of 16 who lives in the village may become a member.

LUNCH TIME

We believe that the lunchtime is a significant part of the school day. As such, we attach great importance to the social nature of this part of the day and wherever possible, the children sit in friendship groups to eat their lunch. We are committed to providing nutritionally balanced meals and have developed a Food Policy through working with parents to ensure that their views are reflected; we operate a no fizzy drinks or sweets policy and have a ban on nuts due to several children with nut allergies.

For part of the lunchtime break the children will sit in the school hall to eat their lunch. This may be a hot lunch cooked on the school premises by our kitchen contractors (HC3S), or a packed lunch that has been brought from home.

If you are sending your child to school with a packed lunch, please ensure that the food and drink is carried in an appropriate container, preferably leak-proof and marked with the child's name.

Children of parents in receipt of Income Support or Income Based Job Seekers Allowance are entitled to a free school lunch. Further details can be obtained from the School Office. If you think that your child is entitled to a free school lunch, please ask.

School lunches should be paid for by cash or cheque on a Monday morning in advance. The School Office is pleased to accept payments in advance for a month, half or whole term. Cheques should be made payable to Hampshire County Council with your child's name and purpose of payment (dinner) clearly marked on the back.

MUFTI DAYS

These are fund-raising days. The children pay for the privilege of coming to school in their own choice of clothing. The money raised is sent to a charity chosen by the school. A different charity benefits from each Mufti Day.

ORGANISED VISITS OUT OF SCHOOL

Day Trips

If a class or group of children are going to leave the school premises on an organised visit requiring transport by road you will be contacted by letter giving you the details. For some visits, parents may be asked to make a contribution towards the cost of the visit. This is necessary as we would be unable to finance the educational visits made by your children from our school budget. Parents have always been most supportive of the school in making contributions enabling the visits to go ahead. Unfortunately, if we don't receive sufficient contributions to pay for a specific trip, then we may have to cancel it.

Residential Trips

The school arranges two residential visits each year, one for Year 4 currently to Stubbington Field Centre in Hampshire, and another for Year 6 currently at a P.G.L. Activity Centre on the Isle of Wight.

PARENT TEACHER ASSOCIATION

The Overton School Association is a dedicated committee of parents and teachers who are elected each year at the Association's Annual General Meeting in September. The OSA exists primarily to raise extra money for school equipment and to promote links between home and school.

Funds are raised through the organisation of social events such as discos, quizzes, raffles, car boot sales etc. For major events like the Summer Fete, the Association relies heavily on help and contributions from all staff and parents to ensure success. However, offers of help are well received at any time.

The OSA regularly sends home newsletters on its distinctive paper with a logo at the top. The names of the OSA Chair and Secretary may be obtained by enquiring at the school office.

PASTORAL CARE

The quality of each child's physical, intellectual and spiritual development is our shared prime responsibility. In order that care can be exercised with sensitivity and competence, it is vital that school and home maintain positive and continuing links, and parents are welcome to make an appointment at any time to discuss urgent issues.

However, in order to promote the safety and protection of all children in school, we will refer any concerns about the well being of a child to the Social Services Department. The Head Teacher is

the Child Protection Liaison Officer for the school.

It is obviously important that the school knows of any illness, allergies or conditions which may have an affect on your child's capacity for work or PE (for example, hearing or sight impairments, convulsions, asthma etc). The safety of our children is of the greatest importance and we exercise our best care and supervision to ensure that accidents are kept to a minimum.

Contacting you

We must have regularly updated home and emergency contact numbers so we can ring you immediately should there be a problem. However, if possible, please also provide us with a third "emergency contact" number, perhaps a relative who lives nearby or a reliable neighbour.

Please do not hesitate to ring us at school if you are going to be delayed in collecting your child from school so we can allay fears and worries before they begin.

SAFETY ON THE SCHOOL SITE

Leaving the grounds during school hours

No child will be given permission to leave the school grounds once he or she has arrived at school for the day. If a child has a medical, dental or other such appointment, the request to attend

the appointment will be agreed as long as the parent or guardian has notified the school of the arrangements. In these circumstances, the child will be released, but only when the adult collects the child from the school reception area. An oral message from the child is not acceptable.

If a child forgets an item of PE kit or some dinner money the school will endeavour to contact you by telephone. The school will not allow a child to return home to collect forgotten items. It will be a parental responsibility to bring or send the items to the school.

We want your children to be safe at all times when they are on the school site. We have an excellent safety record. We respectfully ask that you do not bring the children on to the car park areas, particularly at the beginning and end of the school day. The side entrance gates are locked during the school day. This is to encourage visitors only to use the main entrance leading to the front door.

The play areas with the bark or safety surfaces are only to be used under the supervision of staff during the school day.

Dogs are not permitted on the school site.

The school and its grounds are a no smoking area.

Road safety - to and from school

We are aware that the area outside the school does not provide a lot of parking space. However, there are some rules regarding parking that we would like you to observe to ensure the safety of everyone.

PLEASE DO NOT PARK IN THE TURNING CIRCLE

PLEASE DO NOT PARK IN THE SCHOOL GROUNDS

These rules are necessary because of the need to allow access for an ambulance or a fire appliance in the event of an emergency.

Ideally, we would like to encourage all children to walk to school as it is not only of benefit to the environment but also contributes to their personal fitness.

Local residents have also requested that if parents park in Lordfield Gardens and along Court Drove, that they do so courteously (therefore, not across driveways, on junctions or to narrow the flow of traffic).

Children who have passed their cycling proficiency test (for which the school provides training) may ride their bikes to school. They must wear a safety helmet.

We are grateful for your co-operation in ensuring that the children are safe.

SECURITY

School security system

The premises are protected by a sophisticated burglar alarm connected to police headquarters. The school security locks ensure that your children are safe while they are in the care of the school.

In order to gain access to the school parents and visitors are requested to present themselves at the main front door, which is locked, press the buzzer and wait for a response from the staff in the administrative office. Once identified, parents and visitors entering the school beyond the reception are asked by the receptionists, to sign in and wear a "Visitor" badge. Please do not be offended if you are challenged because you have not signed in and are not wearing a badge.

The information contained in this brochure is intended for parents and prospective parents of pupils of the school. It was correct at the time of printing. However Government legislation, County Council policy and the policies of the school may change. Please read the Appendix to this brochure.

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