Learning and Growing Together, Caring for Each Other

Headteacher: Mrs Wendy Worley

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Our Mission Statement:
Learning and Growing Together - Caring for Each Other

Welcome

The staff, governors and children are very pleased to welcome you to our school's prospectus. We are dedicated to ensuring that every child is valued as an individual and is given the opportunity to share their own strengths and talents.

We strive to provide our pupils with a safe, happy and purposeful environment in which they receive high quality education and a wealth of experiences. Our creative curriculum promotes high levels of curiosity and enthusiasm to nurture a life-long love of learning.

As a Church school we promote an ethos of Christian and British values which is reflected in the relationships and everyday life of our school.

We are situated at the heart of the village and its community. We are fortunate to have Stutton Seals Playgroup on our site and enjoy close links with both playgroup and Holbrook Academy, our local secondary school. We are delighted that many of our past pupils and their parents keep in touch and are still keen to support the school.

This prospectus is designed to introduce you to our School but cannot convey the real ethos of our community. Therefore we warmly welcome prospective parents and children to visit us at any time.

Wendy Worley
Headteacher
School Vision and Aims

Our School Vision

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School Aims

At Stutton School we aim to:

- Develop children who are confident and happy by providing a safe and caring environment where learning is a fun and exciting experience

Values

- Encourage children to learn more about themselves and the world around them
- Encourage children to respect religious and moral values including those that are different from their own
- Help children to grow physically, emotionally and spiritually
  Encourage children to care for those around them and to learn to cooperate with each other.

Attitude to learning

- Encourage children to develop lively and enquiring minds, to be able to discuss rationally and to approach their work with confidence.
- Help children gain the skills, knowledge and understanding necessary for a full life.
- Enable children to recognise and maximise their potential in all areas.
- Enable children to develop a lifelong love of learning.

The scope of the curriculum

- Take every opportunity, planned and spontaneous, to broaden children's horizons.
- Make the most of outdoor opportunities for learning both in the school grounds and the wider community
- Offer a broad rich and exciting curriculum which goes beyond the National Curriculum and offers opportunities to engage in sport, drama,
dance, music, school trips, learning a foreign language and promoting links with schools and communities from different cultures.

Expectations of pupils in respect of: standards, relationships, discipline
- Set high expectations and achievements for everyone
- Encourage active listening between children and between children and adults
- Ensure all relationships in the school are based on mutual respect
- Expect considerate and respectful behaviour at all times.

Contributions to the school and wider community
- Encourage children to make a positive contribution to the school and the wider community.
- Encourage children to enjoy the world around them and be able to respond to it with sensitivity and imagination.
- Enable children to be individuals and develop their own unique talents and interests
- Celebrate success in all things and at every level.

Parental involvement and participation
- Welcome family and community members and encourage them to take an active part in the children’s education through formal and informal exchanges, shared reading, parent helpers, homework, family and music assemblies and special events

How does Stutton School promote British Values?
- **Democracy:** pupil voice – the children have opportunities to contribute to the decision making in various ways. We have an active school council and class councils and children’s ideas and opinions are listened to and respected.
- **Rule of Law:** children learn the importance of following rules in order to protect and keep us safe. These can be class or school rules, or discussions about the law of the land.
- **Individual Liberty:** Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for our pupils to make choices safely, through provision of a safe environment and empowering education.
Pupils are encouraged to know, understand and exercise their rights and personal freedoms and advised how to exercise these safely, for example through our E-Safety and PSHE lessons.

- **Mutual Respect**: mutual respect is at the heart of our values. Children learn that their behaviour has an effect on their own rights, as well as those of others. All members of the school community are encouraged to treat each other with respect.

- **Tolerance of those of different faiths and beliefs**: Cultural diversity at Stutton School is limited and therefore we take opportunities in assemblies and PSHE lessons to discuss this issue. In RE lessons children learn about different faiths and have visitors from different faiths in school when the opportunity arises.

THE SCHOOL SITE

Stutton has had a school since 1835. This is the third building on the site

The school is a Church of England Voluntary Controlled Primary School, the control being administered by the Local Education Authority.

We are fortunate in having an attractive, modern and spacious building containing: a hall, library and four classrooms. The spacious grounds allow us to provide many sports including rounders, football, short tennis, netball, rugby touch, unihoc and athletics. We now have a lovely outdoor classroom at the rear of the school, which provides a fantastic alternative teaching space for all classes. The willow dome and gazebo with its storytelling chair provide additional learning opportunities outside as well as providing a performance area and a shaded place in which to play.
The children love playing in the adventure playground after school and the school, together with the PTA, are looking at new surfacing and equipment, to enhance the children's play opportunities.

We are constantly striving to further improve our grounds. At the front of the school are colourful Ghanaian motif tiles, which were created by the older children whilst working with an Artist in residence. The children also helped to design our mosaic school sign and our beautiful stained glass picture of Noah’s Ark.

The children's gardening club has helped to maintain the plants and shrubs around the school, including our productive vegetable garden. In the past, the children have transplanted oak seedlings grown in school grounds to the local woodland, Canham’s Wood.

A bike park is provided for those wishing to cycle to school.
The school is located on the Shotley Peninsula, close to Alton Water Reservoir and the estuary of the River Stour. We very much enjoy visiting both areas to support and enrich our curriculum. In the past the school has worked closely with a number of artists, utilising the wealth of natural materials found in our locality.

The thriving pre-school playgroup has a building on the school site and we enjoy close links with the children and playgroup staff.

**STUTTON’S ENRICHING CURRICULUM**

At Stutton School we strive to provide high quality teaching and a challenging learning environment with enriching and exciting experiences for all our children. Throughout the year the children have the opportunity to work with a number of different ‘experts’, including artists, musicians, writers, sports coaches, dance and drama specialists. We are committed to the principles of breadth and balance upon which the National Curriculum has been developed. The basic curriculum is:

**THE THREE CORE SUBJECTS**

ENGLISH* MATHEMATICS* SCIENCE

**THE FOUNDATION SUBJECTS**

HISTORY* GEOGRAPHY* DESIGN TECHNOLOGY* MUSIC
ART* PHYSICAL EDUCATION* PERSONAL & SOCIAL EDUCATION
INFORMATION & COMMUNICATION TECHNOLOGY
RELIGIOUS EDUCATION

French is taught across all age groups. Sex Education forms part of our Science and Personal & Social Education programme and parents of older children will be informed of specific content. The school recognises the right of parents to withdraw their children from any or all parts of Sex and Relationships Education other than those elements which are required by National Curriculum Science. Much of our work is planned on a
topic or theme-centred basis, with occasional special project days such as a Spanish Day and Enterprise Day. Topics are chosen to provide a balance between subject knowledge and skills such as organisation, independent planning and using resources. Careful consideration and planning is given to the needs of the individual child.

In 1999, we formed a link with Balogu School in Ghana, as part of a millennium project sponsored by a variety of organisations and people including: Jon Snow, Channel 4, Oxfam and the British Council. The link has added to the breadth of our pupils’ education. Instead of Balogu School, we are now linked with Nawuni School, which is very similar in size to Stutton School. We hold termly 'Ghana Days' which support many aspects of the curriculum including: Music, Personal Social Education and locality studies in Geography.

The school’s involvement with local groups such as Stutton Grows, the community woodland group and St. Peter’s Church also widens our children’s experiences and furthers their understanding of the world.

Our younger children enjoy regular visits to the Community Woodland, Canham’s Wood, where they explore the natural environment and participate in a variety of Forest School challenges. These visits are part of their timetable. Older children also visit Canham’s Wood from time to time, as part of their studies.
PROMOTING SPIRITUAL, MORAL, SOCIAL & CULTURAL DEVELOPMENT

We follow the Suffolk Agreed R.E. Syllabus. Our school holds daily Collective Worship assemblies which reflect the values and traditions of Christian belief. We believe that Collective Worship supports the aims of the school, which include reflecting on spiritual and moral issues and developing shared values.

Our Friday Family or Music Assembly is a celebration of pupils' achievements which is shared with parents, younger siblings and friends of the school. Should parents wish to withdraw their children from school assemblies, please put this request in writing to the Headteacher.

We enjoy a close relationship with St Peter's Church in Stutton. Members of the church community lead an “Open Book” Assembly in school once a month. Our special Harvest, Christmas and Easter services take place in church each year. The church is also visited as part of our RE work. We also have links with Holbrook Methodist Church, who lead regular assemblies each term.

The panel created by the children, sponsored by Friends of St. Peter’s Church

INTERNATIONAL LINKS

The link with Nawuni Primary School in Ghana and the exchange teachers' visits and pupil communications have encouraged our children to think about the lives of others and to look more closely at their own values. We are also twinned with a school in Northern France.

SCHOOL TRIPS

As well as having outings connected to their work in school, we provide the older children with a wider learning experience by arranging an educational journey for children in Year 5/6. In previous years we have visited North Norfolk for a week at a time, where the children stayed in purpose-built accommodation and participated in a number of exciting activities and shorter summer. There have also been shorter visits to London, where the children slept aboard HMS Belfast for a night and visited various London attractions, including the Tate Gallery, the BBC & the Science Museum. In July 2014, Year 5/6 went on a residential trip to Sheringham in Norfolk, staying at the Hilltop Centre, which was
enjoyed by all. In December 2016, Year 5 and 6 pupils are going to France for 3 days with children from Holbrook Primary School.

**EXTENDED OPPORTUNITIES**

Specialist help from outside tutors further enriches the pupils' experiences, especially in sport, art, dance, drama and music.

We currently offer instrumental music tuition for guitar, ocarina, cornet and recorder in school time. We joined a national programme called ‘Wider Opportunities’ which enables a whole class to enjoy weekly cornet lessons. Several children continue with lessons in school time following their year of class tuition. Last year, for the first time, children in Year 3/4 were given the opportunity to learn the violin with a tutor from the Royal Hospital School. This fantastic opportunity is continuing for Year 3/4 children this year and as they move up the school, they can continue with their violin lessons if they wish.
The children can also join a range of other activities that take place at lunch time or after school. Clubs throughout the year include: Gardening, Singing, Tennis, Football, Cricket, Rounders, Dodgeball, Hockey, Cookery and Cycling Proficiency.

All the children regularly take part in a variety of different public performances both in and out of school, ranging from weekly family assemblies to pantomimes and musical events. In summer 2014 the school production was Scheherazade. In March 2014 our older children also took part in Holbrook Academy’s production of We Will Rock You. Our older children have been invited to participate again in the “Sing Up” event, directed by Dominic Peckham at the Royal Hospital School. In addition, the children often perform religious plays to celebrate, Harvest, Christmas and Easter. These usually take place in St. Peter’s Church. In February 2016, all the children have been invited to take part in the Village pantomime - “Margaret Catchpole”.

AFTER SCHOOL CLUB
In January 2015 we launched our own After School Childcare Club and this is now going from strength to strength. Following parental feedback, we open on Mondays to Thursdays inclusive from 3.00 p.m. to 5.30 p.m. A variety of activities are planned and healthy snacks are provided. The school office will be happy to provide further information and a copy of the policy and procedures can be found on the school’s website.

TEACHING AND LEARNING

We recognise that children learn in different ways and at different rates. We also believe that different subjects or types of learning need different approaches and teaching methods.

We believe children learn best when:
- they are secure and settled in their class or group
- they understand what is expected of them
- they are stimulated and challenged in their learning
- new learning is built on existing skills and prior understanding and knowledge
- their achievements are recognised and celebrated.

We use a mixture of individual, small group and whole class methods of teaching that are appropriate to the age of the child and the subject being taught. We believe this mixture of teaching styles and the use of individual expertise helps us to provide the very best for our children. Each member of the teaching staff is
responsible for leading particular areas of the curriculum. Planning, teaching and learning are carefully monitored by staff and Governors.

Reading in the gazebo

PARENT CONSULTATIONS

Parents are informed of their children’s progress formally through regular Parents’ Evenings and annual reports. Parents are, however, welcome to make an appointment with their child’s teacher or the Headteacher should they have any concerns. There are frequent opportunities for informal discussions between staff and parents/carers. Positive relationships amongst staff, pupils and parents/carers underpin our school’s ethos. The Headteacher holds weekly “drop-in” sessions for parents.

A whole school trip to Colchester Zoo

OUR SCHOOL ACHIEVEMENTS

We are proud of our school and the achievements of our children. We celebrate their successes while they are with us and are always interested to hear of their continued achievements after they leave Stutton School. As the children move through the school, their progress in skills, knowledge and understanding will be carefully assessed and monitored. Our children achieve well academically and in
other areas - sport, drama and music - and they continue to flourish when they move to High School.

We believe we help our children gain the vital skill of independence in learning as well as fostering the sense of motivation and confidence they need to do well.

We are also proud of the achievements of our staff. Teaching staff, support staff and Governors are deeply committed to furthering their own skills and learning.

We are also committed to being a Healthy School, promoting healthy lifestyles and we have gained the silver Eco award, Healthy School status and the PE Activemark.

STARTING SCHOOL

Making Contact

If you live in Stutton or your child attends Seals playgroup then you will automatically be invited to visit school, have a look around and have a chat with the Headteacher. It is important to make a definite decision about your preferred school, even if you live in the immediate area. If you live outside Stutton, or your child does not attend the playgroup, please contact us to arrange a visit— we will be very pleased to meet you.

Foundation Stage (also known as Reception or Early Years)

Our close links with the on-site playgroup, which is staffed by experienced playgroup leaders, enables us to offer flexible arrangements for children starting school, appropriate to their needs. This can be discussed fully with the Headteacher prior to admittance.

THE ROUTE TO STARTING SCHOOL

Three-Plus
By the time your child is three, they may have already started Nursery or Playgroup. The children from Seals Playgroup often join us for school events. The older children join Dolphins' and Penguins' class, for story-time once a week from the Spring term onwards.

**Before Starting School**

The Foundation stage teachers liaise frequently with the playgroup leaders and regularly visit the children in playgroup before they begin school. Children are offered some induction mornings prior to the term in which they start school and also have the opportunity to stay for lunch on one of the sessions. A meeting for the parents of the new intake children is held in the summer term. During this meeting parents receive a copy of our Induction Booklet. Parents of new children will have an early opportunity to talk with the teacher about how their child is settling in. Regular information evenings and newsletters keep parents in touch with what is happening in school. We are a very open school, and welcome parents and carers into the classroom.

![Early Years children learning in their outdoor area](image)

**Full-time school**

From September 2011 all children became entitled to full-time early education in the September following their fourth birthday. Parents can request that their child attends part-time until their child reaches compulsory school age, which is the term after they turn 5 years old. If a child starts at Stutton in the middle of their school career, they will always be provided with a mentor from their own class who will support the settling in process. Staff make a point of getting to know new children. Children who join us in the Early Years class are given support from older pupils to ease their transition into school life.

*More information about Suffolk’s provision for three and four-year-olds can be found in the `Schools in Suffolk` brochure which is available upon request from your local school, or from the Admissions Team at Suffolk County Council.*
Alternatively you can access it on the internet at: www.suffolk.gov.uk/EducationAndLearning/AdmissionsToSchools

STUTTON SCHOOL STAFF 2015/2016

Penguins (Foundation Stage) and Dolphins (Years 1 & 2)
Mrs Hannah Joseph and Mrs Wendy Worley
Sharks (Years 3 and 4)
Mrs Sarah Pilkington and Mrs Wendy Worley
Whales (Years 5 and 6)
Mrs Helen Oldham

Our Support Staff
Mrs Philippa Annis Admin and Finance Officer
Mrs Lisa Harlow Admin and Finance Officer
Miss Ana Da Cunha Margalhaes Higher Level Teaching Assistant
Mrs Heidi Chartres Teaching Assistant
SCHOOL LIFE

School times
Children may arrive at school from 8.30 onwards. Parents are solely responsible for their children before 8.30 am and after 3.00 pm. Unfortunately, the school field can only be used before or after school for supervised school clubs and activities due to insurance and safety reasons.

The School Day
8.40 am    School begins
8.45 am    Morning registration
12 noon    Lunch
1.00 pm    Afternoon registration
3.00 pm    End of school day

Parking
Many schools experience parking problems at the beginning and end of the school day - our school is no exception. We have a small car park and an even smaller layby for deliveries etc. We ask parents to park safely at all times. The stretch of road between the layby and junction with Church Road is very dangerous because of the blind corner nearby. We ask parents not to park there, nor to double-park along the layby. The King’s Head Public House has kindly invited parents to park in their car park before and after school to ease congestion immediately outside school. Older children are encouraged to bike to school. All visitors to school are asked not to park in front of the school gates, as access is required at all times.

Ill health
If your child is unwell and will not be attending school, please try to ring us before 9.00 am. For safety reasons, we need to know if a child’s absence is unexplained as early as possible. The answerphone is always switched on when the office is unattended, so a message can be left. If a child becomes ill during the school day, we will contact you by telephone so please make sure we have up-to-date information and emergency
contact numbers. No child will be allowed home unsupervised.

**Dress code**
We ask that children come to school sensibly dressed. Stutton does not have a school uniform. Children should have a change of clothing and footwear for P.E. T-shirt and shorts are best for indoor work, with trainers and some warm clothes for games outside. Footwear should be secure; therefore flip-flops and backless shoes are not suitable for school. A change of footwear is needed when the field is muddy at playtime. An apron is worn for Art - an old shirt would be fine. A school sweatshirt is available to buy from the school office in a variety of sizes, with our logo on the front, in the school colour of royal blue. Schools cannot permit pupils wearing earrings to take part in physical activities for safety reasons. If children wear jewellery to school, it must be removed for P.E, games and swimming. If a child is unable to remove ear studs by themselves, then the studs will need to be covered by tape. Similarly long hair must be tied back so that it does not obscure a child’s vision. The Home-School Agreement document, which goes out annually to all families, contains more information - further copies can be requested from the school office.

**Emergencies**
In all cases of emergency, the headteacher or school office will try to get in touch with the parents concerned, or other listed contacts. If this is not possible the child’s doctor will be consulted and their advice will be acted upon. We are advised not to administer most medicines in school unless absolutely necessary. The exceptions include medication for emergencies and asthma. If your child does need essential medication during school hours, you will need to fill in a consent form available from the school office or the school website. Please make sure you let us know if your child needs an inhaler at any time so we can keep one in school.

**Promoting a safe, healthy learning environment**
The school expects high standards of behaviour. Bullying of any form will not be tolerated. Our school is committed to the elimination of unlawful discrimination, to the promotion of equality of opportunity and good relations for all involved with our school, children and adults alike. Our comprehensive Behaviour and Anti-Bullying Policy was drawn up by teachers, parents, governors and children and is reviewed on a regular basis. A copy of this and other policies is on our website. Hard copies can be requested from the school office.

**Holidays in term time**
The Local Authority has responded to the government’s concern about the level of absence in schools. Headteachers are advised not to authorise requests for term time
holidays. Any requests for absence need to be put in writing on an absence request form (available from the school office or the website). Requests for extended absence will be taken to the Governing Body.

**SCHOOL MEALS**

**Free School Meals**

From September 2014 all children who are in reception, year 1 or year 2 in a state-funded school are entitled to a free healthy school lunch. Children in other school years will continue to be offered a free school lunch if their parent is receiving any of the welfare benefits listed below.

Registering for free meals could raise an extra £1,320 for our school, to fund valuable support like extra tuition, additional teaching and support staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed here. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that the school receives as much funding as possible.

The benefits referred to above are:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.


Alternatively the school can give you an application form which you could fill in and send directly to Suffolk County Council. If you need any further information or help, please don’t hesitate to contact us.
We have flexible meal arrangements and parents may choose whether their children have a school meal, a packed lunch, or go home for their midday meal. Hot meals are available every day and there is always a vegetarian alternative as well as salad and fresh fruit. Weekly menus are displayed in school and a copy sent home to each family to assist the children and parents in making their choice. An up to date copy of the menu is also on the school website.

Current meal price: £2.35

Dinners should be paid for in advance - for a week, whole term or half a term if parents choose. Debts cannot be sustained by the school and dinner money accounts must be settled at the end of every week. Please put money in a sealed envelope with the child’s name clearly marked. Cheques can be made payable to Suffolk County Council.

Healthy Eating
In the interests of dental hygiene and the cleanliness of the building, we do not allow sweets or chewing gum in school. A piece of fruit, cheese or a carrot may be brought for mid-morning break. The Early Years and KS1 children receive a piece of fruit or vegetable each day from the School Fruit and Vegetable Scheme. Water is freely available at break times and children are encouraged to drink water throughout the day. From time to time we hold special events to encourage healthy eating and to give children the opportunity of trying different foods.

Break times
We try to make break times as pleasant and varied as possible for the children. Games equipment is provided during lunch playtime and there will be indoor play available if the weather is very hot or very cold. There is a variety of outside areas for the children to use. We have a large field, a hard play area, a quiet area for sitting and chatting, a mini wood, a gazebo, a willow dome, a ball wall, a hollow and a small play mound.
PARENTS AND SCHOOL

The school belongs to the village and an "open" policy has operated for many years, resulting in a happy atmosphere which is of great benefit to our children. Weekly newsletters are sent to keep parents and carers informed of school events and activities. Newsletters are printed on gold paper to distinguish them from other communications. A copy of current letters and information is on the website. Many of our parents help in school on a regular basis with a variety of tasks such as: making Christmas decorations, art activities, covering new books, transporting and supporting school teams and helping with special projects such as fundraising events, special activity days and making props and costumes for school plays, etc.

Here are some other ways in which you can become involved:
- reading at home
- activity groups in school
• supporting our sports events
• assisting children with their homework
• joining us on local visits
• P.T.A. activities and meetings
• attending our curriculum evenings
• becoming a school governor

We are constantly striving to improve our school and seek the views and ideas of parents both formally and informally.

OUR PUPILS

Our children’s views are important too: the School Council has been making a valuable contribution to decision making in school for many years. The group meets formally, in school time, twice a term. The minutes and photographs of the meetings are displayed on one of the hall notice boards. Currently the School Council are involved in developing the school as an eco-friendly environment, amongst other projects. Our School Council have enjoyed holding their meeting at Suffolk County Council Chambers in Endeavour House from time to time.

As part of our involvement with the Suffolk Healthy Schools initiative, we are always seeking to find ways of improving the health and well-being of our pupils in school.

OUR P.T.A.

A Parent Teacher Association committee is elected each year during the PTA Annual General Meeting, but meetings are open to all parents.

A copy of the minutes of the meetings is sent home to all parents or carers and is also on the website. To distinguish PTA minutes from other letters and information, they are printed on green paper. The PTA organises both fund-raising and social events as well as special projects. They have contributed hugely to the school over the years, helping with the purchase of books and resources and improvements to the building and grounds. They also raised considerable funds to renew and supplement the school’s ICT equipment, made a contribution towards our outdoor classroom and donated resources to each classroom. All parents have an open invitation to become involved in the School and P.T.A. events and projects - new ideas are always most welcome.
OUT OF SCHOOL CLUBS AND EVENTS

During term time, there will be a variety of activities your child can take part in - seasonal games, dance and music, as well as "one-off" events such as tournaments, visits and barbecues.

The school hosts events organised by the PTA especially with children and families in mind: for example, a tea party, a games evenings, sports events, a Halloween Disco and a treasure hunt.

‘Worship for All’ organised by St. Peter’s PCC meet at the school the first Sunday each month at 10.30 am.

SCHOOL GOVERNORS

Each school has a group of governors to look after their interests. We are fortunate that our governors care a great deal about the school and some have watched it evolve over a number of years. They have an increasingly important role and all of them visit the school at various times to see it in action. The aim of the Governing Body is to oversee the broad direction of the school, set policy and monitor the effectiveness of the school and its policies.

It is a good idea to try to get to know your parent representatives on the Governing Body, who are elected by the parents for a four year term of office. They can raise matters you would like the governors to discuss at meetings. Governors often have to consult with parents before setting policy. Our Behaviour Policy, Sex and Relationships Policy, Disability and Discrimination Scheme and the Home School Agreement are examples of this.
Some governors are appointed by various bodies, some are elected or coopted. Currently our Governing Body is made up as follows -

**Foundation**
- Reverend Geoffrey Clement
- Mrs Pamela Browne
- Mr Tony Nicoll (Chair to 24/11/15)

**Local Authority**
- Vacant

**Co-opted**
- Mrs Karen Broadbent
- Mr Darren Cooper (Vice Chair)
- Mrs Jo Hazlewood

**Parents**
- Mrs Tracy Lee
- Mrs A McIntosh (Chair from 24/11/15)
- Mrs Natalie Smith

**Staff**
- Mrs Helen Oldham

**Head Teacher**
- Mrs Wendy Worley

**Clerk to the Governors**
- Local Authority Clerk

**ACCESSIBILITY**

Our policy is to integrate all children into the full life of the school and every child must have access to the whole curriculum. As part of our induction programme we liaise with parents and other agencies, to ensure that we have made the best possible provision for any child who may have special needs or any other particular requirements, whether physical or educational. We have a modern single storey building and, although there are some steps to different floor levels, we consider that we are able to accommodate wheelchairs or any pupils with physical disabilities, should the need arise. Penguins’ classroom has a purpose built access ramp for wheelchair users and pupils who would find climbing steps difficult.

Our accessibility plan, which covers our policy for increasing access for those with disabilities to the school, includes the provision of specialised toilet facilities should the need arise. Support for individual children from Teaching Assistants is deployed on a needs basis and is reviewed regularly.

**TERM DATES – ACADEMIC YEAR 2015/2016**

**AUTUMN TERM 2015**

Wednesday 3rd September to Friday 18th December
Half term: Monday 26th October to Friday 30th October inclusive
PD Day (Non Pupil Day): Friday 23rd October
SPRING TERM 2016
Tuesday 5th January to Thursday 24th March
Half term: Monday 15th February to Friday 19th February inclusive

SUMMER TERM 2016
Tuesday 12th April to Wednesday 20th July
Bank Holiday: Monday 4th May
Half term: Monday 30th May to Friday 3rd June inclusive

TERM DATES ACADEMIC YEAR 2016-2017
AUTUMN TERM 2016
Non-Pupil Day tbc.
Thursday 1st September to Tuesday 20th December
Half Term: Monday 24th to Friday 28th October inclusive

SPRING TERM 2017
Non-Pupil Day tbc
Wednesday 4th January to Friday 31st March
Half Term: Monday 13th to Friday 17th February inclusive
Easter Holiday: Monday 3rd April to Monday 17th April inclusive

SUMMER TERM 2017
Non-Pupil Day tbc
Tuesday 18th April to Friday 21st July
Half Term: Monday 29th May to Friday 2nd June inclusive

THE SCHOOL YEAR AT STUTTON
Annual Events
The School Fete
Christmas Fair
Halloween Disco
Sports Day
Open Mornings
Harvest, Easter and Christmas celebrations and services
Various other social and fund-raising events
Residential trip for Y5/6 (every other year)

Termly Events
School Council Meetings
Language Days
Ghanaian Days
Theme Days
Sports Tournaments
Governors' meetings
PTA meetings (approximately twice a term)
Music Assemblies

Weekly Events
Headteacher's weekly drop-in sessions (currently Thurs a.m.)
Friday Family Assemblies, 8.50 a.m.

Occasional
Artists in residence
Writing workshops
Class outings
Theatre and Cinema visits
Plays/Productions/Dance Performances
School Book Fairs
Open Class Sessions
Comic Relief and other charitable events
Liaison with the local high school: Holbrook Academy
Liaison and joint events with other local primary schools

Always
A warm welcome if you would like to come into school
The opportunity to arrange a time to talk with your child's teacher or the headteacher
A chance to participate in the life of the school

SAFEGUARDING
The School has adopted Suffolk County Council's Policy for Safeguarding Children - a copy of which is available for parents upon request. A copy is also kept in the policy folder in the school foyer and a copy is also on the school’s website. We follow the recommended procedures where there may be issues regarding a child's welfare and safety. Where necessary, it is our legal duty to assist other agencies with Child Protection/Safeguarding enquiries. Our Safeguarding Officer is Wendy Worley, the deputy Safeguarding Officer is Helen Oldham and our Safeguarding Governor is Darren Cooper.
Local Arrangements for the Consideration of Complaints

The Local Authority has established procedures so that the concerns of parents and others about the school curriculum and related matters may be considered - and wherever possible - resolved locally. The arrangements are to apply to complaints relating to the curricular responsibilities of the LA or the Governing body or a county, voluntary or maintained special school: that is that the authority or Governing body has acted, or is proposing to act, unreasonably, or has failed to comply with the requirements or duties imposed by the Education Reform Act 1988.

In the first instance, particular problems should be referred to the classteacher, who will endeavour to achieve a satisfactory outcome by informal means and if the problem is not resolved, then it should be referred to the headteacher who will try and resolve it, if necessary through discussion with appropriate members of staff and the complainant. If, however, the issue cannot be resolved informally, then a formal complaint should be made in writing to the headteacher. If you believe that the school has not properly followed its complaints procedure or has not acted fairly or reasonably in responding to your complaint you may refer the matter to the local authority. The local authority has no legal right or duty to deal with most complaints about schools but will provide advice to the parent/carer and governing body in the event that a complaint which has been considered under the formal procedure remains unresolved or if the complaint is specifically about the headteacher. The Complaints Procedure in full can be found from http://www.suffolk.gov.uk/education-and-careers/schools-and-support-in-education/general-information/school-complaints-procedure/ or it may be obtained from the Headteacher or the Local Authority.

You will find a range of useful policies on our school website including:

- Charging and Remissions Policy
- Attendance Policy
- Health and Safety Policy
- Special Educational Needs & Disabilities Policy
- Home School Agreement
- Whole School Safeguarding Policy
- Behaviour and Anti-bullying Policy
- English/Literacy Policy
- Mathematics/Numeracy Policy