



Federation of Pinvin C of E First School and St Nicholas C of E Middle School

Handbook for Academic Year 2020/2021



Together, we inspire, discover and achieve

Main Street, Pinvin, Pershore, Worcs. WR10 2ER.

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Dear Parents /Carers

As your son or daughter begins the next significant new and exciting phase in their educational journey, I would like to welcome them and your family into the Pinvin Federation community.

Starting a new school is an exciting and daunting experience and our school community, its structures and support teams will ensure that all our pupils settle into school life quickly and smoothly. We fully understand that our new pupils will be nervous and perhaps anxious but I would like to reassure them, and you, that we are here to support them in any way we can to make the transition as successful and as smooth as possible. It is really important to us that all our pupils feel valued, are secure and happy and that their school life is a memorable experience which will form the basis of a rich and rewarding future life.

The Pinvin Federation of schools is and always will be a fully inclusive community and puts the pupils at the very centre of all that we do. We are proud to fulfil our mission as a Church of England school to serve the community of Pinvin. We firmly believe that each child is an individual with their own unique set of talents and qualities. Here at The Pinvin Federation we nurture these qualities, and with your support, give your child the best opportunities for your child to be inspired to be the best they possibly can be.

As well as ensuring that all pupils enjoy learning and achieve the best possible outcomes, our aim is for them to be encouraged during their time with us to be confident, well mannered, responsible, caring and compassionate young people who have also formed Christian values and beliefs that will give them skills and knowledge to live life in modern Britain. This will hopefully enable them to make good choices for their own health and wellbeing but also make a positive difference to the local and wider community by demonstrating peace, joy, hope, wisdom, dignity and understanding, in what is an increasingly complex multi-cultural, multi-faith, global economic climate.

We have made many significant improvements in the past year and will continue to work hard to ensure we continue to move constantly forward, so that we know that children in our group of schools have a high quality educational experience.

We are a school that takes great pride in family values, completely focused on learning, with our faith as a foundation for all that we do.



I look forward to sharing this exciting time with you and your child.

Best wishes,
Sandra Jennings
Federation Head teacher

Our Vision and Aims

Welcome to the Pinvin Federation, where we are committed to working together in partnership with the local community, parents and carers to ensure that all our pupils feel safe, valued and respected within a happy, thriving, positive learning environment.

Our aim is to ensure that children are inspired to learn new knowledge and skills, discover new learning through exciting opportunities and achieve by deepening their learning and being able to reach their full potential.

We want our children to leave us and move on to the next stage of their educational journey with the confidence, knowledge and skills they need to succeed in life and be respectful citizens.

We promote our vision and values daily through the curriculum, our Personal, Social, Health & Economics Education (PSHE) and our collective worship ensuring the Federation is a place where everyone wants to be!

Collective Worship

Collective Worship has an important, central role in the life of St Nicholas. It provides an opportunity for the whole school to come together and reflect on the core values of our shared life, and the relationship we have with the Christian faith. There is also particular opportunity for children to explore and enrich their own spirituality, without any pressure on them to subscribe to a particular religious or secular viewpoint. Collective Worship works in harmony with the school's wider vision of nurturing children in body, mind and spirit, always respecting - and valuing - the uniqueness of each individual.

Collective Worship takes place each day and is usually - though not exclusively - Christian in character. Pupils are encouraged to lead and actively participate in Collective Worship and there are regular 'guest speakers' from a variety of different faith (and secular) backgrounds. There are particularly strong links with the local church and clergy.

Children are encouraged to gain an understanding of a wide range of faiths and cultures.

Values Education

A number of values have been chosen over the years and are presented through Collective Worship and class lessons/discussions. Classroom and year areas display the value of the month on leaves which link to the main values tree in the hall. Our current values include: Peace, Joy, Hope, Dignity, Wisdom and Community, these are embedded in all that we do.

Equality Statement

The School acknowledges its duties under the Equality Act 2010. The Equality Act 2010 introduces a single equality duty on public bodies which will be extended to include all protected strands - race, disability, sex, age, religion or belief.

We are committed to:

- Eliminating conduct that is prohibited by the Act,
- Advancing equality of opportunity between people who share a protected characteristic and people who do not share it,
- Fostering good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

Safeguarding Policy

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Safeguarding Policy and procedures in place. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy which is available on the school website.

www.pinvinfed.co.uk



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Telephone: 01386 554196
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HOME DOWMAT VISION STAFF GOVERNORS POLICIES CHURCH LINKS CONTACT US

Please

Welcome to the Pinvin Federation of Schools.



Click on the school
you want to view.



Pinvin Federation Blog

Tweets by pinvinfed

Sometimes we may need to share information, and work in partnership with other agencies, when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents and carers first - unless we have reason to believe that such a move would be contrary to the child's welfare.

Sex Education Policy

The Governors and staff have formulated a Sex Education policy (in line with the new SRE Policy September 2020), this is available to view on the school website. We are following the 'Jigsaw' scheme of work which outlines what will be taught, this is also available on the school website. The syllabus reflects current thinking and legislation.

Special Educational Needs (SEND)

It is the aim of the School that pupils with Special Educational Needs are identified and supported. A whole school approach that involves differentiation, group work, setting and in-class support ensures pupils are able to access the National Curriculum at appropriate levels.

The School values its relationship with the support services and works in conjunction with the revised County Code of Practice for Pupils with Special Educational Needs. Dialogue with parents is welcomed and their support requested in order that the requirements of The Code can be fully implemented. Please see the school website for further information.

Behaviour

Our school provides a structured environment with clear boundaries. Whilst the approach is firm and disciplined, positive reinforcement is central to our behaviour management. Our pupils are encouraged to take responsibility for their behaviour and to recognise how their choice of actions links to consequences, both positive and negative. Expectations of behaviour are high and in order to motivate pupils to achieve this we praise and reward good behaviour frequently and consistently. Equally, for inappropriate behaviour, we implement clear consequences. It is important that challenging behaviour is dealt with when it arises and not avoided or ignored.

Please see the school website for our School Policy on Positive Behaviour.

Federation Head teacher: Mrs Sandra Jennings (DSL)

Deputy Head: Miss Rachel Dawson

Teaching Staff:

Year 5	Mr Rob Pugh - Head of Year 5 Mr Jamie Ash Mrs Helen Davey Miss Lisa Gorton
Year 6	Miss Kerri Anne Smith - Head of Year 6 Mr Alan Dodson Miss Lucy Smith (Pupil Premium Lead) Miss Sophie Williams
Year 7	Mr James Hawthorn - Head of Year 7 Miss Lauren Bristoll Mr Martin Davids Mrs Cheryl Hooper
PPA Cover and Specialist Staff	Mrs Tamsin Bowden - MFL Specialist Mrs Natali Brown - <i>P/T</i> Mrs Jo Coote - Learning Mentor <i>P/T</i> Mr Jim Kehoe - Learning Mentor <i>P/T</i> Mr Tom Keogh - PE Specialist Miss Charlotte McSwiney (Lead DSL) - Art/ DT Specialist
Teaching Assistant Team	Mrs Teresa Adams; Mrs Sally Doel; Miss Melissa Hall; Mrs Mary Heeks; Mrs Angela Hiam; Mrs Helen Parkin; Mrs Sarah Pask; Mrs Michelle Tibble Sherwood; Mrs Leeanne Williams; Mr Callum Worrall
Midday Team	Mrs Rachel Cory; Miss Melissa Hall; Mrs Mary Heeks; Mrs Michelle Tibble Sherwood; Mrs Sarah Pask; Mrs Leeanne Williams
Pastoral SEN Support	Mrs Laura Barker
HLTA	Mrs Kerry Sinnett; Mrs Helen Zaynchkovsky; Mrs Becky Suckling
Health Care/ First Aid Lead	Mrs Leeanne Williams

Federation Staff:

Executive Leadership Team	Mrs Sandra Jennings - Federation Head teacher (DSL) Mrs Nicola Harvey - Deputy Head of Pinvin First School Miss Rachel Dawson - Deputy Head of St Nicholas Middle School
Extended Senior Leadership Team	Mr James Hawthorn - Curriculum Lead (SNMS) Miss Charlotte McSwiney - Pastoral/ Inclusion Lead Miss Louise Newman - Curriculum Lead (PFS) Mrs Niki Smith - Federation Business Manager
Admin & Finance Team	Mrs Amanda Freaney - Finance Administrator Mrs Niki Nicholson - IT Administrator Miss Pamela Pryce - Administrator Mrs Sue Townley - Attendance
Site Manager	Mr Jon Grubb

Local Academy Board (LAB)

The LAB have overall legal responsibility for the management of the school. They operate as a corporate body and work strictly in accordance with legislative requirements.

With effect from September 2014 the school formally joined with Pinvin C of E First School to form the Pinvin Federation. Both schools remain independent, and are now governed by a single Governing Body. Since April 2017, the schools became part of a wider family of the Diocese of Worcester Multi-Academy Trust (DOWMAT).

The Federation Governing Body includes representatives from The Diocese, Parent Governors and Staff Governors. There are also co-opted Governors from the community.

Please visit the school website for a full list of our current Governors and their roles and responsibilities and of our role in the DOWMAT.

Chief Executive Officer of DOWMAT: Claire Davies.

Chair of Governors: Mr Alan Brown.

Clerk to Governors: (TBC)

Pinvin Federation - Term Dates

Academic Year 2020- 2021 - Autumn Term 2020

Tuesday 1 st & Wednesday 2 nd September	School closed for staff training
Thursday 3 rd September	Term begins for Reception, Yr 1 & Yr 5 only
Monday 7 th September	Term begins for remaining year groups
Monday 26 th - Friday 30 th October	Half Term
Friday 18 th December	Term ends

Spring Term 2021

Monday 4 th January	School closed for staff training
Tuesday 5 th January	Term begins
Monday 15 th to Fri 19 th February	Half term
Thursday 1 st April	Term ends
Friday 2 nd April	Bank Holiday - Good Friday

Summer Term 2021

Monday 19 th April	Term begins
Monday 31 st May to Friday 4 th June	Half term
Friday 16 th July	Term ends
Monday 19 th - Wednesday 21 st July	School closed for staff training

Academic Year 2021/22 - Training Days to be set

Autumn Term 2022

Thursday 2 nd September	Term begins
Monday 25 th - Friday 29 th October	Half term
Friday 17 th December	Term ends

Spring Term 2022

Tuesday 4 th January 2022	Term begins
Monday 21 st - Friday 25 th February	Half term
Thursday 8 th April	Term ends

Summer Term 2022

Monday 25 th April	Term Begins
Monday 30 th May - Friday 3 rd June	Half term
Friday 22 nd July	Term ends

Staff Training Days

Teacher Training Days are devoted to Whole School Professional Development. The focus of these days is on the areas of development identified in the School Development Plan and on the training required to implement national initiatives and improve outcomes for the children.

Transport

The County provides daily coach transport between certain villages and school. This service is provided free of charge for pupils who live within the catchment area but more than three miles from the school. Parents of pupils who live within the three mile boundary, or outside the catchment area, if they so wish, can apply for a 'vacant seat' on the coaches. These journeys, provided subject to available room on the coaches, are payable by parents. Applications should be made online on the Worcestershire.gov website.
Children are not allowed to travel on a bus for which they do not hold a bus pass.

Some pupils are transported to and from school by car. Parents collecting children at the end of the afternoon session are asked to park considerately and not inconvenience our neighbours by blocking driveways and access points. We must ensure that the turning area provided for the coaches remains clear at all times and the children can board safely.

Children are allowed to cycle to school, but the school cannot accept any responsibility for the child's welfare during their journey to and from school, or the loss or damage to bicycles left on school premises during the day. There is a cycle rack at the front of the school.

School Security

The school reviews security on an ongoing basis. Security lighting has been installed at the side and rear of the building. An electronic fob entry and badge system is operated. All visitors must enter through the front door and report to the school office via the secure lobby area. The premises are alarmed outside school opening hours and side gates are locked after the morning bell.

Our School Day

Time	Activity
8.40am - 8.55am	Pastoral Time
8.55am - 9.00am	Morning Registration
9.00am - 9.50am	Lesson 1
9.50am - 10.40am	Lesson 2
10.40am - 11am	Break Time
11.00am - 11.50am	Lesson 3
11.50am - 12.40pm	Lesson 4
12.40pm - 1.30pm	Lunch Time
1.35pm - 1.40pm	Afternoon Registration
1.40pm - 2.00pm	Collective Worship
2.00pm - 2.25pm	Reading
2.25pm - 2.40pm	Maths Meeting
2.40pm - 3.30pm	Lesson 5
3.30pm	End of School Day



The DT Room

School Meals



All children have the opportunity to have a school lunch every day. The meals are provided by Miquill and are of a very high standard, in line with healthy eating guidelines. Meals are ordered and paid for online using the link to ParentPay on the Federation website. Meals can be booked or amended by 11pm the night before. There is a varied and healthy rolling menu provided, from which parents and children can choose.

Each day there is a choice of:

- two hot meal options (at least one vegetarian)
- filled jacket potatoes
- choice of sandwich, baguette or wrap

There is always a salad bar and bread available followed by a choice of either a dessert or yoghurt with a selection of fruit always available as an alternative. Meals currently cost £2.30.

Children may bring packed lunches if preferred and eat them with those eating hot meals. We operate a strict Nut Free zone across the whole school, please do not send anything containing nuts in with your child/ren. All catering facilities are provided in accordance with a healthy eating policy. Our Tuck Shop serves healthy snacks during morning break. Children can bring money to purchase a break time snack or they may, if they wish, bring in a healthy snack from home.

Free school meals are available, dependent upon parent's financial circumstances. If you think your child may be entitled to a free school meal please do ask the School Office staff; even if the meal is not taken every day the school will benefit from additional funding for each child registered as eligible.

We believe that children need at least one substantial meal per day. School meals are attractive, well prepared, nutritious and varied. Parents undecided about school meals are more than welcome to come to school to see the meals and, with forward notice to the school, try one if they wish.

Drinking Water

All children are encouraged to bring a clear plastic 500ml water bottle fitted with a sports cap and clearly named, containing water only, to sip at regular intervals throughout the day. This is in addition to any other drink supplied at lunchtime and may be refilled from water stations in school. Bottles should be brought home to be washed and refilled each night. Water bottles should be replaced on a regular basis to avoid bacterial contamination. Jugs of water and cups are available free to all children at lunch time in the dining hall.

School Photographs

The school photographer visits the school twice annually to photograph the children - usually in October to take individual photographs, then around May or June to take class and group photographs.

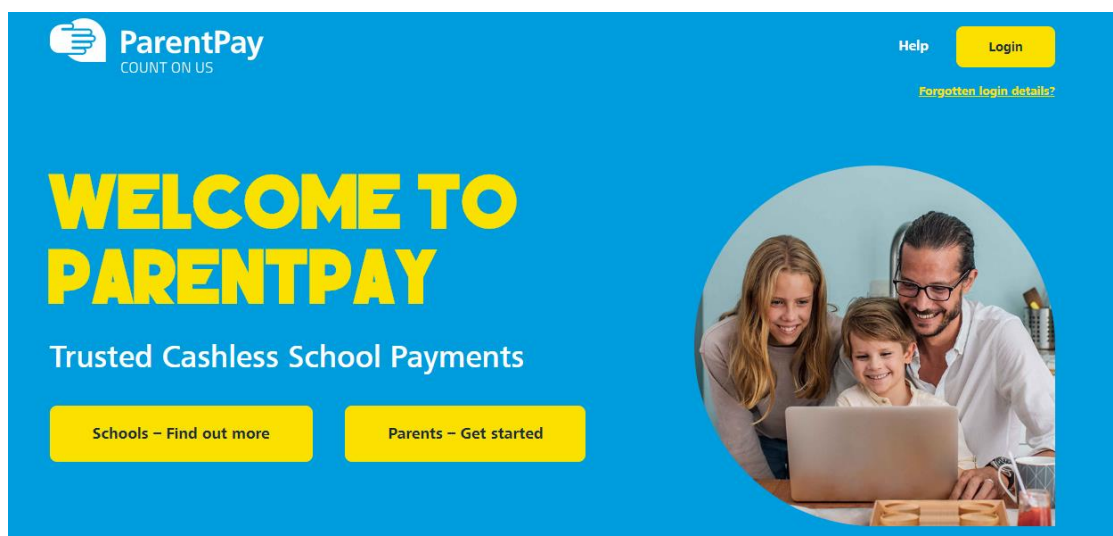
ParentPay

In an attempt to remove all cash and cheques from school, St Nicholas Middle School uses ParentPay for e-payments of all wrap around care, music lessons, trips etc. School lunches are also booked and paid for using ParentPay.

You will be given a secure online account activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure for future logins. If you have two or more children at a school that uses ParentPay you will only need to activate one account to create your 'main account' and then add your other child/ren.

ParentPay holds an electronic record of your payments to view at a later date. Once activated you can make online payments straight away.

www.parentpay.com



The banner features the ParentPay logo (a hand icon) and the tagline 'COUNT ON US' in the top left. In the top right, there are 'Help' and 'Login' buttons, with a link for 'Forgotten login details?'. The main text reads 'WELCOME TO PARENTPAY' in large yellow letters, followed by 'Trusted Cashless School Payments'. Below this are two yellow buttons: 'Schools - Find out more' and 'Parents - Get started'. On the right side, there is a circular image of a family (mother, father, and child) looking at a laptop together.

Lockers

All pupils have a locker in which to store their PE kit, coat and other school items. Valuables should not be left in lockers.

Money, Valuables & Mobile Phones

Children will not normally need to carry large sums of money around with them during the school day, but if, for some reason they have to, it is essential they keep it with them at all times in a named purse or wallet. The school accepts no responsibility for purses, wallets, watches or earrings lost or damaged in school.

If mobile phones are brought into school we cannot take any responsibility should they be mislaid. A mobile phone contract will need to be completed by parents and carers before a phone is brought to school. Any mobile phone which is brought into school should be placed in the lock box in their year area at the beginning of the day. Children can collect their phone from the Head of Year at the end of the day. Use of mobile phones by pupils on the school site are considered an e-safety breach and taken very seriously by the school. No other valuable items should be brought into school ie, electronic games, ipods etc.

Lost Property

When clothing or property is lost, the pupils should notify a teacher as soon as the loss is noticed. Every effort will then be made to recover the property. This task is made much easier if **ALL** property is clearly labelled with the child's name. However, we cannot accept responsibility for the loss of clothing, jewellery or anything brought into school.

The lost property is available for children to look through when they notice they are missing something and on the last week of each half term all lost property will be available in the School Reception Area for Parents/ Carers to look through. At the end of each half term we send any unnamed/unclaimed items to a charity shop as we do not have the facilities to store large amounts of unclaimed lost property.

Items which come into lost property will be returned to the child, provided that these items have been **clearly named**.

Educational Visits

The Head teacher and staff regard educational visits as playing a crucial role in enhancing the education of the children, and visits are organised each year which support the curriculum.

In order to cover the cost of educational visits, it is necessary for us to ask for voluntary contributions from parents. The school would not be able to provide these opportunities without this.

There is no obligation for parents to contribute and no pupil in the group may be excluded if his/her parents decline to do so. However, school budgets cannot always afford to fund educational visits. Thus, for visits to go ahead, we sometimes need parental support. A fuller statement on charging policy is available on the school website.



Extra-curricular Activities

Pupils enjoy the opportunity to get involved in a wide range of extra-curricular activities. Many clubs take place during lunchtimes, others take place after school. A list of clubs which are operating is circulated during the Autumn term and will also be available on the school website. Clubs may change throughout the year to provide a wide variety of opportunities.

Pupils have the opportunity to compete in sporting activities, either inter-house matches or against other schools. The culmination of the school sporting diary is Sports Day towards the end of the Summer Term. Parents are encouraged to come along to support all extra-curricular sporting activities.

We aim to offer every child the opportunity to participate in a residential visit during Year 5, Year 6 and Year 7.

Pupils also have the opportunity to take part in performances in Dance, Drama or Music to which parents are invited. For some of these events it is necessary to charge an entrance fee, which is used to cover the costs of production.

School offers peripatetic music lessons supplied by Severn Arts and a range of private music teachers. Further information is available from the school office.

PE & Games



PE and Games at St Nicholas C E Middle School gives your child a brilliant opportunity to take part in a variety of sports and physical activities. We consider that it is important to promote the education of the whole child; an area of which is organisational skills. With this in mind, we expect the children to have the appropriate kit for every PE and Games lesson. If, for any reason, your child does not have the appropriate kit we would encourage them to bring a letter from home to explain the reasons why.

We hope that your child will enjoy a fun and active time at St Nicholas C E Middle School which will lead onto a lifelong enjoyment of sport and fitness.

We take part in many extra-curricular sporting activities and the children have access to rich opportunities.

Pupils' Stationery

Although the school has limited stocks of writing implements, we would ask that all pupils equip themselves with the following stationery:

- Appropriate pencil case
- 2 rollerball/fountain pens (blue ink)
- Dark Purple Pen
- Pencil
- 30cm ruler
- Rubber
- Sharpener
- Protractor
- Highlighter
- Whiteboard pen (and rubber if possible, jaycloth works just as well!)
- Glue stick



St Nicholas C of E Middle School Uniform



All Children are required to wear our school uniform. All uniform is available from either Kitz UK, Malvern <http://kitz.uk.co.uk/> or The School Shop, Evesham <https://www.theschoolshopuk.co.uk/>. These will be on display at the New Parents' evening. You can also purchase generic uniform items from most sports shops, supermarkets or large department stores. Traditional & clip on school ties are available to buy from the school office.

Boys

Trousers or shorts	-	Dark grey or black tailored school trousers
Shirt	-	Plain pale blue
Pullover	-	Navy blue sweatshirt with logo
School Tie	-	Red with grey stripe available from the school office
Socks	-	Grey or black
Shoes	-	Black or brown school shoes, lace-up, Velcro or buckle



Girls

Trousers	-	Plain navy blue or black, tailored school trousers
Skirt/Culottes-	-	Plain navy blue, standard length
Shirt	-	Plain pale blue
Pullover/cardigan	-	Navy blue with logo
School Tie	-	Red with grey stripe available from the school office
Socks	-	White, black or navy blue or navy tights
Shoes	-	Black or brown school shoes, lace-up, Velcro or buckle - no "dolly style slip-ons"

Summer Term

- Girls may wear summer dresses - pale blue and white check with or without collar - traditional school style.
- Girls may wear blouses. Boys may wear short sleeved shirts or roll up sleeves **tidily**.

General

1. Hair should be neat and tidy. Long hair should be tied back for safety and hygiene reasons.
2. Shirts and blouses should be kept tucked in (all year) and tidy.
3. One pair of stud earrings may be worn at the child's own risk, one in each ear. No other jewellery should be worn.
4. Year 5 children will need an old clean shirt or apron to protect clothing in Art & DT classes.

It is absolutely essential that every item of children's clothing is named.

St Nicholas Middle School PE and Games Kit

Your child will need the following items for their lessons:

- Navy and White Rugby Shirt with logo
- Navy Blue Polo Shirt
- Blue Sports Shorts
- House Coloured Socks
- White Sports Socks (Summer Term Only)
- Navy Blue Jogging Bottoms (Optional)
- Navy Blue Sports Leggings (Optional)
- Sports Trainers
- Football Boots
- Shin Pads
- Gum Shield



Items are available from most sports shops, supermarkets or large department stores. However, the Logo Rugby Shirts are available from either Kitz UK, Malvern <http://kitz.uk.co.uk/> or The School Shop, Evesham <https://www.theschoolshopuk.co.uk/>, these will be on display at New Parents' evening.

General

1. For Gym/Dance all children work in bare feet, but if anyone has athlete's foot/verruca's they must wear soft plimsolls.
2. Plain Swimming costume / Trunks if taking swimming lessons in Year 5.
3. Watches should not be worn for any physical activities
4. It is the responsibility of the child to look after their own watches and earrings. There is a 'valuables box' into which the children can place their belongings during PE/Games
5. Earrings should not be worn during any physical activities. Where this is unavoidable plasters should be brought into the school **by the child** to cover the studs.

It is absolutely essential that every item of children's clothing is named.

A kit check will take place during your child's first PE lesson in September. We would, therefore, ask that your child brings their full kit into school on the first day of term in September.

If you are in receipt of free school meals and need assistance purchasing school uniform please speak to the Federation Head Teacher.

Absence from school

The school considers that all absences from school are disruptive to a child's education. Absences should be kept to a minimum in order to maximise children's potential. Parents are asked to notify the school, either in writing, by telephone or e-mail, of any absence known in advance. Request forms for leave of absence during term time are available from the school office. These should be completed and returned to the office 6 weeks in advance.

The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Executive Head teacher will decide if there are exceptional circumstances.

If a child has a medical or dental appointment during the school day, please inform the school in writing, by e-mail or telephone. For reasons of safety, no child will be allowed out of school without prior arrangement and without being collected by a parent or carer.

Parents are asked to inform the school of reasons for absence through illness on the first day of the absence, before 9.30am. This can be done by message, telephone or e-mail. We will follow up any unexplained absences by telephone after 9.30am. This is essential as we are now required to distinguish between 'authorised absences' and 'truancy'. Truancy is defined as absence from school without authorisation or explanation. Any sustained poor attendance or prolonged and unexplained absence will be followed up by the Education Investigation Service.

Change in Personal Details

Parents are asked to verify a Data Checking Sheet before their child starts school. This gives details about the children and emergency contacts.

Any change in these details (address, telephone number, parents' place of work etc.) should be notified to the school as soon as possible. **It is essential that you inform us immediately of any changes.**

We make full use of email and text messaging services to enable us to communicate with you using these communications, please keep us up-to-date with your current mobile phone number and email address.

Messages

To keep interruptions to lessons to a minimum, parents are requested to ensure that any arrangements necessary are made before the child comes to school. It can be difficult to pass messages onto pupils during the school day, it interrupts lessons and is particularly difficult if they are participating in outdoor games.

Medical

Parents are asked to inform the school, in writing, of any relevant medical details which may affect their child at school. Where the condition is significant, an individual care plan will be drawn up involving all parties, eg parents, medical professionals and school staff.

Administration of Medicine in School - The School will not give your child medication unless you complete and sign the Administration of Medicine in School form and the Health Care/ First Aid Lead has agreed that the school's First Aiders can administer the medication. There is a strict protocol regarding this which must be followed.

The school will only administer medications prescribed by a GP, and carrying a pharmacist label, when dosages mean medicine is required during the school day. (Whenever possible, medicines should be administered by Parents/ Carers outside school hours.)

It is the responsibility of the child to remember about their medicine.

No member of school staff will provide medicines of any kind to a child without an agreement in place.

Asthma - Parents/ Carers should complete the school's Asthma Registration Form. Children should keep asthma inhalers with them in case of urgent need. A spacer is available for use during an asthma attack.

Children who fall ill during the school day and are too ill to remain in class will be sent to the medical room. If no improvement is made parents/carers will be contacted and asked to collect them. If parents/carers are unavailable, children will remain in the medical room and will be monitored by office staff. For further information please see our Procedures for Handling and Administering Medicines in School document on the school website.

Newsletters

The school produces half termly newsletters to keep parents informed about various aspects of school life. They are circulated to all parents via email and also available on the school website.

Procedures for parents to contact school

We believe that children's education can be greatly enhanced through an open, and mutually supportive partnership between the school and parents. As we are dealing with your child's future it is important that you have the opportunity to talk to us about the work of the school. If parents have any problem or concern about any school issue, they should not hesitate to contact us. Initially this should be through the class teacher who can be contacted via the school office.

The Head teacher welcomes parental contact by letter, e-mail, telephone or in person. If you should wish to come and see us, it is helpful to arrange an appointment.

Parents' Evenings and Reports

Parents and Carers will have the opportunity to discuss their child's progress with class and/or subject teachers during each academic year through scheduled parental consultation evenings. Parents' Evenings operate on an online booking system using the link from the Federation website.

A report on each pupil will be issued during the Summer term. Reports provide parents with both details of their child's progress at school during the relevant academic year, and details of the work studied. It will also highlight any areas for development. In Year 6 the pupils will also receive a report of their Statutory Assessment Test results.

Pinvin Federation Friends Group

The Federation has a very active 'Friends' Association. This association furthers the close links between the staff, parents and the community. It also performs a tremendous service in raising money through various fund raising social events. This money is used to purchase equipment and facilities for the benefit of the children, equipment which would not normally be provided by the Education Authority.

The 'Friends' have their Annual General Meeting in September. Committee members are elected and parents representing children from all the catchment villages are encouraged to become members of the 'Friends' Committee. It is appreciated that it may not be possible to commit to being a committee member but there is a very active 'helpers' group who become involved for specific events. If you feel you would like to be involved at either level, please contact the School Office. The 'Friends' committee meets 4 times a year and is a valued support to the school.

Many varied social and fund-raising activities are organized by the Committee each year, including termly discos which all pupils can attend. There is also the ever popular Chocolate Bingo, School Bake Sales, a Quiz, and Pinvin's Got Talent. All parents with a child at the school are automatically members of the 'Friends' and are urged to take an active role and to support the Association's activities. New fundraising ideas are always welcome.

In the past 'Friends' have also purchased the new outdoor play and sports equipment, kitted out the new Library with furniture, IT equipment and other items, funded our reward scheme for epraise and purchased Gazebos for Sports Day shade.

In addition the 'Friends' also support the school by lending a helping hand on trips and serving refreshments at events etc.

Why not join and influence what opportunities your child has in school?