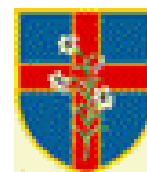


# Aston St Mary's Church of England (Voluntary Aided) Primary School



## PROSPECTUS 2010 - 2011

School Lane  
Aston  
Near Stevenage  
Herts  
SG2 7HA  
Email: [admin@astonmarys.herts.sch.uk](mailto:admin@astonmarys.herts.sch.uk)  
Telephone/Fax: 01438 880212

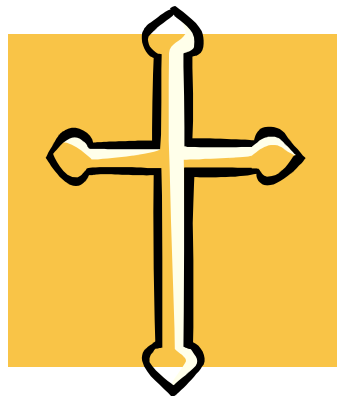


*working in partnership to promote  
excellence in teacher education*



## Our Aims

- To enable an understanding of Christian values in an environment where we are confident and feel that we belong
- To feel safe and secure in all we do, whilst being prepared for change
- To have fun whilst learning and to reach our full potential
- To value what we already have and to help others in all we do
- To have a healthy balance in all areas of our lives



Welcome to Aston St Mary's Church of England Primary School. Our school has a unique family atmosphere where every child's security, happiness and attainment really matter.

We work hard to create and sustain a warm, welcoming and caring atmosphere within which staff, pupils, their families and visitors to the school feel accepted and secure. Our very positive and inclusive ethos is characterised by excellent relationships within school and between the school and each child's home. We want everyone who works in, or visits our school, to enjoy the experience and to feel the satisfaction of making a positive and valued contribution.

At Aston St Mary's School we believe that all adults and children who enter our school have equal worth. We believe that education is a partnership between all staff, governors, parents and pupils and that it is at its most effective when there is close co-operation between home and school. We aim to develop the whole child in a caring, stimulating, well-ordered environment. We encourage our pupils to achieve success by aiming high and developing their talents in a climate where achievements are recognised and contributions valued and shared.

Our pupils are proud to attend Aston St Mary's and this is reflected in high standards of work, behaviour and appearance. Our teaching and support staff are committed and talented educationalists, who continue to strive for the best for all of our pupils. They collectively ensure that Aston St Mary's is a happy, hard working learning community. We all enjoy working here and we hope that your child will enjoy their education with us. We strive to provide an environment which enables children to achieve high academic standards, to develop an understanding of self and others and to care about the world in which they live. Thank you for sharing your child with us, and we hope that together we will create happiness, success and fulfillment.

Mrs Lynne Williams

Acting Head teachers

Mrs Margaret Gibbs

Our school is situated in the small village of Aston, yet within walking distance of the south eastern edge of Stevenage. It is from here that many of our families walk daily along the beautiful field footpath.



The school is located in an idyllic setting surrounded by fields and parkland and has extensive grounds of its own. These include a newly developed section for the Foundation Stage outdoor learning area, a trim trail and a large field for sports and summer play. We take full advantage of the proximity of the open countryside and the variety of historical buildings within our village and include these in our curricular enrichment whenever possible.

We have strong links with our village community and especially with Aston St Mary's church where services are regularly held for the pupils and their families. The present school building was opened in the 1960s and has since benefited from several extensions and improvements which have included a soundfield system to enhance listening throughout the building, a wireless computer network with a bank of laptop computers and interactive whiteboards in all classrooms. The school library was redesigned and restocked in 2009 and there is a planned rolling programme of refurbishment for all the classrooms.



Most recently a new pitched roof has been erected which has vastly improved both the interior and the exterior appearance of the school.

## Our School Staff

Some of our staff looking 'spotty' on Children in Need day.



### Acting Head teachers

Mrs Lynne Williams  
Mrs Margaret Gibbs

Maths, Assessment, H&S, CPD  
Y2 , Literacy, Special Educational  
Needs

### Teachers

Mrs Hilary Ward  
Miss Katrina Drew  
Mrs Sally Crowley  
Mrs Tracy Plester  
Mrs Lianne Holmes

Y2  
Foundation Stage, ICT  
Year 1, Music and DT  
Year 3, Art, RE & Collective Worship

Mrs Gemma  
Potterton  
Mrs Jenny Dean  
Mrs Barbara Swann

Year 4, Science and PE  
Year 5/6 Geography  
Year 5/6, PSHE, History and  
Geography

### Learning Support Assistants (also Midday Supervisory As- sistants)

Mrs Vanessa Evans  
Mrs Sue Lyme  
Mrs Pam Cook  
Mrs Beryl Brown

(Higher Level Teaching Assistant)  
Mrs Caroline Carter  
Mrs Amanda Jackson-Gardiner  
Mrs Michelle Ellis

### Office

Miss Carol Skull  
Miss Jo Berry  
Mrs Kim Woodhams

Office Manager  
Secretary

### School Meals

Miss Christine  
Wilding

Cook in Charge  
Catering Assistant

## Our School Governors



Mrs Jill Price	LEA Governor (Chair)
Mrs Lynne Williams	Acting Head teacher
Mrs Jennifer Meek	Clerk to Governors
Rev Vivienne Hathaway	Foundation Governor Ex Officio
Mrs Margaret Gibbs	Staff Governor
Miss Katrina Drew	Staff Governor
Mrs Vanessa Evans	Staff Governor
Mr George Lush	Foundation Governor (Parish Council representative)
Mrs Belinda Tee	Foundation Governor PCC
Mr Steve Sykes	Parent Governor
Mrs Christine Skipp	Foundation Governor PCC
Mrs Bethan Waters	Foundation Governor
Mr Dean Patient	Foundation Governor DBE
Mrs Heidi Rankine	Foundation Governor DBE
Mrs Joanne Mitchell	Parent Governor

The governing body meets twice a term to conduct the business of the school. The governors address all school matters including finance, premises, personnel and the curriculum. Governors represent parents, staff, the LEA, the local community and the church. Six of our current governors have children attending the school. The Chair of Governors, Mrs Jill Price, can be contacted through the school.

# Joining Us

## Admissions

Parents are very welcome to visit our school when considering seeking a place for their child and we are very happy to show them around. The school has a partnership agreement with the Aston Village Pre-School with whom we liaise closely. Some children also enter our school from other early years settings. In the event of there being more applicants than places in any one year, then the criteria shown in our Admissions Policy would be enforced. For details of these please see Appendix I.

## Visiting Our School

If you would like to visit us, please phone the school to arrange an appointment

## Starting School

Having accepted a place you will be invited to make two more short visits to the school. On the first occasion you will spend time with your child in the classroom so that you can meet the staff and the other children. On the second occasion your child will return to play in the classroom while you meet the Head teacher for coffee and an informal chat about starting school. You will also receive a Welcome Pack which will give you lots of helpful information.

The Foundation Stage teacher will visit you at home just before your child starts school to ensure that the settling in process goes as smoothly and happily as possible.

## Further On

Children are also helped to adjust to new classes and teachers as they progress through the school by a 'changeover day' at the end of the summer term, and by a 'welcome' meeting early in September where there is an opportunity to ask questions about changes in routines and expectations for the coming year.

Teachers also produce a plan of topics which will be covered during the year in each curriculum subject.



## Getting Here!

### By car

Parking in the roads around our school is limited. For this reason we stagger the start of the school day so that children may be dropped off from 8.45am. Cars may be parked during this period at the Village Hall and at the Rose and Crown Public House. Both of these car parks are just minutes away from the school.

### On foot

If you are coming from Stevenage there is a footpath from Poplars which starts opposite the Coopers Inn (accessed via the subway). A 'walking bus' is available from Sainsburys and your child can be escorted by helpers up this footpath to school (mornings only).

Our walking  
bus is fun!  
JoolsY4



### Attendance

Good attendance and punctuality is vital if children are to fully benefit from the opportunities which school offers them.

We show that we value this by awarding annual certificates for good attendance. To support this we ask you to

- Notify us by telephone on the first day of absence
- Send in a letter which explains the absence on your child's return to school

### Holidays

The school will not authorise holidays during term time.

### The School Day

Children enter classes	8.45 am - 8.55 am
Registration	8.55 am Registers close at 9.00am. Those arriving after 9.05 am will be marked absent for that session.
Morning Session	8.55 am – 12.00 noon
Afternoon Session	1.00 pm (Key Stage 2) or 1.15 pm (Foundation Stage and Key Stage 1) – 3.15 pm
Morning Break	10.45 am – 11.00 am

## Keeping Safe

### OFSTED 2010

***Pupils good behaviour contributes to their positive attitudes to learning and is reflected in their ability to stay safe throughout the school.”***

### Health and Safety

The health, safety and well being of your children are our first concern. In order to provide for this we ask you to:

- On starting school, complete a medical history form for your child
- Keep us up to date if there are changes to the above
- If your child has asthma, to supply an up-to-date, named inhaler to be kept in your child's book bag.
- Inform us if your child is suffering from any infectious or contagious diseases
- Comply with current advice relating to the above (see Appendix 2)

We will:

- Administer **prescribed** medicines only (not creams or drops) on completion of a form available from the school office.
- Contact you if your child becomes unwell during the school day.
- In an emergency administer first aid, and/or accompany your child to the nearest hospital

*The Governors have designated the whole of the school premises as a non-smoking area. This includes the playground. No dogs are allowed on school grounds, unless they are guide dogs.*

### Child Protection

The school has a duty, under Section 43 of the Child Protection Act 1989, to inform the Local Authority if any child is thought to be suffering significant harm. Such harm includes non-accidental injuries, physical neglect and sexual abuse. When assessing the need for such action, the child's best interests will be paramount.

### Equal Opportunities

We aim to develop the full potential of every child in our care. No child will be discriminated against on the grounds of race, religion, gender or disability. We positively encourage tolerance and understanding in our school community.

## Eating and Drinking

### Lunch Arrangements

We are very lucky to have excellent school dinners cooked on site. The majority of children and staff choose to eat these! Each term menus are sent out to families so that a choice may be made from one of three daily alternatives which include a vegetarian and a sandwich meal. These are ordered every morning to ensure that each child receives his/her favourite option.

Facilities are available for children to eat packed lunches under supervision. In line with our healthy eating policy we ask parents not to include sweets and fizzy drinks in packed lunches. Water is provided for all to drink at lunchtimes. Children choosing to bring a packed lunch are invited to join the rest of us for a school dinner on Wednesdays (roast dinner day) and 'Fun Day Friday'.

### Drinks and Snacks

Children are given sturdy personal water bottles (the initial bottle is free) so that they can drink water freely throughout the day. We encourage frequent water intake because this has been shown to have a positive impact on learning. In Foundation and Key Stage One children are given free fruit to eat mid-morning, through the NHS Fruit and Vegetables scheme. Milk may be ordered for this age group. In Key Stage Two children may bring fresh fruit or vegetables for morning break, but no other drinks or snacks are permitted.



“Eating school dinners gives my children a healthy, balanced diet and helps develop good eating habits.”  
Mrs A Bott (Parent)

### Payments

Dinner money should be paid in advance where possible, either half-termly by cheque made payable to Hertfordshire County Council or in cash on Monday mornings.

# What to Wear

## School Uniform

Our school colours are navy and pale blue. Uniform items bearing the school badge can be ordered via the school. A full list of the items which your child will need is attached, see Appendix 3. This includes PE kit, bags and other extra items available.



## Footwear

Please make sure your child wears suitable black shoes (trainers are for PE only). High heeled shoes must not be worn.

## Jewellery

No jewellery of any kind should be worn. Earrings, including studs, are not permitted.

## Hair

If hair is long enough to be tied back, please ensure that this is done.

*Please make sure every item of clothing is labeled with your child's name.*

# Behaviour

## OFSTED 2010

***“Good relationships between staff and pupils motivates pupils to learn and to do their best.”***

At Aston St Mary’s School we aim to establish a positive ethos and strong relationships as the basis for every child to be successful and to build their self esteem.

### **Rules**

Each class devises their own set of rules which are used as a standard of behaviour.

### **Rewards**

Staff give merits for good behaviour, effort and achievement. ‘Stamps’ are collected on a card, and when this is full a certificate is presented in assembly. Teachers sometimes award ‘Shining Stars’ to pupils for particular achievements. We also present ‘out of school’ awards and celebrate our birthdays together. Each class enjoys Golden Time on Friday afternoons as a reward for good behaviour.

Parents are invited to Achievement Assembly, held each Friday morning.



### **Sanctions**

Each class uses sanctions for bad behaviour in line with the governors behaviour policy. Parents will be informed and involved if a pupil’s behaviour gives cause for concern.

### *Ofsted 2010*

***“Pupils achieve well and enjoy school because they are provided with good teaching and an interesting and enjoyable curriculum.”***

#### **After school and lunchtime clubs**

Some of these are provided by our own staff and are free (some may involve a small charge for materials). Others are run by outside providers and must be booked and paid for in advance. For a list of current opportunities see Appendix 4.

#### **Music**

We are quickly gaining a reputation for music. Your child will have the opportunity to learn to play an instrument from a varied selection – see Appendix 4. There is a charge for most specialist teaching but recorder lessons are taught ‘in house’ and there is also a large school choir. Both our choir and our orchestra are in demand to play at local events.



#### **Sport**

We employ a specialist games coach and through lessons and clubs encourage our children to develop their enjoyment and their skills at physical activities. We take part in after school competitions with local schools and once a year participate in the Inter Village Sports at which we have been consistently successful.

#### **Educational visits**

Frequent visits are made by the classes to places of interest in support of work undertaken in school. We also organise biannual residential trips for children in Years 5 and 6.

#### **Community Involvement**

We encourage our children to think of others and offer many opportunities to help in the local community, both in Stevenage and in our own village of Aston. We also raise money for charity through a variety of events which can be suggested by the children and organised by our school council, or linked to church or national events.

## Curriculum Enrichment

We frequently provide opportunities for pupils to experience 'hands on' learning through a variety of approaches within a specific curriculum area. Sometimes these are provided by visiting professionals and workshops and sometimes by our own staff.

On History Day, November 5th 2010, the children learned about the Gunpowder Plot through a variety of 'hands on' experiences.



Neil Stevens, a visiting poet.

## The Church

Even if you are not a practicing Christian, our Christian foundation may well be a contributory factor in your choice of our school. Christian values underpin our ethos and make this a very happy, secure environment for those of all religious and cultural backgrounds.

## Charging Policy

The school governors will request contributions for any extra activities that take place eg school day trips. Such activities can only proceed if parents are prepared to contribute to the costs involved. Parents will also be asked to make a contribution towards the cost of swimming lessons and transport in Key Stage 2.

## What can Parents do?

Here are some of the ways we keep in touch with you, to let you know what's happening at school, what you think about it and how you can help us.

### **Regular newsletters**

To keep you abreast of dates and times of school events and to celebrate all the fantastic learning that is going on in the classes. We keep in touch by letter and by 'parent mail' - a way in which you can receive messages electronically via your email or phone. You can also look at our website.

### **Questionnaires**

Sometimes we consult the parent body to find out their opinions about the services we offer or about changes we are considering.

### **Open Door**

We aim to sort out problems with you as soon as we can. Please come and see us if you have a concern. It is best to talk to your child's teacher and you can usually catch her after school. If you feel you will need more than a quick chat, please fix an appointment through the office.

### **Consultations**

We offer regular opportunities for you to come into school, both informally at 'drop ins', and more formally at parent/teacher consultations for which appointments will be given. At these meetings teachers will talk to you about your child's progress and what you can do to help at home. Once a year, in the spring term, we will send you a written progress report.

### **Helping**

Parent helpers are most welcome. There is a leaflet, available from the office, which explains more about what to do if you can spare some time. As part of our safeguarding arrangements any volunteer helpers will be asked to apply for CRB clearance which can be organised through the school office. They will also be asked to sign a confidentiality agreement.

### **PTFA**

This is a group of volunteers - parents and others - who fund raise to help the school by organising regular events throughout the year. Each year several varied and fun-filled family events are organised and everyone is welcome to join in the fun! As well as purchasing major items for the school, the PTFA subsidise some school activities. New parents are always most welcome.

## The Curriculum

### Literacy (English)

We implement the Renewed Framework of the National Literacy Strategy throughout the school. Our aim is to help our children to understand and use English with confidence and to appreciate and enjoy all forms of literature. We place an emphasis on speaking and listening skills, taught not just through Literacy but across the curriculum.

Reading and writing begins with an early introduction to phonics. Using *Letters and Sounds* (synthetic phonics) children are taught to blend sounds to begin to read and write. Children in Foundation start to bring home graded reading books to be shared and enjoyed with their families and this sharing of books continues right through the school. The skills of reading



also continue to be taught at different levels during guided reading and shared reading sessions with the class teacher. Many opportunities are given for different sorts and styles of writing and as they progress, children are encouraged to appraise their written work, to edit and redraft it. Our pupils are taught the Nelson cursive style of handwriting, initially to print single letters and, when ready, to join them. More advice on letter formation is given in the Starting School Pack.

### OFSTED 2010

***“The good quality of the curriculum and excellent care, guidance and support ensures that pupils develop the skills and positive attitudes required for the next stage of learning.”***

### Mathematics

We implement the Renewed Framework of the National Numeracy Strategy across the school and our aim is to help children develop their ability to calculate, reason and solve problems. There is a daily lesson with a high proportion of whole class and direct group teaching and the opportunity to use a wide range of resources including ICT to support their learning. We encourage children to investigate, try different approaches and apply previous learning to solve new problems. We also encourage children to become proficient in basic mathematical skills like number bonds and times tables facts.

## Science

The teaching of science at our school aims to stimulate a child's curiosity in finding out why things happen in the way they do.

We aim to enable children to

- ask and answer scientific questions,
- plan and carry out scientific investigations,
- know and understand the life processes of living things,
- know and understand the physical processes of materials,
- electricity, light, sound and natural forces,
- know about the nature of the solar system including the earth
- consider the effects of scientific discoveries on the environment

We teach science in the Foundation Stage as an integral part of the topic work covered during the year. In Key Stage 1 and Key Stage 2 we follow the requirements of the National Curriculum. The children are helped to develop their knowledge, skills and understanding through an investigative approach in which they pose and find ways to answer scientific 'learning questions'.

## Religious Education (RE)

**The SIAS Inspection in 2010 rated our school Outstanding**

In our Church of England school RE is regarded as a core subject, alongside literacy, science, ICT and mathematics. We use the Hertfordshire Scheme of Work to teach RE which ensures that we cover not just Christianity but all major world faiths as well. Children learn about religion and from religion and we use many different approaches to ensure that learning is enjoyable and stimulating. These include drama, debate, research involving the library and IT, visits and visitors, art and music. We extend learning into other curriculum areas like PSHE and Literacy as often as possible. The village church is a valuable resource which we use for the teaching of RE as well as art, history and local studies. We also benefit from our links with the Diocese of St Albans which provides further educational support and resources. We provide a daily act of collective worship of which some are conducted by a member of our local clergy. We attend services at the village church each term and parents are welcome to attend these.



***Under the 1944 and 1988 Acts, parents have the right to withdraw their children from Religious Education, or parts of Religious Education. Parents who wish to do so are encouraged to discuss this with the Head teacher .***

## **Physical Education (PE)**

We are proud of our commitment to PE and promoting healthy lifestyles. All pupils have two hours of focused PE and sport throughout the week and KS2 receive an extra hour of swimming for one term each year. Throughout their time at Aston St Mary's children will have experience of dance, gymnastics, swimming and athletics. We have specialised coaches who teach sports including tag rugby, football, basketball, dodge ball, tennis, rounders and cricket. Together, these promote the children's physical development, an awareness and understanding of the body, the development of skills and imagination and an appreciation of creative performances. We are linked with the Stevenage Sports Partnership which promotes and develops the teaching of sports. This also provides pupils with the opportunity to compete against other primary schools in the local area, in festivals and tournaments.

## **Music**

In music we cover the areas of pitch, rhythm, pulse, timbre, tempo and dynamics. We explore the sounds that different instruments make. The children often have the chance to perform in small groups in front of their class and sometimes in assembly.



Singing is an ongoing part of the music curriculum.

We offer extra –curricular lessons in many different instruments, see Appendix 4, and the school choir, which is open to all Key Stage 2 children, performs at local events and sang at the Royal Albert Hall in March 2010 and at Haileybury Public School in September 2010.

## **Information and Communication Technology (ICT)**

We are committed to the development of ICT at Aston St Mary's. We have a bank of portable laptops shared by all the classes and with sufficient for there to be one per child. Every classroom is fitted with an interactive whiteboard and teachers use these in most lessons as we are all well aware of what a powerful tool ICT is in capturing a pupil's attention and developing learning.

We place an emphasis on the development of

- Communication skills eg word processing, graphics, Powerpoint, e-mailing and music compositions
- Modelling eg simulation control, Logo, Roamer
- Monitoring eg using ICT to measure changes using digital microscopes, sensors and video editing

**All of these subjects are taught under the umbrella of a topic, and this enables good cross curricular links to be made.**

## **Geography**

Geography involves learning about the world around us and how different elements of the world, such as its weather and climate affect people's lives. Pupils are encouraged to learn geographical skills through a range of activities which include field work, trips and visits and research using books, maps and ICT. When studying the local area our village surroundings are a valuable resource.

## **History**

History is a subject that is very much alive in our school. Children learn to compare 'then' and 'now' and also how to evaluate historical evidence. Our history learning and teaching is enriched by trips and visits, the use of artefacts and even local residents, who may come into school to talk about the more recent past.



## **Art and Design**

Children experience a variety of media and through these are enabled to learn the basic skills of art and design. As well as discrete art lessons pupils are encouraged to take part in enrichment activities such as our annual whole school involvement in the National Gallery's Take One Picture project.



## **Design Technology (DT)**

The children are provided with a variety of experiences which enables them to plan, design, produce, modify and evaluate their projects. They are given opportunities to use the knowledge and skills they have learnt to solve practical problems and are taught to select appropriate materials and use equipment safely.

## **Personal, Social and Health Education (PSHE)**

In PSHE the children are taught social, emotional and behavioural skills. The lessons are often very active and contain drama and discussion with children being given the opportunity to offer their opinions in small and large groups. PSHE develops the underpinning qualities and skills that help promote positive behaviour and effective learning. We use the SEAL materials to teach PSHE and each year group works on a school wide theme, for example, "Getting on with Others", which changes half termly but which is explored at a level appropriate to the age of the children. Sex education and health education are taught in ways appropriate to the age and maturity of the children. This aspect of the curriculum is very much a shared responsibility between parents and teachers. All parents will be informed before the teaching takes place and will have an opportunity to view the materials used, so that they can be prepared for any questions or issues that arise afterwards at home.

## **Special Educational Needs (SEN)**

From the time they start school, children's learning is assessed on a regular basis, and, if there is any cause for concern the class teacher will share this with parents immediately and agree a plan which puts in place strategies to help the child and support learning. Learning plans (Individual Education Plans or IEPs) are reviewed regularly in line with the Special Needs Code of Practice and, if necessary, advice from external professionals is sought. At our school we have a very experienced SEN Co-ordinator who advises teachers and is happy to talk to parents at any time. We also have skilled support staff who work with children in the classrooms and are trained to carry out learning intervention programmes.

### **OFSTED 2010**

***"Sensitive and timely support in and out of lessons helps them to gain in confidence and independence."***

## **Gifted and Talented Children**

Through observation and assessment we identify children who show particular ability in curricular subjects or talents in any other area of their lives. We ensure that all children are provided with appropriate educational challenges and we regularly provide enrichment activities to extend the curriculum.

*At Aston St Mary's School the achievements of all children are valued and we make sure that each child receives recognition for those achievements, however great or small.*

# Appendix I

## ADMISSIONS CRITERIA

### **Admissions Policy 2011/12**

As Aston St Mary's is a Voluntary Aided Church of England School the Admissions Policy is agreed and administered by the Governors of the school. The Planned Admission Number is 20. The Governors work closely with the County system of admissions to ensure that there is equality of opportunity for all parents. Children who have a Statement of Special Educational Needs on which this school is named will be offered a place at the school.

Admissions Criteria:

- Category 1: Children Looked After. (See note a).
- Category 2: Children of parents or carers who reside at any address that is in the Ecclesiastical or Civil Parish of Aston. Priority in this category is given to those who already have a sibling at the school at the time of admission (See note b).
- Category 3: Children of parents or carers outside the Ecclesiastical or Civil Parish of Aston who have siblings attending the school at the time of admission. (See note b).
- Category 4: Children with parents or carers, at least one of whom is a practising member of St. Mary's Church, Aston (See note c).
- Category 5: Children with parents or carers, at least one of whom is a practising member of any other Anglican Church (See note c).
- Category 6: Children with parents or carers who are practising members of any Christian denomination represented on "Churches Together in England" or "Churches Together in Stevenage". (See note c).
- Category 7: There may be occasions when the Governors are requested to provide a place on exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence from a doctor, social worker, educational psychologist which sets out why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.
- Category 8: Any other children.

***If there is over subscription in any category then the Governors will determine the allocation of places in that category by geographical proximity to the school.***

***The LA measure the distance in a straight line using the GIS system as outlined in the Moving On/Under 11's publications.***

Note a)

The term "looked after" children denotes children in public care. The governors follow the same approach as explained in the Hertfordshire admissions literature and website.

Note b)

The Governors have the same understanding of the term sibling as that found in the Hertfordshire admissions literature and website and who will still be at the school at the time the new child joins. This means the sibling will normally be in Reception to Year 5 at the time of allocation of places.

Note c)

A practising member of a Church is defined as someone who attends a service in that Church at least once a month. This attendance has been at this frequency for a minimum of one year prior to receipt of the application by the school. All such applications must be accompanied by a letter of confirmation by the minister or priest of the church concerned. If applicants are new to the area, previous church connections can be used.

## Appendix 2

### INFECTIOUS AND CONTAGIOUS DISEASES

These must be reported to the school. In order to prevent the spread of disease, parents should keep children at home if they are suffering from any of the following:

Illness	Exclusion Period
German Measles (Rubella)	6 days from onset of rash
Chicken Pox	5 days from onset of rash
Measles	4 days from onset of rash
Mumps	5 days from onset of swelling
Diarrhoea and Sickness	48 hours from last episode of diarrhoea or vomiting
Impetigo	Until lesions are crusted or healed or 48 hours after commencing appropriate antibiotic treatment

Other common childhood conditions:

**Verrucae:** School checks have been discontinued and children are not excluded from PE, swimming but verrucae should be covered during these activities.

**Head Lice:** This continues to be a problem in all schools but school checks do not take place. Please check your child's hair regularly and consult your local pharmacist for advice.

**Sun Awareness:** We are aware of the dangers of prolonged exposure to the sun and provide water throughout the day and shaded areas in which to play on hot days. *Please make sure that you apply sun cream to your child in the morning as this cannot be done at school.* Please provide a sunhat for your child to wear.

**The School Nurse** no longer visits the school for routine checks but is happy to talk to you if you have any concerns. She can be contacted through the school.

#### OFSTED 2010

*“The quality of the pupil’s pastoral care is excellent. The school successfully promotes a caring and supportive ethos.”*

## Appendix 3

### School Uniform

#### Winter

Short sleeved polo shirt *	Pale blue with school logo
Trousers, long	Navy blue
Skirt, plain in style	Navy blue
Sweatshirt*	Navy blue with school logo
Fleece jacket * (for outdoor wear only)	Navy blue with school logo
Tights	Navy blue
Socks	White or grey
Black school shoes (no high heels)	

#### Summer *as above with the option of*

Dress	Navy gingham check
Short or long trousers	Navy blue

#### PE Kit

PE T shirt*	Red, round necked, school logo
PE shorts*	Plain, navy
Black Plimsolls for Nursery and Reception only	
Trainers for Years 1 – 6	
Joggers for winter outdoor wear	Plain, navy
Swimming (Key Stage 2):	Plain dark swimsuit and hat

*Football boots and shin pads may be required for football or Rising Stars clubs*

Items of uniform marked \* can be ordered through the PTFA, other items can be purchased from most chain stores:

School bags\*, PE/swim bags\*

The following items can be purchased through the school office:

Clarinet reeds, water bottles, swimming hats, handwriting pens and recorders.

**All items of clothing and equipment must be labelled with the child's name.**

## Appendix 4

### School Clubs (These vary term on term according to season and staff commitments)

Club	Provider	Charge
Recorders (Key Stage 2)	School	Cost of instrument and music only
Study Support	School	Free
Ball Games (Seasonal)	School	Free
Environmental Club	School	Free
Multi Sports	Rising Stars (KSI/2)	Termly Charge
French	Happy French Club (KSI)	Termly Charge

### Music Lessons Currently Available

Instrument	Year Group	Charge
Cello	Year 3 and above	Charge
Choir	KS2	Free
Clarinet	Year 4 and above	Charge
Flute	Year 4 and above	Charge
Guitar	Year 4 and above	Charge
Orchestra	All musicians	Free
Violin	Year 2 and above	Charge

## Appendix 5

### THE PARENTS TEACHERS AND FRIENDS ASSOCIATION

The PTFA brings together parents, teachers and others who are interested in supporting the school by fund raising and turning out to help the school at different projects and events. It provides an opportunity for everyone to work together with a common goal. All parents and teachers can get involved if they want to even if they only have a small amount of time available. For further information about the current PTFA please see the notice board on the school wall.

**Summer barbecue and camping sleepover**

**Family Bingo**

**Aston St Mary's Summer Fete**

**Easter Egg Hunt**

**Wine and Wisdom**

#### **Complaints Procedure**

There is a procedure under the Education (School Curriculum and Related Information) Regulations 1989, for a parent to register a complaint about the school in relation to the National Curriculum and Religious Education. The procedure has three stages, as follows:

1. Informal Complaint: discussion between parent and Head teacher
2. Formal Complaint to the Governing Body
3. Formal Complaint to the Local Education Authority

It is hoped that any concerns will be resolved quickly at Stage 1.

The head teacher is always happy to meet parents to discuss any concerns about the school organization or the curriculum.