

# SCHOOL ORGANISATION

Children are grouped with others of a similar age on a mixed ability basis. There are nine classes altogether organised as three parallel classes of Year 2 children, three parallel classes of Year 1 children and three Reception classes.

## Teaching Hours

The length of each teaching week (excluding registration, assembly, break and lunch time) is 22 hours.

## School Hours

Morning 9.00am - 12 noon      Afternoon 1.00 - 3.00 p.m.

Please do not arrive before 8.45am as the school cannot accept responsibility for children before this time.

In the mornings the doors are opened at 8.50am and we expect that all except the youngest children will come in to school by themselves and hang up their own coats. This will develop self-reliance and confidence. Parents are urged to ensure that their child is in the classroom by 9.00am at the latest to ensure a prompt start to the day.

At the end of the afternoon, parents meet their children at the classroom door at 3.00 p.m.

## Applying for a School Place

Schools in West Sussex are categorised as community, voluntary controlled and voluntary aided. Community and voluntary controlled schools serve catchment areas. Voluntary aided schools serve wider areas. This school is a Community School.

Admissions to community and voluntary controlled schools are the responsibility of the Local Education Authority and applications must be made through their offices at Pupils Admissions Office, Centenary House, Durrington Lane, Worthing, West Sussex BN13 2QB  
Tel: 033 301 42903

Email: [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)

Details on how to apply can be found on their website at:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

New Admissions Code 2010: Early Years Provision

The new code, which came into effect in February 2010, is changed very little from the 2009 code. However, there is one very significant change for all primary schools

admitting children into reception classes. The code places an emphasis on pupils starting in the September following their fourth birthday, as is the current policy in West Sussex, but gives parents the right to choose whether they wish their child to start full-time or part-time, subject to the caveat that children are receiving full-time education in the term following their fifth birthday. Parents still have the right to defer entry to later in the academic year and, in such cases, a place offered in reception must be held open for the child for that intake year.

Under the Education Act parents can express a preference for any school but parents do not have a right to choose a school. West Sussex Education Authority does however make every effort to meet parental preference where possible. Further information about how places are allocated at this, and other schools in the County, is contained in the Authority's Information for Parents Booklet a copy of which is available from the Pupil Admissions Office. Further details relating to admissions can be found on the West Sussex County Council site, <http://www.westsussex.gov.uk>. All new parents are invited to attend a meeting at the school before their children are due to start.

## Transport

Transport matters for children attending this school are dealt with by the Transport office:

Telephone: 01243 753530

Email: [school.transport@westsussex.gov.uk](mailto:school.transport@westsussex.gov.uk)

## Milk and Breaktime Snacks

### Milk

Children may order a daily one-third pint carton of milk to drink before morning break. Parents are asked to pay the cost of milk termly through Cool Milk at School Ltd. (Tel: 0800 321 3248 or [www.coolmilk.com](http://www.coolmilk.com)) Milk is free up to the child's fifth birthday, and also for children entitled to free school meals, but still has to be ordered. Children who do not like milk have a drink of water.

### Breaktime Snacks

Under the NHS School Fruit and Vegetable Scheme, all the children are provided with a free piece of fruit or raw vegetable every day.

# SCHOOL ORGANISATION

## Lunchtimes

We have a kitchen at school which serves Steamplicity hot meals from Chartwells. All infant children are entitled to a free hot meal and menus are on a three week rotation.

If the children do not wish to have a hot meal, they bring a packed lunch. Their packed lunch should be in a suitable container, clearly marked on the outside. Children should also bring non-fizzy drinks in cartons, watertight flasks or plastic bottles. We have the Healthy Schools Award, and would strongly urge parents not to allow sweets in packed lunches. We also have two children with severe peanut allergies and ask that children do not have any peanut butter sandwiches or products containing peanuts in their lunchboxes.

### Children who go home for Lunchtime

Lunchtime is from 12.00 until 1.00 p.m. Any parent wishing their child to go home at lunchtime will need to collect their child from the school office at 12.00 noon and return via the school office at 1.00 p.m. for Year 1 and Year 2 children. For Reception the lunch time is 11:45 - 12:45.

## Free School Meals and Milk

You are entitled to free school meals and milk if you receive Income Support, the Guaranteed element of State Pension Credit, support under Part V1 of the Immigration & Asylum Support Service, Income-related Employment and Support Allowance, or Income-based Jobseekers Allowance or Child Tax Credit only, with an assessed income below £16,190. Unfortunately, you do not qualify if you receive Working Tax Credit, Contribution-based Jobseekers Allowance or any other benefit.

- Please let the office know if you qualify, as we need overall numbers for our school data returns.

## Uniform and PE Kit

### Uniform

We encourage parents to dress their children in the following school uniform.

Grey trousers, skirt or pinafore dress.

White or red polo shirt

Red sweatshirt or cardigan

Grey, black or red sensible shoes - please note that trainers are not part of the uniform.

Children are encouraged in summer to wear shorts or red and white checked summer dresses and also to have a sun hat, or a "legionnaire's" hat at school.

### P.E. Kit

To be kept at school from Monday morning to Friday afternoon and hung on your child's peg in a draw-string P.E. bag please.

White or red T-shirt

Shorts - preferably green

Plimsolls or trainers

Jogging bottoms

Ear studs or watches should not be worn during PE.

Various items of uniform, embroidered with the school logo, are available from the school office, as follows:-

Polo shirts - £7.50

Sweatshirts - £9.00

Cardigans - £11.00

Book Bags - £4.50

Waterproof reversible coats - £20.00

PE shirts - £6.00

PE shorts - £5.00

PE bags - £3.50

We also have a number of items of second-hand uniform for sale, everything is £1.00.

**Please ensure that all clothing and personal belongings, including lunch boxes, are clearly marked with your child's name. Iron-on name labels may be ordered from the office.**

## Jewellery, Watches, Toys & Other Valuables

Children may bring one small toy to school which can fit into a pocket, but should not bring any valuable items.

Whilst every care is taken to safeguard children's property we cannot accept responsibility if personal items are lost or damaged. As mentioned earlier, all personal belongings should be clearly marked with the child's name.

Please note cycle helmets, rucksacks and other large bags are not allowed in school as space is very restricted in the cloakrooms.

Jewellery should not be worn as rings, bracelets and earrings can be a hazard to other children particularly when the children are moving around in P.E. or at playtime. Children with pierced ears may wear stud type earrings only, but will have to remove them, or tape over them, for P.E. As this is not practical with young children, we suggest that earrings are not worn on days when P.E. is timetabled. Parents will be notified of these days at the beginning of each term.