

# Parent Handbook



Steam Mills Primary School  
Steam Mills, Cinderford  
Gloucestershire GL14 3JD  
Tel: 01594 822567

Website: [www.steammillsprimary.co.uk](http://www.steammillsprimary.co.uk)

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### Status

Co-educational, Community, Primary School Ages 4 -11

### Gloucestershire Education Committee

Executive Director of Education  
Jo Grills  
Shire Hall  
Gloucester GL1 2TP  
Tel: 01452 425300

# **Welcome**

Welcome to Steam Mills Primary School!

As a friendly, happy and inclusive school that provides a caring, stimulating and supportive environment, we work with determination to help all children develop their full potential.

Through our curriculum and work on values, we encourage positive social skills, self-respect and a caring attitude towards each other and the wider community. Our dedicated staff believe that the children in our care have the right to high quality learning experiences and are committed to their futures.

At Steam Mills Primary, the children feel safe, supported and enjoy their learning. We are proud of their successes, which are created through strong partnerships between home and school. We work together to create a school community in which our children can thrive.

## **What do we offer?**

Although we are a small school, we offer a wealth of different facilities for the children and their families.

**Breakfast Club:** We run a Breakfast club every morning from 7.45am onwards. Children are provided with a nutritious breakfast and supervised until the school doors open at 8.50am. This facility is chargeable.

**Classes:** Every class is well equipped with resources, including new technologies. Children are taught and supported by a class teacher and other adults who are deployed to enhance the learning that takes place.

**After School Clubs:** Clubs run throughout the week providing the children with a range of different experiences.

**After School Care:** Runs from 3.15pm until 5.30pm in the Pre-School building. This facility is chargeable.

**Forest School:** We have a dedicated Forest site maintained by the local Forestry Commission. Children in Key Stage 1 have regular sessions on Fridays, experiencing the curriculum in a beautiful outdoor environment.

# Teaching Staff

## Head Teacher

Mrs M Scoles

## Pre-School

Class Teacher: Mrs Bradley  
Learning Support: Mrs Stevens (Deputy)  
Miss Howells

## Class 1

Class teacher: Miss Bland  
Learning Support: Mrs Tobin  
Miss Beard

## Class 2

Class teacher: Miss Jenkins  
Learning Support: Mrs Hopkins  
Mrs Saunders (1:1)

## Class 3

Class teacher: Mrs Taylor  
Learning Support: Mrs Wedley  
Miss Matthews (1:1)

## Class 4

Class teacher: Miss Mills  
Learning Support: Mrs Beard

## SEND

Miss Barber  
Learning Support: Mrs Hale

## Office Manager

Mrs M Harris

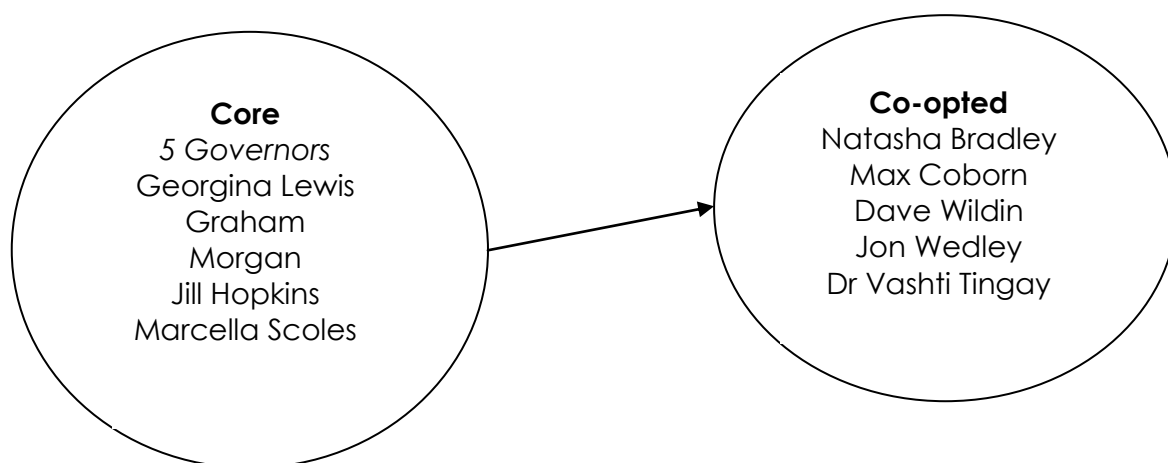
## Lunchtime Supervisors

Mr P Holder, Ms Molyneux and Mrs P Hale

## Cleaning Staff

Mrs K Burford and Mrs J Burford

# Steam Mills Primary School Governors



**Clerk to the Governors**  
Emi Wedley

The parent representatives are nominated and elected by the parents. Staff representatives are nominated and elected by the teaching staff.

## **Governors Meetings and Sub Committees**

These are held six times a year, once every half term. School business is discussed and the Head Teacher makes a formal report. A copy of this is sent to the Education Officer at Shire Hall, Gloucester. All staff are informed about the meeting through the minutes and by the staff representatives. A copy of the minutes from the Governors' meetings is also displayed on the notice board. The workload of the Governors is mainly carried out by a number of committees providing advice and support to the main governing body. These committees include Finance, Outcomes and Premises. The school development plan is reviewed annually by the governors and all the staff.

## **The Governing Body**

The governing body carries out its curriculum responsibilities by:

- Keeping fully informed by visiting the school and talking to Head Teacher, staff and children.
- Writing a statement of curriculum policy which is consistent with that of the LA or which indicates clearly any departures from LA policy.
- Addressing the issue of Sex Education in Year 6 with permission from the children's parents.
- Considering special education needs having regard to the Code of Practice and reviewing the implementation of the policy.
- Considering any report on the school from OFSTED, HMI or the LA and drawing up and monitoring an Action Plan.
- Ensuring that curriculum information for parents is available.
- Ensuring that the curriculum complaints procedure is followed
- Publishing a summary of the Curriculum policy in the school's prospectus.

- Requesting that regular reports are received at governor meetings on the implementation of the National Curriculum, to ensure that:
  - a) the curriculum is broad and balanced
  - b) there is provision for children with special educational needs and disabilities (SEND) with regard to the Code of Practice
  - c) there is provision for religious education and collective worship
  - d) the equality of opportunity policy is implemented and monitored

# School Organisation

The school is well established and has a long tradition of serving the needs of the children in the local and wider community. It is a school with a family atmosphere.



Our pupils are divided into five classes – Pre-School, Reception and Y1, Y1 and Y2, Y3 and Y4, Y5 and Y6. Each class is a separate unit but many ideas and activities are shared. With the mixed age range in each class some work is individual, some in groups and each child is encouraged to achieve full potential.

Each classroom provides a stimulating learning environment. There is a KS2 and KS1 library in the school and each classroom has a book area with books easily accessible for the children. There are interactive Smart Screens in all classrooms and iPads are used in each class as required.

Class teachers will post information such as the topic planning homework and other useful information on the school website, [www.steammillsprimary.co.uk](http://www.steammillsprimary.co.uk) under the classes tab.

# **The Curriculum at Steam Mills Primary**

The school follows the National Curriculum (2014) in each class. This document sets out the required curriculum for children in Years 1-6. We have used it to develop our own planning which has three key drivers, Knowledge and Understanding of the World, Aspirations and Enterprise. This is a new curriculum and we will continue to review our plans to ensure that we provide a broad and balanced curriculum relevant to the children.

## **Reading**

At Steam Mills Primary School we teach Reading through the acquisition of Phonics and through 'Guided Reading' sessions.

Phonic sessions run for 30 minutes Monday-Thursday, using 'Bug Club'. Children are split into groups which allows them to be taught at a level appropriate to them. Every child receives a log-in so that they can access books that support their phonic knowledge at home.

Alongside our Phonic books, we also use a scheme from the Oxford Reading Tree – The Magic Key and Project X. Children are given many opportunities to read in school and 1:1 sessions with adults including volunteers.

## **Assessment and Reporting Arrangements**

Effective assessment identifies the next steps in children's learning. At the heart of our work in school is 'Assessment for Learning'. This is the assessment that happens throughout every lesson, identifying where the children are with their learning and taking them on to the next step. This happens through effective questioning, observations, marking and feedback from the children who are involved in this process.

Formative assessment is the more formal assessment which takes place at the end of each half term. We use the results of these assessments to identify the skills that the children have and what needs to be developed. Data from these assessments is entered into the school's tracking system and Pupil Progress meetings are held.

Parents are welcome in to school to discuss their children's progress at any point in addition to the two formal parents evenings held during the year. An annual report for every child is also produced at the end of the Summer term.

## **Special Educational Needs and Disabilities**

Steam Mills School is committed to making suitable provision for the education of all pupils. Children identified with Special Educational Needs and/or disabilities (SEND) will be included in the whole school curriculum and, if required, receive group and individual support to enable them to reach their potential in all areas.

The Special Educational Needs Co-ordinator (SENCo) oversees provision for children with SEND and is also responsible to the Code of Practice (20014) which provides advice to schools on carrying out their statutory duties to identify, assess and make provision for children's special educational needs. In some instances it is necessary to consult with outside agencies, such the School Health Team, the Educational Psychology Service or with provision made by Children's Services with the aim of working together to improve access to the curriculum.



The school and governors do not discriminate against children with SEND. Parents who would like to place a child with SEND at the school should consult with the LA Admissions team, Head Teacher and SENCo prior to admission to ensure a smooth transition.

Access for wheelchairs, a stair lift and accessible toilet facilities are available. When it is necessary to seek help from an external agency; whether medical, educational or social, there will be prior consultation with parents.

The SEND Co-ordinator is Miss Barber and the SEND Governor is Mrs Lewis.

# Admissions and Transition

Parents moving into the area or considering sending their children to the school are invited to contact the Office Manager to arrange a visit.

Rising 5 sessions for pre-school children take place during the Summer term. During these sessions, the children become familiar with each other, teachers and the school. We hold an information evening for the parents and also offer home visits, an opportunity for the class teacher to meet with the children in an environment in which they feel comfortable. The class teacher will also visit the children in their Nursery/Playgroup.



We have a flexible approach for new entrants in the September term but most of them start on a full day after an initial period of phased induction.

# Homework

All the pupils at Steam Mills School will have work of some kind to do at home on a regular basis and parents are asked to encourage their children in this respect. Activities will include sharing books, learning spellings and multiplication tables. Each child will receive a 'Power Project', a sheet containing a list of activities that the children can choose from which support their learning in school. These activities are designed so that you can share the learning process with them, however please contact us if your child is experiencing difficulties with them. As educating children is a partnership between school and home, your support with your child's work is vital and we appreciate your help.

# Behaviour

At Steam Mills, the children are expected to show respect and to respect the rights of others at all times. The School Parliament have devised a recipe for good learning and behaviour which we will follow in school.

## **My teacher can teach and My class can learn if:**

- I listen carefully
- I show respect
- I try and don't give up
- I help others and share
- I am in charge of my learning
- I am in charge of ME!

We reward children for good behaviour through our 'Going for Gold' Behaviour Policy. Full details of these and the school's policies are available from the office and on the school's website. A weekly Celebration Assembly is held to reward pupils for good behaviour and/or exceptional effort.

# School Times

8.50 a.m. until 3.15 p.m.

It is important that children arrive by 9.00 a.m. to allow for a calm and prepared start to the school day; children can go to class from 8.50 a.m.

# Parking

Please use the rear car park as much as possible. With limited parking spaces available on the road side, please drop off and pick up as promptly as possible, showing consideration for all other motorists. When parking at the front of the school if you could park vertically to the grass verge thus allowing more cars to park in this limited area. Please do not park on the junction, as this restricts visibility.

Please do not park in front of both sets of gates. Police have stated they will monitor the parking from time to time. Also please do not park outside the school gates at any time.

## **Morning Snacks**

Free fruit is provided for morning break to all children. Children are not permitted to bring sweets to school. Milk is provided by Cool Milk. (Please register on line at [coolmilk.com](http://coolmilk.com), if you wish your child to have milk at break time and milk is free for Under 5s.) Drinking water is always available.

## **Lunch**

12.00 p.m. - 1.00 p.m. (KS1)

12.15 p.m. - 1.00 p.m. (KS2)

Children can order a cooked meal or bring a packed lunch to eat in school under the supervision of our lunchtime staff. Applications for Free School Meals should be made directly to Gloucestershire County Council - a form is available in reception. Although all KS1 children are entitled to a Free School Meal through Government funding.

## **Pastoral Care**

Pastoral care is the responsibility of all members of staff with regard to the children. When difficulties arise, the Head Teacher is always consulted and she is directly available to children, parents and teachers. If there are signs that a child is unhappy at school, parents are invited to contact the school as soon as possible.

## **Accidents and Illness**

If a child is unfortunate enough to have a serious accident at school, the parents will be contacted at once. In the event of us being unable to make contact in an emergency, the child will be taken to the nearest casualty. Should a child become ill during school hours, the parents will be contacted and the child will return home. If there is no-one at home, the child will be taken care of in school until contact can be made.

If your child is ill and unable to attend school, please let the school office know by telephone first thing before 9.30 a.m. The school should be consulted about any other reason for absence. If no contact is made, then the child absence will be marked as unauthorised and if a lunch has been ordered, this will still be chargeable (Please refer to Attendance Policy).

# **Medical Inspections**

Children are seen by the School Nurse for vision and hearing checks. Children may be seen by the School Nurse, if parents or teachers are concerned about any aspect of their child's health. Parents will always be consulted before an appointment is made. Height and weight checks are also carried out in Reception and Year 6.

## **Medication**

Parents of children who require prescribed medication are asked to contact the school office to obtain the necessary authorisation form. The school requires this form to be completed and returned with the medication. The school will only administer prescribed medication where it states that a dosage of four times a day is required.

## **Home School Co-operation**

Parents are always welcome in the school. Many parents help in the school on a regular basis with classroom activities, with the preparation of materials and accompanying children on school visits. Regular helpers are asked to complete a DBS check.

### **Contacting the School**

The best time to contact the school either personally or by phone is when the Office Manager is present, although there is an answer phone at all times. In order to develop our 'caring community', the full co-operation of children and parents is essential and changes in family circumstances, for example, should be communicated in confidence to the Head Teacher as soon as possible.

## **Uniform**

Burgandy sweatshirt, jumper or cardigan preferably with school logo

Black or grey trousers or skirts. .

White shirt or polo shirt, burgandy T-shirt with school logo for PE. Black White or grey socks or tights

Pink and white gingham dress or skirt for girls in the summer. Children may wear appropriate black or grey shorts.

Black shoes must be sensible and robust enough for outside play; no flip-flops or Crocs in the summer, for example. We prefer appropriate sports trainers for outside PE rather than daps.

School Uniform can be purchased from Tesco online or School Trends.

# **Jewellery**

No jewellery should be worn in school. The wearing of earrings is discouraged, but if worn, these should be simple studs only and must be removed for PE. On PE days, please provide tape to cover your child's earrings, if they are unable to remove them. Children may wear watches, but the school cannot take responsibility for them.

## **Extra Curricular Activities**

A list of dates and times are issued at the beginning of each year.

### **Clubs**

We run a range of clubs during the year: football, multisports, art and craft, gymnastics, cookery, art and IT. These vary during the year.

## **Off-Site Visits/Educational Visits**

Groups of children are taken to the theatre, museums and other places of interest as often as possible. There is an opportunity to participate in residential visits every two years for KS2 children. During the school day, children may participate in Forest School, walk around the community, visit local amenities and the local church; a generic permission slip is issued for this at the start of the academic year and activities that extend outside the normal day require specific consent.

### **Forest School**

This exciting initiative, built into the school day, takes the children's learning outside. The sessions are run by a qualified leader and each child is equipped with waterproofs, provided by Friends of Steam Mills (FoSM).

# Calendar of Events

## **Harvest**

A service and sale is held during October. A donation of monies raised at this event is made to a local charity chosen by the school.

## **Christmas Parties**

Held during school times for KS1s and KS2s.

## **Christmas Service**

Parents and friends are invited to celebrate Christmas with the school, when the whole school walks to and from the Forest Church.

## **Charities**

The school supports national and local charities.

## **Sponsored Walk**

The whole school walks from School to Beechenhurst, to raise funds during the Summer Term.

## **Sports Day**

This is held during the Summer Term.

## **Leavers' Service**

This is held in the afternoon of the last day of the Summer Term.

## **Parent Teacher Appointment Evenings**

These are held twice a year during the Autumn and Spring Terms.

Both the Governors and Friends of Steam Mills hold regular fund raising events throughout the year: cake sales, art activities, discos etc.

Although the information and particulars herein were correct at the date of print, it should not be assumed that there could be no subsequent change affecting the relevant arrangements for some matter particularised in this document for the year in question.

Hard copies of all policies are available in the office. Further information about the school including attainment and assessment data can be obtained on the Ofsted website.