

Cheriton

PRIMARY SCHOOL



Prospectus



CHERITON SCHOOL

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HEADTEACHER: Mr Andrew Goldsworthy



Dear parents and carers,

It is a great pleasure to welcome you and your child to Cheriton Primary School. We hope that this prospectus will provide a flavour of our school and answers any initial questions that you may have.

We firmly believe that the caring, family ethos of our school provides a very special environment in which all children can flourish. Strong relationships between home and school are fundamental in this and we look forward to building an active partnership with you throughout your child's time with us.

It is our aim to ensure that the character of our school comes through the curriculum and, to this end, children will be engaged in the joy of discovery, in solving problems and in developing independence as learners from the Early Years onwards. From this foundation, the highest standards of achievement can go hand in hand with creativity and enjoyment.

New parents are most welcome to visit in order to gain a fuller impression of the character and atmosphere of our school. Children who are starting school will have several opportunities to become acquainted with their new teacher, through visits to school and their teacher visiting them at home.

Should you have any further questions or concerns, we would be more than happy to discuss these. We look forward to sharing in your child's education in the future.

Yours sincerely,

A Goldsworthy

CHERITON SCHOOL PROSPECTUS
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THE SCHOOL

“The greatest asset of the school is the quality of the curriculum. Staff carefully consider how to make meaningful links between subjects and develop their skills through a carefully planned sequence of learning activities”

OFSTED May 2019

THE LOCATION

Cheriton Primary School is situated in the centre of the beautiful village of Cheriton. Winchester is within six miles, Alton and Petersfield are both about twelve miles away and Alresford is two miles away. The school's catchment area is predominantly rural and includes the villages of Beauworth, Bramdean, Hinton Ampner, Kilmeston, Tichborne and Cheriton. It is well known locally as a very popular and successful village school. See page 7 for details regarding admissions.

THE SITE

The original Victorian building, dating from 1875, underwent major remodelling in 1986 when it was split into two levels to provide facilities for 80 children and staff. Further developments from 1999 resulted in the construction of two additional classrooms and a new multi-purpose hall which increased our capacity to 105 pupils. New office accommodation was built in 2005 enabling a 'quiet room' to be added to the teaching area. In the summer of 2012 our playground was extended and refurbished, more than doubling the play area for the children and improving our on-site sport provision.

“The new playground is a lot better because there is more space to play with your friends.” Yr 3 Pupil

THE STAFF

In addition to the Headteacher, there is normally the equivalent of four fulltime teachers. All teachers carry responsibility for at least one area of the curriculum and each class have access to a teaching assistant.

“The collaboration, clear thinking and creativity of staff ensure that pupils learn, remember and make connections in their learning, adding greatly to their thirst for knowledge and debate.”

OFSTED May 2019

“The thing I love most about Cheriton School is that all the teachers are kind and helpful to every child in the school.” Yr 6 Pupil

OFSTED

The last full OFSTED inspection of the School was during 2008. The school was judged to be **Outstanding**. An Interim Assessment was carried out by OFSTED in January 2011 and our outstanding performance was judged to be sustained.

In May 2019, the school underwent a 2 day No formal designation inspection which we were delighted to have confirm that, **“The overall effectiveness of the school remains outstanding.”**

OUR AIMS

The village of Cheriton is known as the source of the River Itchen which then flows across Hampshire, via the city of Winchester and onwards, through Southampton, to the sea. At Cheriton Primary School we seek to be the source of learning opportunities which will help to set our children on a course for a fulfilling and rewarding future.

We seek to develop, alongside the local community and other stakeholders:

- An environment and culture, based on respect, where children feel safe and valued; where they can take risks, develop a positive mind-set and where they grow in self-confidence.
- A curriculum which is relevant, challenging and engaging and which cultivates the key skills of communication, mathematics, enquiry and creativity. It should also develop the children's spirituality through the consideration of their relationship with themselves, others, the world and the intangible.
- Life-long lovers of learning who are resilient, resourceful, reflective and who form productive relationships to support their learning.
- The children's understanding of their social responsibility, of equality and tolerance within the many communities in which they live as well as the need to live in a sustainable way and be net contributors to society.
- Individuals who make informed choices to lead a safe and healthy lifestyle.

ETHOS & VALUES

PASTORAL CARE

Within our happy and caring environment we aim to help the children develop positive self-respect and respect for others around them. We hope they will be sensible, considerate, honest, polite and helpful and that they will respect their own, the school's and other people's property. We encourage them to be responsible and a high standard of discipline is expected. In order to achieve these aims, we provide our pupils with caring, appropriate and knowledgeable support.

"When I hurt myself the teachers are very kind and make me feel better. I usually have an ice pack!" Yr 4 Pupil

Sanctions are rarely imposed but will be employed for consistent misbehaviour or unacceptable conduct. We are sure that parents will work with us in helping to develop these positive attitudes in their children's personal, social and emotional development. One way in which we foster this is through our home-school agreement.

Each year, the children discuss and agree rules that will help to make our school a happy place.

A copy of the school's Behaviour, Discipline and Bullying Policy is available in the School Office or can be found on the school website.

As outlined by the Education Authority, if it is deemed necessary to exclude a pupil from attendance at the school, the pupil's parents will have the right to make representations to the Governing Body if they consider the exclusion to be unreasonable. Parents may (on request) obtain a copy of the Procedure for Exclusion of Pupils from the school.

ADMISSION

AGE OF ADMISSION

It is the policy of Hampshire Education Authority that children may be admitted to school at the beginning of the academic year in which they are five and we fully support this policy. Parents are welcome to visit the school by making an appointment with the Headteacher. All new entrants and their parents are invited to the school on several occasions at the end of the summer term. The Foundation Year staff make home visits to establish a relationship with children and parents and also makes contact with the pre-schools attended by the children. Parents will be informed of admission arrangements by letter.

ADMISSION CRITERIA

Our catchment area includes parts of the civil parishes of Cheriton, Bramdean, Hinton Ampner, Kilmeston, Tichborne and Beauworth. A more detailed map of the school catchment area is available in the school office. If you are unsure about whether you are in our catchment area, please contact the 'Admissions Department' on 0845 6035623 or email admissions.team@hants.gov.uk .

We are happy to offer places to children from outside our catchment area if the school has spaces in the appropriate year group. Hampshire County Council will consider all applications received by the appropriate closing date in accordance with the stated priorities and parents will be notified of their decision. If a child is offered a place, parents are asked to let the Headteacher know as soon as possible whether they wish to accept or refuse. Otherwise children may have to be refused places unnecessarily. A full copy of the Admissions Policy is available in the School Office or can be found on the school website.

SECONDARY EDUCATION

Pupils transfer to secondary school at the beginning of the Autumn term following their eleventh birthday i.e. at the end of Year 6. Parents can apply for their child to be educated at any secondary school of their choice.

Our catchment area school is the Perins Community School, Alresford (Telephone 01962 734361).

THE SCHOOL DAY

THE SCHOOL HOURS

	Morning	Afternoon
Key Stage 1	09.00 - 10.30 then 10.50 – 12.00	1.15 - 2.50 then 3.00 - 3.30
Key Stage 2	09.00 - 10.50 then 11.10 – 12.15	1.15 - 2.20 then 2.30 - 3.30

HOURS WORKED

The total hours worked, excluding registration, lunch, breaks and daily acts of worship are:

Key Stage 1 (5 years - 7 years)	20 hours 50 minutes
Key Stage 2 (8 years - 11 years)	22 hours 5 minutes

Children are supervised on the back playground from 8.50am. Unless it is wet children remain on the playground until the bell rings at 9.00am. Teachers are in their classrooms at this time preparing for the day. Please feel free to come into the school office if you have a brief message for your child's class teacher or if you wish to make an appointment for a longer discussion.

SCHOOL MEALS

School meals are provided for those children who require them. Choices of menu are available each day. Further information about the menu and the cost of school meals may be obtained from the School Office. Please inform the school of any special dietary requirements for your child. At present all children in Years R, 1 and 2 are provided with a free school lunch.

Children may bring their own packed lunch to school. It must be in a secure, labelled container. Drinks must be in an unbreakable container (not made of glass). Please do not send cans of fizzy drinks. There is water available. We actively support moves to promote healthy eating in school and free fruit is provided for KS1 children as a snack. When classes undertake a visit which means the children will be absent from school over the lunchtime period, packed lunches can be provided by the school cook at the normal cost of a school meal.

Some parents may be eligible to claim **free school meals** and this could mean that the school will receive additional funding to support children's learning known as Pupil Premium.

The criteria for eligibility is where parents/guardians are in receipt of one or more of the following benefits:

Income Support

Income-based Job Seekers' Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

the Guaranteed element of State Pension Credit

Child Tax Credit, provided you are not also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

All Universal Credit claimants are currently eligible for education benefits'.

COLLECTING YOUR CHILD FROM SCHOOL

When meeting your child after school, please be prompt. If you are unable to come or different arrangements have been made, for the safety of your child, please telephone or send a written note informing either the class teacher or the school Administrative Officer.

If you collect your child from school during the day for an appointment with the doctor or dentist, please come to the School Office before going to your child's classroom, in order that our register can be amended. No child will be allowed to leave school unless collected by a parent or a responsible adult, and the school has been notified in writing, by telephone or email.

THE CURRICULUM & RELATED MATTERS

“They (the pupils) learn about and understand attributes and values such as tolerance, respect and democracy. For example, in assembly, pupils discussed the merits of democracy and considered the voting rights of women and the poor in different parts of the world. Pupils’ considerate approach, strong ethical understanding and respect for others contribute considerably to the strong moral compass which helps to guide their actions.”

OFSTED May 2019

TEACHING ORGANISATION

Children are grouped into mixed ability classes and are vertically grouped i.e. contain children of different year groups. Because children spend between six and seven years in this school, they will spend approximately two years in each class. These mixed year classes work on a two year planning cycle. There will, of course, be no question of the child ‘repeating’ work. All teachers in the school plan their work in such a way that learning is targeted to a child's individual needs.

“I enjoy history because my teacher makes it really interesting.” Yr 6 Pupil

Groupings within the class will depend upon a variety of factors including: the work being undertaken; the abilities of the children and interests and friendships. The groupings may vary from day to day and during each day.

In our Reception class, the curriculum is designed to provide the requirements of the statutory framework for the early years foundation stage. There are three areas which are particularly important for building a foundation for igniting children’s curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development

Our Early Years curriculum also supports children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Every child is seen as a unique individual, and we aim to help your child to develop their skills and

abilities from the stage they have reached on entry to our school. We meet with local pre-school nurseries and playgroups to ensure that records are passed on and that there is a degree of continuity across the Early Year's curriculum. Cheriton School's Early Years' Policy is available in the School Office or can be found on the school website.

www.cheriton.hants.sch.uk

THE NATIONAL CURRICULUM

For children from Year 1 onwards, The National Curriculum consists of nine subjects. The 'core' subjects are: English, mathematics and science. The other foundation subjects are: art, music, geography, history, design and technology, religious education, physical education, computing and modern foreign language (KS2).

The National Curriculum has two main aims:

1. The school curriculum should aim to provide opportunities for all pupils to learn and to achieve.
2. The school curriculum should aim to promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life.

All children are given opportunities to be involved in active learning with plenty of real experiences and discussions. A sense of purpose, enjoyment, interest and confidence are all promoted by the work we do in school.

At Cheriton, we place a strong emphasis on developing the core skills of English and mathematics. We do however place this emphasis within a broad and balanced curriculum covering all the subjects and aspects of the Early Years and Primary Curriculum, which we offer to all our pupils.

There are useful links on the school website, www.cheriton.hants.sch.uk to keep parents informed about the curriculum.

Foundation Stage – the school year in which your child is five years old.

Key Stage 1 – sometimes called the Infants - five to seven year olds.

Key Stage 2 – sometimes called the Juniors - seven to 11 year olds.

Homework is a partnership between home and school and parents are encouraged to contribute to their child's development. School set homework is carefully planned and structured to support your child's learning and stage of development. The main focus of planned homework is on literacy and numeracy. Other subjects are added to the homework as children move up the school. A full version of the Homework Policy is available in school or can be found on the school website.

Inclusion – Cheriton is committed to being all ability and fully inclusive school and all children, including those with Special Educational Needs, are welcome. Our accessibility plan is reviewed annually and teachers constantly monitor the educational, emotional and physical needs of each child. In this way any need experienced by a pupil can be identified and resolved quickly. We aim to promote equality of opportunity between disabled persons and other persons. We do have a number of site restrictions which will affect our ability to take children with certain disabilities so please contact us to discuss your child's individual requirements. A copy of our SEN Policy and our Accessibility Plan is available on our website or through the school office.

Children's special educational needs are met through a combination of expertise involving parents, the class teacher and support staff, the special educational needs co-ordinator and assistants, the children themselves and external agencies, such as the Educational Psychology Service, speech therapists, physiotherapists and SEN advisors

Sports and Games are offered as part of our PE curriculum and as co-curricular activities. Gymnastics, small apparatus skills and team games are taught. The school has a good-sized hall and a hard play area. During the spring and summer terms, the village recreation grounds and village tennis courts are used regularly for games and sports. In the spring term, all children in Key Stage 2 have weekly swimming lessons. The school offers a variety of co-curricular sporting activities. The school competes against other local schools in football, netball and cricket tournaments and in the district athletics meeting.

Music is enjoyed by everyone at the school and we hold regular concerts. As well as the planned weekly lessons, children in Key Stage 2 may learn the recorder, join the school choir or school orchestra. Private lessons are available for woodwind, string, piano and drums.

“I enjoy playing in the orchestra because there is always a song you like.” Yr 6 Pupil

Religious Education follows the Hampshire Agreed Syllabus. A copy of this is available in the web site or through school office. There is an assembly with an act of collective worship every day. We hope that all children will take part in all religious education activities and attend assemblies. We do however recognise that some parents might wish to withdraw their children. Any parent who wishes to take this action should make a relevant, written request notifying the Headteacher and, where appropriate, discuss the issues involved. Our Collective Worship Policy is available at the school office or on the website.

Relationships & Sex Education is an integral part of Health Education and will be presented in the context of caring relationships and of respect for others and self. The process of reproduction in animals and plants will obviously feature in project work undertaken at all stages of children’s schooling. A full version of the Governing Body’s Policy for Relationships and Sex Education is available from the school on request. Parents have the right to withdraw their children from Relationships and Sex Education provided at school where the content delivered is beyond the requirements of the National Curriculum. Where any parent chooses to exercise this right, they will be offered information on Sex and Relationships Education for use at home. Our Relationships and Sex Education Policy is available at the school office or on the website.

Educational Offsite Visits are planned for all classes to enrich the curriculum and widen the children’s knowledge and understanding of the world around them. These can include day visits to farms, museums, wildlife centres, theatres etc. and also a residential experience for the older children in Years 5 & 6. When arrangements are made for children to leave the school site, parents will be given details in advance and asked for their consent. The Local Authority has automatic insurance cover for all off-site activities. A copy of the insurance certificate is available on request. The school budget does not extend to funding these valuable out-of-school experiences and we are not allowed by law to charge for these activities. We do however ask parents if they would make a voluntary contribution to cover the costs involved. Should insufficient funds be provided through these voluntary contributions, a trip may need to be cancelled.



“Everyone looks forward to the residential week away and we have an amazing time.” Yr 6 Pupil

EXTRA-CURRICULAR ACTIVITIES

Children can choose to take part in a range of co-curricular activities some of which incur a fee to

cover the cost of coaching/tuition.

- A variety of after school sport clubs run throughout the year.
- We have a very active school choir and school orchestra.
- Individual music tuition.
- A Judo Club.
- Cookery Club
- Netball Club
- Football Club
- Touch Rugby Club
- Our French Club is organised and run by a parent. It introduces the children to speaking the French language and is open to children throughout the school.
- Official cycling proficiency courses operate for children of 10 years and older.
- Before and After School club.

HEALTH, SAFETY & WELFARE

The school aims to provide (as far as is reasonably practical) a safe and healthy environment for children, staff and other users of the premises. Staff and governors take all reasonable steps to meet this responsibility and expect appropriate support from children, parents and visitors.

All staff receive training on basic First Aid. A full copy of the school's Health and Safety Policy is available from the School Office or on the website. The following details are particularly relevant to parents.

This school and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We ensure that all our recruitment and selection practices reflect this commitment. All employees and volunteers will be subject to Criminal Records Bureau checks along with other relevant employment checks.

In the interests of security, all visitors to the school must report to the School Office and wear a badge whilst on the premises.

SCHOOL HEALTH SERVICE

The School Nurse visits the school regularly. You will be informed if they wish to see your child and you may be present during the consultation. Requests by parents for appointments to see the School Nurse can be arranged through the school. Children are screened during their early terms at school.

MEDICINES

If your child is taking prescription medication during the school day arrangements can be made to administer it. The Office Staff should be advised and any such medicines should be brought to the School Office by the parent, clearly labelled with the child's name and details of the dosage, time etc. The school will require a note from a G.P. where parents request on-going administration of non-prescription medicines.

Children with asthma inhalers should be responsible for these themselves as soon as the child is responsible enough to do so. Alternatively they may be held in the class room.

If your child is unwell they should not attend school, and parents are required to inform the School Office on the first morning of absence as early as possible. We also require a written explanation

and are happy to receive this by email.

ACCIDENTS

In accordance with medical advice, if children have minor falls in the playground resulting in cuts and grazes, wounds are cleaned with water and a plaster is applied when necessary. We expect parents to remove the plaster and examine the wound when the child goes home that evening. In event of a more serious injury, or illness, we will contact you so that the child can be taken for medical treatment. If necessary or if a child loses consciousness, an ambulance will be called and you will be notified. If you are unable to get to the school before the ambulance departs, an adult from school will accompany the child.

It is vital that we have telephone numbers for parents or carers we can contact in the event of an emergency. Please inform the Office Staff of any change of address, telephone number or changes in the medical conditions of your child.

SCHOOL UNIFORM AND EQUIPMENT

If children wear school colours they feel a sense of identity with the school which helps to encourage a community spirit. By tradition, the school colours are green and grey and children are strongly encouraged to wear them. The style of clothing should be appropriate for school wear and to the age of the child at the ultimate discretion of the Headteacher. Our Uniform Policy is available from the School Office or on our website.

Uniform:

There is no requirement for children to wear uniform displaying the school's badge but these are available to be purchased via the school office.

Grey trousers, skirt or pinafore
White shirt/blouse
Bottle green jumper, school sweatshirt, cardigan or fleece
Appropriate colour socks or tights
Grey shorts
Green check dress

SHOES:

Lace up or bar shoes are most suitable – black or brown.
Training shoes, sandals with open toes or heels and shoes with high heels should not be worn, in the interest of safety.

GAMES KIT:

School T-shirt, green shorts, white socks, trainers/gym shoes and green or grey tracksuit, kit bag.
Swimming kit it required in Key Stage 2.

EXTRA ITEMS:

A painting overall for art/crafts lessons (e.g. an old shirt – adult size)
School caps or appropriate sun hats for hot weather
Shower proof fleece jackets

For current information on sources of supply, please contact the School Administrative Officer.

All articles of uniform and sports clothes should be clearly marked with your child's name. If you have any difficulty in providing your child with essential items of clothing or footwear a limited amount of financial assistance may be available depending upon your income. Please contact the School Office or the Divisional Education Office for details. School sweatshirts, games kit, etc are available from the School Office.

TRAVEL

TO AND FROM SCHOOL

If this is the designated school for your home address, your child qualifies for free school transport if your address is more than the following distances from the school, measured by the shortest practicable walking route.

Foundation (from age 5), Yr 1 and Yr 2	2 miles
Yrs 3, 4, 5 and 6	3 miles

Special circumstances can mean that children living closer to the school than these distances are given discretionary transport places.

Our rural catchment area is served by school bus. Please discuss transport with the Administrative Officer or Headteacher if you think your child is eligible.

SCHOOL TRIPS

It is the school's policy to transport classes of children by coach for trips and sporting fixtures, one child to one seat, and to use vehicles with seat-belts at all times.

Occasionally smaller groups of children go off-site for sporting fixtures or small group visits. If a mini bus is hired it is always of a type with forward facing seats and seat-belts. Parents are occasionally asked to help with transport for sporting fixtures and are asked to complete a form confirming they have adequate insurance and have been DBS checked. Children must wear a seat-belt in the car and no child, other than the driver's own, occupies the front seat. Following the Local Educational Authority's guidelines for off-site activities, you will always be given advance notice of trips and the intended transport arrangements.

CAR PARKING/ACCESS TO THE SCHOOL

The unique geography of the school site presents problems for parents setting down and picking up children by car. We ask your co-operation in ensuring that the yellow zigzag lines are kept clear at all times and that cars are not driven over the bridge to drop off or collect children from outside the gates. Parents are asked to park thoughtfully when transporting their children. Double parking is very dangerous and should be avoided. The roads around the school are busy with traffic and parents and children are reminded to take care when entering or leaving the school on foot.

Disabled visitors should be aware of the restricted car parking provision. Visitors with special access requirements should contact the school in advance of their visit to agree access arrangements.

LINKS

COMMUNICATION WITH PARENTS

Strong links between home and school are critical to successful educational progress. Parents are always welcome at school to discuss their child's progress with the Headteacher or Class Teacher. Please call in or telephone, to make an appointment on 01962 771278.

You will receive an annual written report on your child's progress during the summer term. There are also two formal parents' consultation evenings held during the year when you may make an appointment with your child's class teacher to look at their work and discuss their progress. The school may also contact you if it is felt a meeting between parents and the school may benefit your child.

We welcome any help that parents or any members of the community may be willing to offer but a DBS check will be required. If you have a skill or some spare time you would like to give to the school, please let us know. Amongst the many ways in which parents can help are library work, music, cooking, sewing, discussion groups, reading, giving help with tables, making work cards, craftwork, with computers etc. Regular fortnightly newsletters from the school keep you up to date with activities in the school and community; these are sent out on a Friday. Please feel free to ask for items to be included should you feel they will be of interest to other parents but we cannot advertise products or services which are not of direct benefit to the children due to GDPR.

FRIENDS OF CHERITON SCHOOL

Every parent automatically becomes a member of the Friends of Cheriton School and is actively encouraged to participate in the organisation. The Friends' committee organises social as well as fund raising activities and provides valuable support to many of our school and village functions.

Activities organised by The Friends of Cheriton School have included barbecues, quiz nights, dances, Christmas and Summer fayres, sponsored events and end-of-year picnic parties.

LIAISON BETWEEN SCHOOLS

Cheriton is part of a Pyramid Group of local Primary Schools. Ropley, Sun Hill Junior, Sun Hill Infants, Four Marks, Preston Candover and Perins are known as its Partnership Schools. Headteachers, staff and governors within the Pyramid Group meet regularly to discuss policy and continuity and children participate in joint activities such as music projects and sporting events.

LINKS WITH THE COMMUNITY

The School is a vital and thriving feature of the local community. We join actively in many parish and village functions, including the annual fetes. There is a strong link with the local church and special services are held throughout the year. Our Community Cohesion Policy is available at the

school office or on the website.



OUR GOVERNING BODY

“Governors are skilled, analytical and curious. They have worked hard in recent years to review their systems, forging strong links with other governing bodies and the local authority to aid this process.”

OFSTED May 2019

Cheriton Primary School has an enthusiastic Governing Body that works closely with the Headteacher and staff in order to achieve the School’s aims. The Governing Body consists of up to 12 people who work as a team. Our Governing body is made up of a mixture of community governors, staff governors and parent governors and its members meet at least twice a term. The work of the Governing Body is undertaken by key committees that meet regularly and report back to the full governing body. The current chair of Governors is Mr Simon Murfitt and he can be contacted via the school office.

OTHER INFORMATION

CHARGING POLICY

The Governing Body reserves the right to charge for any non statutory activities undertaken by the pupils, or involving the use of the premises and grounds, including extra curricular activities, peripatetic teaching and other support.

PARENTAL ACCESS TO A CHILD’S SCHOOL RECORD

There are two types of record on children in school. First, it is important that the school has the facts concerning the child, e.g. who he/she is, how, where he/she lives and who has parental responsibility for him/her.

Second, teachers need to record how and what each child has learned so that they can monitor how children progress as they go through the school, keep parents informed and pass relevant information to subsequent schools.

The school complies with the Data Protection Act and the Freedom of Information Act.

Parents may ask to read their child's school records, but it will probably be more helpful if progress is discussed with the child's teacher(s) when fuller information can be given.

COMPLAINTS

Hampshire County Council hopes and believes that full discussion will normally enable any complaints to be resolved informally by the staff of the school, but guidance on making a complaint available at the school office or on the website.

POLICIES AND ADDITIONAL INFORMATION

Many School Policies are available on the school website www.cheriton.hants.sch.uk.

DISCLAIMER

The information in this prospectus was correct at the time of going to press but Governmental legislation, Hampshire County Council Policy and the particular circumstances of the school might create the need for some organisational changes and adjustment of policy.