

SHERSTON C OF E PRIMARY School Handbook





WELCOME

THE SCHOOL DAY

ATTENDANCE, TERM DATES
& EMERGENCY CLOSURES

SCHOOL LUNCHES

POLICY FOR CHARGING

MEDICINES & MOBILE PHONES

SCHOOL UNIFORM

CURRICULUM &
OFSTED/SIAMS REPORTS

HOME-SCHOOL
COMMUNICATION

THE FRIENDS OF
SHERSTON SCHOOL

ON-SITE WRAPAROUND CARE
& AFTER SCHOOL CLUBS

TRANSITION ARRANGEMENTS

STAFF &
GOVERNING BODY

CONTACT US



WELCOME TO SHERSTON C OF E PRIMARY SCHOOL

On behalf of the staff, governors and pupils we would like to welcome you to Sherston C of E Primary School.

As a small village school on the edge of the Cotswolds, we are blessed with beautiful surroundings and are in the heart of a vibrant village community. Living our Christian values of friendship and courage, curiosity and respect, kindness and ambition, we are a happy, nurturing school where children achieve well academically and socially.

Our interesting and relevant curriculum meets our children's learning needs and gives lots of opportunities to increase their learning skills, explore the world around them and provides a strong foundation for their journey through life.

We work in close partnership with our parent community in a number of ways, including through the Parents Forum and the 'Friends of Sherston School', as well as providing close links between parents and staff.

The school is well supported by a committed and active governing body, together with the children's team at Sherston Parish Church of the Holy Cross.

The focus of our whole school community is to put the children's needs first to ensure they are well prepared for the transition to the next step on their learning journey.

We are very proud of our school, of what our children achieve, and of the positive and friendly atmosphere that permeates the school.

I am looking forward to welcoming you to our school community and getting to know you and your children.

Tommy Towers
Headteacher



THE SCHOOL DAY

Morning

Doors open	8:45 - 9:00am
AM Registration	9:00am
Mid-morning break	10:25-10:40am

(Arrival after 9am will be marked as 'late')

Lunch	12 noon - 1:00pm
--------------	------------------

Afternoon

PM Registration	1:00pm
End of School	3:10pm

The classroom doors open at 8:45am. Teachers expect children from Y1 - Y6 to come into the classroom independently, sort their belongings out for the day and begin their morning task. We appreciate reception children may need their parents' support in the first few days of school.

Teachers are happy to take brief messages on the door, before learning time begins at 9am. But if possible please wait to speak to your child's teacher at the end of the school day, after they have seen all the children out.

Mid-Morning Snacks/Milk

The school participates in the Government's Free Fruit & Veg Scheme for children in Key Stage 1 (reception, Y1 & Y2). Key Stage 2 children (Y3-Y6) may bring a healthy snack to eat. During mid-morning break school milk is also available.

Free milk is available up to a child's fifth birthday and milk can be purchased for children over five years of age. Please register your child with our supplier [Cool Milk.](#)

Nut Free School

We are a nut free school. Some members of our school community have severe nut allergies which would require immediate emergency medical care if they came into contact with any nut products. Please ensure you do not send your child into school/on school trips with any products containing nuts.

School Car park

Parking is for staff and official visitors, after school club providers and those who require disabled access only. Parents may only use the car park if collecting from after school clubs (4.15pm onwards) or with permission from the school in other specific circumstances. If you are dropping off directly from your car, please find a safe place outside the school site.



ATTENDANCE, TERM DATES & EMERGENCY CLOSURES

Absence Reporting

If your child is absent from school, you must inform the school office with a reason for your child's absence by 9.05am every day that your child is absent. Call 01666 840237 and select option 1 to leave a message on the absence line.

Please feel free to come by the school office and report an absence if you are dropping off siblings.

Leave of Absence (exceptional circumstances)

Full time education is compulsory for all children from the term after they turn five years old.

We encourage all pupils to be at school every day to benefit from the learning they need to be successful in the future. Research demonstrates that every missed day of school has a measurable impact on children's attainment.

All requests for leave must be made in writing (a minimum of two weeks in advance) to the school office prior to any absences being taken. We cannot grant permission after the leave has been taken.

Guidance on school attendance including fixed penalty notices, term time holiday and the 'leave of absence' request form are available in the [Parents/Attendance](#) section of our website.

Term Dates/School Holidays

School term dates for each academic year (including holidays, bank holidays and TD/staff development days) are on the [Parents/TermDates](#) section of our website and published on our school [calendar](#).

Emergency Closures

Very occasionally (for example severe snow) the school will need to close for emergency reasons. A message will be left on the answerphone, posted on the school website and sent via ParentMail. We will also notify HEART FM (102.2 FM) and BBC Radio Wiltshire (104.3 FM and 1332 AM).



SCHOOL LUNCHES & POLICY FOR CHARGING

School Lunches

Our caterer Edwards & Ward provide our school lunches. Menus are displayed in the [Parents/SchoolLunches](#) section of our website. Meals are ordered through our ParentPay system. When your child starts at school you will receive an activation letter and instructions on how to order meals.

Since September 2014 all pupils in Reception, Year 1 and Year 2 are entitled to Universal Infant Free School Meals (UIFSM).

If your child requires a special diet due to allergies, medical conditions or for those who would like to request a vegan meal, please complete the Special Diets Registration for on the [E&W website](#). E&W are happy to provide allergen information or adapted menus for any child registered as having a diagnosed allergy, intolerance or medical condition.

Policy for Charging

If you are receiving qualifying benefits your child may be entitled to Pupil Premium funding.

This funding is paid directly to the school and pupil premium children benefit in a number of ways. For example additional support from our highly skilled teaching assistants, free access to Early Bird Club, subsidised after school clubs and school trips (including the residential trip), swimming and a £25 uniform voucher. All pupils premium children are also entitled to Free School Meals and Free Milk. If you think you qualify please speak to the school office.

From time to time, children will have the opportunity to make educational visits to museums, wildlife centres etc. These will always be in connection with their work in school.

All contributions to fund such activities from parents are voluntary and no child will be stopped from going on a visit should his/her parents be unable to make a contribution. However a trip may not be able to go ahead if the school doesn't receive enough contributions to cover the cost.

The school can offer some assistance to pupils whose parents may not be able to meet the full cost of a voluntary activity. All matters will be dealt with in complete privacy.



MEDICINES & PHONES IN SCHOOL

The school recognises that in some circumstances it may be necessary to bring medication to school to be administered during the day.

We are only able to administer medicine on prescription and if it is needed four or more times in a day, so some doses must be administered during school hours.

Children who need inhalers for asthma will require a specific named inhaler for use in school, in a box with the prescription label and dosage clearly visible. Depending on the child's age these are either kept in the classroom or stored in the child's drawer to enable immediate use.

Parents are required to complete a short form, providing relevant information about dosage. This form can be obtained from the office or Appendix A of the Administering Medication Policy on our [policies](#) web page.

All medicines with the prescription label and dosage clearly visible, along with the form should be dropped at the school office.

Children with long-term requirements will have a Health Care Plan arranged through their Health Authority. If necessary, training will be given to teachers.

Please see Appendix B of the Administering Medication Policy on our [policies](#) web page for more information about Individual Healthcare Plans.

Mobile Phones

Mobile phones are not permitted in school apart from in specific circumstances for Year 5 & 6 pupils. Y5 & 6 children who have permission to leave school unaccompanied at the end of the school day or after school clubs are permitted to have a mobile phone in school if they have parental consent.

Phones are dropped off at the school office first thing in the morning, put in a named envelope and collected at the end of the school day. The school is not responsible for the loss or damage to any mobile phones brought into school.



SCHOOL UNIFORM

We greatly appreciate parents' cooperation and support in ensuring the children are always correctly dressed for school and all activities, including P.E. and in encouraging them to take a pride in their appearance.

Our school uniform includes the following items:

- A royal blue sweatshirt or cardigan (with or without school logo)
- White polo shirt (with or without school logo)
- Charcoal grey skirt/pinafore dress/culottes
- Blue and white checked summer dress (optional)
- Charcoal grey trousers/shorts
- Dark (grey/navy/black) socks/tights
- Black school shoes/completely black trainers (for the safety of children fashion shoes, including open-toed sandals may not be worn)

On PE days children come to school wearing the school PE kit which includes:

- Navy T shirt (with or without school logo)
- Black or navy shorts
- White or dark socks
- Plain black, navy or dark grey jogging bottoms (Royal blue jogging bottoms with school logo are also available).
- Royal blue sweatshirt (same as school uniform- with or without school logo) or an optional royal blue hoodie with the school logo
- Daps/trainers



SCHOOL UNIFORM

Branded uniform items

Uniform items with the school logo on can be purchased online or in store from [Bateman's Sports](#) in Stroud. Items can be delivered to school free of charge during term time. You can also contact Bateman's directly on 01453 764320.

Non-logo uniform items

Non-logo uniform items can be purchased from many high street stores and supermarkets. With this in mind, we ask that parents adhere to the colour and format previously described and children wear sensible clothing and footwear.

Pre-loved uniform provision

Pre-loved uniform is also available from the school office. All donations go to the school to fund resources and activities to enhance the children's learning experiences.

Please make sure that all footwear and clothing, especially sweatshirts, are clearly labelled with your child's name.

Jewellery

A watch can be worn. For safeguarding reasons, it must not have internet access or camera access. Small stud earrings are acceptable for those with pierced ears. These must be removed or taped over on PE days. No other jewellery should be worn for safety reasons. All jewellery will be removed during PE. If an item has to be worn for religious considerations it should be taped over for safety reasons during P.E.

All items and personal possessions including, watches and jewellery are the sole responsibility of the individual child. The school is not responsible for the loss or damage of any items.



SCHOOL UNIFORM

Additional items

- a waterproof coat of your choice (please name)
- a sun hat (in summer)
- book bag (a book bag with school logo is available) or alternative school bag. Please be aware it needs to hang on a peg in the cloakroom and space is limited

Full details of our school uniform requirements and expectations can be found within our school uniform policy on our [policies](#) web page.



CURRICULUM & OFSTED/SIAMS REPORTS

The Curriculum

Learning, Caring & Achieving Together is the heart of our school's curriculum. It means that:

- **Learning:** We are dedicated to providing a curriculum that fosters a love for learning and equips our students with the knowledge and skills they need to succeed in an ever-changing world. We aim to inspire curiosity, creativity, and a lifelong passion for discovering new ideas.
- **Caring:** Our school is a place where friendship, kindness, and respect are at the forefront of our daily interactions. We encourage empathy and compassion, ensuring that every child feels safe, valued, and supported on their educational journey.
- **Achieving:** We believe that every child has the potential to excel. Through teamwork, perseverance, and ambition, we aim to unlock each student's full potential and celebrate their achievements, no matter how big or small.
- **Together:** Everything we do, we do together, even if the children work independently we are moving forward together as a unified school community to enable our children to learn, care and achieve

In order to achieve this we use a topic based approach to inspire and motivate children based on a theme e.g Inside the Castle Walls, Megacities, Vicious Vikings. In addition we have three discreet weeks a year to work in depth on an area we feel is relevant (this may be connected to an international event such as the Olympics or a national focus such as Black History month). Other enrichment activities include Young Voices, a five day PGL residential in Y6, trips linked to topic themes from Stonehenge and Chedworth Roman Villa to Cadbury World and Bristol Zoo Project.

Ofsted/SIAMS Inspection Reports

These Reports can be found on our website under School Performance.



HOME-SCHOOL COMMUNICATION

We use the parent communications platform, ParentMail, to share school news and class specific information.

We also publish bi-weekly school newsletters via ParentMail and on the [Parents/Latest News](#) section of the website.

Our school website provides all the key school information along with pages dedicated to each [class](#).

Regular updates on all the latest school events and activities are also shared via our [Facebook page](#).

Visiting School

We have an open door policy and parents are always welcome to discuss the progress of their children.

Parent consultation evenings are held twice a year and parents are also invited in for 'share my work' sessions which provides an opportunity for the children to show the work they have been doing in class.

Parents receive an annual end of year report at the end of the summer term.

We warmly welcome parents to join class assemblies, services in church, concerts and to volunteer as helpers on educational trips.

Volunteering at School

We are always delighted to hear from parents who would like to run extra-curricular activities or volunteer to help in school with reading etc.

In line with our Volunteer Policy, on the [policies](#) page of our website, and latest KCSIE national requirements, all volunteers need an enhanced DBS and two references. Volunteers also need to commit to a regular time each week and for the duration of at least one term.

If you would like to volunteer to run a club or help out in one of our classes, please contact the [school office](#).



HOMEWORK

We encourage children to read at home as often as possible, reading with or to your child is the single most important thing you can do at home to support your child's learning.

At Sherston Primary School homework is not set in Reception to Year 5. The focus is on reading, spellings and times tables. If you wish to do more with your child then we encourage you to be creative and, where possible, outdoors! Young children in primary school are still developing foundational skills, and there is a concern that assigning homework may not align with their developmental readiness. Play and social interaction are vital for their holistic development, and excessive focus on homework may hinder these aspects.

Children in Year 6 receive homework to ensure their readiness for the demands of secondary school. Regular homework tasks are set to support our Year 6 children's learning in school and will occasionally include some personal research on a topic. Other tasks may be designed to practise already acquired skills. Homework should include some discussion and reasoning between parents and children, as it is an opportunity for you to play an important part in your child's academic development beyond the classroom.





SHERSTON SCHOOL PTA

Friends of Sherston School (FSS)

The school benefits from a very active 'friends' PTA association who work tirelessly to support the school. All Sherston School parents are automatically members of the FSS and are invited to attend the AGM held in the autumn term. If you are keen to be more actively involved on the PTA committee please email the team at: fss@sherston.wilts.sch.uk.

Funds raised go towards a broad range of areas to support the school enrich the children's learning experiences. These include end of term theme weeks (World Religions Week, STEM Week, Wellbeing Week), iPads, subsidising class trips, learning resources, author visits, wet play and playground equipment and more.

The FSS run a variety of fundraising events across the year. Highlights include the Castle Combe Bike Ride, Olympics Day, Quiz Night, Movie Nights and Christmas Fair.





ON-SITE WRAPAROUND CARE AND AFTER SCHOOL CLUBS

Early Bird Club (07.45-08.45)

Our daily Early Bird Club (07.45-08.45) is run on site by one of our Higher Level Teaching Assistants.

There are a variety of activities on offer for the children to enjoy, from art and craft to LEGO, board games and outdoor activities.

Children are very welcome to bring a packed breakfast to eat at the club.

Fireflies (15.10-18.00)

Our after school wraparound care program consists of two sessions. During the first session, children will have the opportunity to participate in the various clubs offered at the school. Additionally, there will be outings to the local park.

The second session includes a packed lunch-style meal, which is included in the cost. This session is a calmer session where the children will have an opportunity to read to an adult and practice their spellings and times tables.

Sometimes parents may need to call the school after hours when pick-up plans change. If there is no reply at the school office please call the mobile number on 07922041360.

Details of how to book places at our on-site wraparound care are available in the [Parents/Clubs&WraparoundCare](#) section of the website.

After School Clubs

We offer a wide variety of after school clubs throughout the year including:

- Free sports clubs five days a week - tailored to the season
- Choir Club
- Gardening Club
- Code CLub
- Muddy Hands Club
- Art Club
- Creative Arts Club
- Drama Club
- Creative Dance Club

Our daytime clubs include; French Club, Rocksteady Music School, drum and guitar/ukulele lessons and LAMDA lessons.

Details of our current clubs can be found on the [website](#).



TRANSITION ARRANGEMENTS

Early Years

We maintain close links with all the pre-schools and nurseries who feed into Sherston. If your child has a younger sibling who has not yet started school we would still encourage you to come on a school visit with your child.

Arrangements are made for our new reception children to visit the school ahead of September during the summer term and where possible our reception teacher sees each child at their pre-school setting. Parents/carers are also invited to a welcome meeting during the summer term.

Primary/Secondary

We have close links with local secondary schools. Most of our Year 6 children go on to attend Malmesbury School.

A record of each child's progress is passed on to their new school and our Year 6 teachers and SENDCO work with the secondary schools to ensure a smooth transition

In their last term at Sherston, our Year 6 class will have the opportunity to spend an induction period at their secondary school. In addition, teachers from secondary schools visit us, either to share in our work or to meet and talk with their new intake.

STAFF & GOVERNING BODY



Staff:

Headteacher:	Mr T Towers
Deputy Headteacher:	Mr D Moran
Teachers:	Mr C Stewart Mr S Ramshaw Miss E Corrick Miss O Harrison Mr D Moran (SLT) Miss E Ponting
SENDCo:	Mrs L Kingston
School Business Mgr:	Ms C Darker (SLT)
Administration Officer:	Mrs A Glassborow
Teaching Assistants:	Mrs E Liddington Mrs J Boulton Ms L Sheppard Mrs E Stavri Mrs S Ormiston Mrs Greatrex-Smith Mrs H Thomas Mrs R Grieve
Caretaker:	Mr M Brown
Catering:	Mrs S Skeggs

Governing Body:

Clerk to Governing Body:	Mrs E Lansdell
Chair:	Ms B Robinson
Parent Governor:	Mr M Ward
Parent Governor:	Mr B Warnes
Co-opted Governor:	Mr M Smith
Co-opted Governor:	Mr D Koole
Co-opted Governor:	Mr A St John Wright
Foundation Governor:	Mrs H Martin
LA Governor:	Mrs N Atwell
Headteacher Governor:	Mr T Towers
Staff Governor:	Mrs A Glassborow

CONTACT US



Sherston Church of England Voluntary Controlled Primary School

Knockdown Road,
Sherston, Malmesbury
Wiltshire, SN16 0NJ

T: 01666 840237

E: admin@sherston.wilts.sch.uk

W: sherstonprimary.co.uk

