

Welcome to Copplestone Primary School



Devon Moors
Federation



Copplestone Primary School
Bewsley Hill, Copplestone, Crediton, EX17 5NX
01363 84265

Welcome to Coplestone Primary School

We would like to welcome you and your family to Coplestone Primary School and are delighted that you have chosen our school for your child's education. We hope that the information in this booklet will be useful, but if you have any questions or queries please do contact us.



Devon Moors Federation

THE DEVON MOORS FEDERATION

The Devon Moors Federation is made up of four schools - Coplestone Primary School, Spreyton Primary School, Chittlehampton C of E Primary School and Filleigh Community Primary School. Although each school is unique with its own distinctive traditions and character, we share a common aim for all our children to develop their talents, reach their potential and be happy during their time with us.

The Federation has an Executive Headteacher, Mr Steve Mellor, and each school has its own Head of School who is responsible for the day to day running. There is one Governing body for the Federation, chaired by Mrs Jane Hooper and a shared School Business Manager, Mrs Stef Hastie.

Head of School

Mrs Angela Urquhart

Senior Teacher and English Leader

Mrs Lucy Holding

Special Educational Needs Coordinator (SENCo)

Mrs Helen Alton

Maths Leader

Mrs Sarah Marshall

School Office Manager

Mrs Clair Brooking

School Administrator

Mrs Mandy Fosbrooke

COPPLESTONE SCHOOL STRUCTURE

The school is organised into three stages:

Foundation Stage (Pre-School and Reception)

Key Stage 1 (Year 1 and Year 2)

Key Stage 2 (Years 3 to 6)

At Coplestone, these stages are split into seven single year group classes.

We are very fortunate to have specialist Music and French (KS2 only) teachers to deliver these subjects and we have a Forest schools leader who works with each of the classes.

Class structure for 2017-2018:

Class	Teacher	Teaching Assistant(s)
Rainbow	Mr P Hagan	Miss C Collins Miss Y Mason
Green	Mrs S Marshall	Mrs A Redstone
Yellow	Mrs C Carroll	Miss A Poole
Blue	Mrs H Alton	Mrs C Balsdon Mrs R Stott (providing 1:1 support)
Orange	Mr S Burton	Mrs S Uter (Monday – Wednesday) Mrs M Bedford (Thursday and Friday)
Red	Mrs L Holding	Miss B Phillips Mrs T Webber (providing 1:1 support)
Purple	Mr G Wyatt	Mrs C Crake

THE SCHOOL DAY

8.50 am	Doors Open
9.00 am	Lessons start
10.35 am	Break time
10.50 am	Lessons start
12.20 pm	Lunch
1.30 pm	Lessons start
3.30 pm	End of school day

The school day begins at 8.50 am; a whistle is blown and the children line-up in the playgrounds outside their classroom door. Children in Rainbow class enter through the class conservatory.

Parking

Parents are requested not to drive into the school car park or park in the bus bays. We do have use of the free car park attached to the recreational field. Reducing traffic around the school site makes it a much safer area for children and we appreciate all parent's co-operation with this.

Security

All visitors must report to the school office on arrival and departure. Any pupils arriving after 9 am or leaving the school premises before 3.30 pm must do so through the school office.



Medicines

We are only allowed to administer medicines which have been prescribed by a doctor. All prescribed medicines should be handed into the school office. They must be clearly labelled and must be accompanied by a signed administration form. These can be obtained from the office or can be downloaded from our website. If your child has a more long-term medical condition, please let us know.

Water, healthy snacks and packed lunches

The children in Foundation Stage and Key Stage 1 receive a piece of fruit from the government's fruit scheme each day for their snack. Children in Key Stage 2 are welcome to bring a healthy snack of their own to eat at break time. Chocolate, sweets and fizzy drinks are not allowed in school. The children are encouraged to drink water throughout the day and should bring a named water bottle with them.

SCHOOL UNIFORM AND EXPECTATIONS

Appearance

Children should look smart when wearing their school uniform. Long, shoulder length hair should be tied back and off the face, particularly during PE lessons and when using some specialist equipment in science, art, food technology, etc. There should also be no extremes of style (e.g.) marks cut into the hair or the use of different colours. Make-up and nail varnish should not be worn.

Jewellery

Children are not allowed to wear jewellery of any description at school, with the exception of watches, stud earrings and Medic-Alert bracelets. **If your child has pierced ears, plain studs must be worn.** For Health and Safety reasons, earrings must be removed or covered with plasters or tape for PE and swimming lessons. The school will not be held responsible for any losses of jewellery. If you wish your child to wear jewellery for religious reasons, please speak to the Head of School. No other body jewellery should be worn.

Uniform

The official school colour is bottle green. During the summer term and the first half of the autumn term, children may wear 'summer uniform'. **All clothing must be clearly marked with your child's name. All children should wear a suitable coat during wet or cold weather.**

Uniform:

Bottle green sweatshirt with Coplestone logo or cardigan
Plain white polo shirt, shirt or blouse
Grey trousers, shorts, skirt or pinafore
White, black or grey socks / grey, green or black tights
Smart black shoes
Green and white checked summer dress

PE Kit:

Green t-shirt
Black shorts
Black trainers or plimsolls

Uniform can be purchased from:
Town and Country Wear, 136 High Street, Crediton
Thomas Moore, Fore Street, Exeter

ABSENCE

If your child is ill, please keep them at home until they are well enough to return to school. Please telephone on the first morning of your child's absence. Details about exclusion periods for infectious illnesses are available from the office.

Please read the information below from Devon County Council concerning absence. Absence Request Forms should be completed in advance and are may be obtained from the school office.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Devon maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>
<p>Unavoidable absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> Genuine illness Unavoidable medical / dental appointments (but try to make these after school if at all possible) Days of religious observance Seeing a parent who is on leave from the armed forces External examinations When Traveller children go on the road with their parents 	<p>Other examples of absence from school that <u>will not</u> be authorised:</p> <ul style="list-style-type: none"> Any type of shopping Looking after siblings or unwell parents Minding the house Birthdays Resting after a late night Relatives visiting or visiting relatives
<p>Please contact your child's head teacher if you wish to discuss this issue.</p> <p>The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.</p>	

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21days and before 28 days



UNIVERSAL FREE SCHOOL MEALS

Under the Government's Universal Free School Meals scheme, all children in Reception, Year 1 and Year 2 can receive a free school meal. At Copplestone, these are provided by Devon Norse. Your child can have a packed lunch if you prefer. Once they move onto KS2, school meals are chargeable and currently cost £2.30 per day.

PUPIL PREMIUM AND FREE SCHOOL MEALS

Pupil premium is an additional 'top up' fund that is paid to schools for children whose families are entitled to Free School Meals (or have been in the last six years), have been looked after continuously for more than six months or are children of service personnel. This money can be used by the school to improve their education and to provide opportunities for these pupils. It is important for us to know if this applies to your child, even if you are not currently claiming Free School Meals, in order for us to access this funding. For more information please contact the school office.

COMMUNICATION

We want to build a partnership with you and your family and feel that good communication is key to this. We want our communication to be of a high standard; when you have any contact with us, you can expect our staff to be friendly, polite and helpful.

If you have any queries or concerns please do contact your child's class teacher. They are usually available for quick queries at the beginning or end of the day and by appointment if needed. Mrs Urquhart is usually in one of the playgrounds each morning or an appointment with her can be made through the office. An appointment can also be made with Mr Mellor if required.

We will communicate with you in a number of ways: newsletters will be sent home to highlight events and keep you up to date with what is happening in school, an events calendar will be sent home each term, our school website is available and other letters, for things like trips, will also be sent.

Parent Partnership meetings take place in the autumn and spring terms. These provide an opportunity for you to look at your child's work and talk to their class teacher about how they are getting on, as well as ask any questions you may have. A written report is sent home during the summer term.

Throughout the year there will be lots of opportunities for you to come into school and celebrate your child's achievements and work. On Mondays at celebration assembly each teacher will nominate two children to receive the Achiever's Award and you will be invited in to watch your child receive this.

Parent forum

We hold regular parent forum meetings once every half term. These have a different focus each time and provide an excellent opportunity for us to share ideas and work together. All parents and carers are welcome to attend.

Volunteers

We are always pleased to hear from any parents or carers who have some spare time or skills they would like to share with us. Please speak to the office if you are interested.



WRAP-AROUND CARE

Breakfast club

We operate a breakfast club each day from 7.50 am until 8.50 am. It is staffed by Miss Phillips and Mrs Crake, both of whom are Teaching Assistants within the school. The cost is £3 per child per session and includes breakfast if they arrive before 8.20 am.

All Stars after school club

All Stars after school club provides care for pupils at Coplestone Primary School at the end of the school day. All Stars sessions run from 3.30-5.30pm, Monday to Friday, during term-time and there are two sessions available each evening. Further information is available on their website: allstarsclub.co.uk

PARENTMAIL

At Coplestone we use ParentMail, an on-line payment and communication system. This can be used to pay for both school meals and trips. It is also used to send texts and emails to you. You will need a log-in in order to register, which will be sent to you once your child starts school.



CPTA

The CPTA are a group of parents who work to raise money for the pupils and school by running a range of events such as school discos and the proms. They have helped to fund a variety of things across the school from class trips to some fantastic playground equipment!

In order for the CPTA to run events, Committee members or event volunteers are always needed. If you are interested in becoming involved in the CPTA, then see our website for details of who to contact.



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