



The Pochin School  
and  
The Pochin Pre-School  
**Prospectus**



*Valuing individuals through high expectations*

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# A WARM WELCOME FROM THE HEAD TEACHER

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On behalf of the school community, it gives me great pleasure to offer you a very warm welcome to The Pochin School family. Our school is a small, rural and multi-cultural village primary school at the heart of its community, where we are dedicated to maintaining a strong family atmosphere and culture of success within our inclusive ethos.

We believe that education should be an exciting and inspirational experience for everyone, so they develop a love of learning and sense of pride in their achievements. We aim to make learning rich, diverse, creative and fun! Each person within the school family and their contribution to school life are held in high regard. It is with this in mind that we endeavour to maintain not only high academic standards, but individual personal, social and moral achievement.

I am honoured to be the Head Teacher of such a warm, friendly and successful school and hope that you enjoy reading our prospectus to discover more about the wonderful team, exciting work and children's achievements at The Pochin School.

I hope that you find our prospectus useful and thank you for considering The Pochin School. We welcome visits to our school so that you can meet the pupils and staff and see us 'in action'.

Mrs Heather Sharpe

Head Teacher

# GENERAL INFORMATION

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Address: The Pochin School, School Lane, Barkby. Leicestershire. LE7 3QL

Tel/Fax: 0116 2692078

E-mail: [office@pochin.bepschools.org](mailto:office@pochin.bepschools.org)

Website: [www.pochin.bepschools.org](http://www.pochin.bepschools.org)

Head Teacher: Mrs Heather Sharpe

Chair of Governors: Mrs Kate Sheppard



The Pochin School is a co-educational day school for children aged 4 to 11 years. Our on site Pre-School offers places to children from the age of 3 years and older.

We have approximately 140 children on roll, with space for an additional 16 children to attend The Pochin Pre-School. Our school catchment area serves the villages of Barkby, Barkby Thorpe and Beeby, but due to the school's popularity, many of our children also come from the surrounding areas of Hamilton, Thurmaston, Syston, Queniborough and further afield.

We are able to offer extended provision through our before and after school clubs. Please contact the school office for more information.

We endeavour to maintain strong links with the local community in many ways. For example, we hold regular services and celebrations in our local church, St. Mary's, and use the village hall and cricket ground for PE, clubs and Sports Day. We also continue to maintain our links with The Pochin Family, the original founders of our school.





The Pochin School is an academy and part of a Multi Academy Trust (MAT) called Bradgate Education Partnership (BEP). The MAT consists of a group of local schools working together to provide the best education for your children. More information about BEP can be found at: <http://www.bepschools.org/>

# OUR VISION, VALUES AND ETHOS

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## OUR MISSION STATEMENT

*'Valuing individuals through high expectations'*



## OUR VALUES

We are a small school that values high expectations which individual children are nurtured through:

- quality teaching and learning;
- opportunity for children to achieve their full potential;
- a caring, happy, secure learning environment in a rural setting;
- high expectations of behaviour and discipline;
- strong leadership and teamwork with all staff;
- valuing partnership with the wider community, especially parents; and
- providing equal opportunity for all.

## OUR ETHOS

- We aim to ensure that all pupils make excellent progress, regardless of their background
- We have a high expectation of respect and consideration for others
- We provide extra-curricular activities that foster skills to allow our pupils to become fulfilled and confident young adults
- We ensure that issues of equality are evident in all aspects of school life
- We provide a supportive culture where staff are encouraged to extend and develop their expertise.
- We have a Christian ethos whilst respecting and celebrating all faiths

# THE POCHIN PUPIL

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## The Pochin Values

Every child that attends The Pochin School will develop attributes that as a school community we value above all others. These values have been developed through the whole community and represents the hopes and aspirations of pupils, parents, staff, the village community and the Pochin Family, for whom the school has been named after.

Each value is associated with a letter in the name POCHIN.

P - perseverance

O - optimistic

C - confidence

H - honesty

I - independence

N - Kindness

These values help and support the children develop the learning behaviours that will support them throughout their life to be successful. They will also help improve children's mental well-being and the ability to cope with change and challenges.

**Perseverance** - We desire all children to have the inner strength to never give up. We want to see resilient children, learning from mistakes and seeing that having to rethink an aspect of their learning as a way to improve. Perseverance is about picking themselves up after a setback and being able to give it another go.

**Optimistic** - We desire all children to believe in themselves and look for the positive aspects of life, the challenges that meet them and see the learning opportunities when things go wrong. Optimistic children generate well-being for themselves and for those around them. We want to see children actively evaluating their work and developing the ability to believe that they can always improve whilst taking a pride in their own and others work and achievements.

**Confidence** - We are looking for children to be seen thinking and considering, valuing their own ideas and believing that they have the strategy to solve problems, this helps pupils develop a healthy self-esteem. We want our pupils to be confident to take risks. This is about children questioning and asking "What if...?" and "What shall we try now?" - it is also about children pushing themselves to try new things and knowing that learning is sometimes uncomfortable!



**Honesty** - We want our children to be truthful to themselves and to others. An honest child is courageous as they have the courage to do what is right, even when it may be uncomfortable for them. They are always truthful and never try to mislead others. They can always be relied upon to tell the truth and be dependable.

**Independent** - We want our children take responsibility for their own learning and achievements, valuing effort and having the skills to take the initiative for their own learning. We wish children to believe that they can help themselves when they are stuck, but also know when and who to ask for help.

**Kindness**- Children treating others as they wish to be treated is the core belief at The Pochin School. We wish children to take joy in serving one another and offering support and encouragement to others in making the right choices and growing their learning together. This is mirrored in the way they speak to adults and adults speak to them. We want children to believe it is okay to think differently, be different and it is fine to change your opinion, but showing kindness to others is paramount.

We use a holistic approach to help the children remember these values and how they can support their learning behaviours.

***“The Pochin Family have served and nurtured The Pochin School since founding it over 300 years ago. It is very important to us that the children are brought up with Service and Duty in mind, values that our family have always held, and we would support The Pochin School in its efforts to achieve this.”***

Mr John Pochin August 2020



# AWARDS AND ACHIEVEMENTS

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**OFSTED April 2014** - Judged the school to be **outstanding**.

To read the full OFSTED report visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or follow the link on our school website.

**Bradgate Education Partnership Quality Assurance Visit Nov 2018**

*Overall the visit was able to validate leaders' judgements that this is a highly effective school. The school is well led, pupils are making (at least) good progress at the school and outcomes by the end of KS2 are above National expectations - sometimes significantly so.*

**Health and Safety Inspection November 2021**

**Food Hygiene Rating**

**Food For Life**



# SCHOOL ORGANISATION AND THE SCHOOL DAY

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## ORGANISATION

As a small school we have the advantage of teaching our pupils in small mixed year group classes. The school is currently organised into 6 classes.

The Pre-School - approximately 16 x 3 year olds

Class 1 - 20 x Reception children and 10 x Year 1 children

Class 2 - 10 x Year 1 children and 20 x Year 2 children

Class 3 - 20 x Year 3 children and 10 x Year 4 children

Class 4 - 10x Year 4 children and 20 x Year 5 children

Class 5- 20 x Year 6 children

Each class teacher is supported by a highly skilled teaching/ learning support assistant. Volunteer helpers, governors and students also visit school on a regular basis to support pupils in their learning. A specialist music teacher teaches music lessons, choir and ensemble, and specialist PE coaches teach PE and lead lunchtime and after school clubs.

## OUR STAFF

An up to date list of our school staff can be found on our school website, along with our portraits which have been sketched by the children!

## THE SCHOOL DAY

### Mornings

Parents can drop their children off at school in the mornings from 8.30am onwards (if they aren't attending Breakfast Club) via the small pedestrian gate. There will be members of staff on duty every morning. You are welcome to stay with your child until the whistle is blown or leave them to play with their friends. Please do not leave your child unattended if there isn't a member of staff available. Children in Classes 1 and 2 remain on the smaller playground whilst children in Classes 3, 4 and 5 make their way onto the big playground behind the village hall.

Children attending The Pre-School should be taken directly to the Village Hall, where they will be welcomed by a member of the team.

From Autumn 2022 children will go immediately into the school building when dropped off.

## Kiss and Drive

This is a system that allows a parent driving up to a designated point outside the school, giving their child a kiss (this bit isn't obligatory!), letting the child out of the car (kerb side only) and passing them over to the two members of staff waiting at the designated point. One of the staff will then take them into school. The advantages are that parents don't need to park and bring the child into school and I am aware that parents are often off to work in the mornings and time is precious. From the village community's point of view, it reduces the amount of parking in the village and the general congestion that this causes. Of course, parents are still very welcome to park and bring children into school. You don't need to sign up to anything for Kiss and Drive, just use it as and when you wish.

## End of the Day

Children who attend The Pre-School should be collected directly from the Village Hall. Class 1 will be collected from the green door leading onto School Lane and Class 2 from the small playground from 3.20pm onwards (this will change to 3pm in Autumn 2022). Classes 3, 4 and 5 are collected from the small playground at 3.30pm (this will change to 3:10pm in Autumn 2022). Children are expected to be picked up by an adult or can be picked up by an older sibling or can walk home if pre-agreed with the school in advance. Children are not permitted to come back into school at the end of a school day.

At the end of the school day we operate a one way system whereby parents come in via the large vehicle gate by the village hall, collect children and exit via the small pedestrian gate. This helps ease the congestion on the playground.

## Example of Daily Timetable

	Before school/Reg	1 <sup>st</sup> Session		Break	2 <sup>nd</sup> Session	Lunch	1-120pm	3 <sup>rd</sup> Session	
	8.30-9.am	9 – 10.30am			10.45 – 12noon			1 – 3.20pm	
MONDAY	Times tables	English	Guided reading		Maths			PE	Class reader
TUESDAY	Spellings						Reading	Theme	
WEDNESDAY	Listening to reading						SPAG	Theme	
THURSDAY	Maths/SPAG challenge						Writing	Theme	
FRIDAY	Reacting to Feedback						Spellings	Theme	
	Small Intervention Groups								

## Break Times and Lunchtimes

There are always members of staff on duty during break and lunchtimes. For all classes we organise lunchtime clubs and activities.



## Snacks and Drinks

The Key Stage 1 children (not Pre-school) will be given a piece of fruit each day which they are encouraged to eat. This is provided free of charge. Parents can also provide their child with a healthy snack. However this must consist of either fruit or vegetables. We do understand there are other mid-morning snacks that can be seen as healthy, but it is not always easy to be sure. We feel that by asking the children to bring fruit or vegetables only we can be sure that we are encouraging healthy eating. Chocolate and crisps are not allowed.

We are a NO NUT product school due to several of our children having severe nut allergies.



The children are encouraged to drink water throughout the day from their own named water bottle. There is a lot of evidence to suggest that children can become dehydrated in school and this can impede their learning as well as not being good for their general wellbeing. Please do not send the children with juice or squash in their water bottles.

**Milk** Children in Class 1 and Pre-school receive free milk daily up until their 5<sup>th</sup> birthday. After this parents can continue to order and pay for milk if they so wish.

### **School Meals and Packed Lunches**

All children are able to choose between a hot school dinner and a packed lunch. Packed lunches must be healthy and should not contain fizzy drinks. The school is very fortunate to have its own modern kitchen, upgraded in January 2015 which provides a very good freshly cooked lunch, using lots of local produce. The kitchen staff are directly employed by the school so that we can ensure the quality and value of meals. From September 2014 under a Government initiative all children in Class 1 and Class 2 (Reception and Key Stage 1) are provided with a hot school lunch free of charge. Key Stage 2 school dinners must be paid for in advance and cannot go into arrears. Payments can be made via our SchoolComms system.



### **Free School Meals and Pupil Premium**

If you are a family who claim benefits or who are on a low income it may be that your child is entitled to free school meals. Even if your child is in Class 1 or 2 (and already receives a school meal free of charge) or wishes to have packed lunches it is important that you register your entitlement (the office staff can help you with this) as it means the school receives extra funding.

### **BREAKFAST AND AFTER SCHOOL CLUB**

Our excellent wrap around care runs from 7.30am until 8.30am and from 3.30pm to 5.30pm (these times will change in Autumn 2022). The children thoroughly enjoy the activities we provide. Places need to be booked in advance. Please contact the school office for more details and current pricing.



# THE CURRICULUM

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You can find lots of more information about The Curriculum under the 'Our Learning' section of our school website. We share as much information as possible with parents and families about the things we are going to be learning about as well as involving you in the learning too!

We aim to approach the curriculum in a creative and thematic way. Giving pupils the skills and knowledge to be successful across the curriculum; thrive and grow as individuals with enquiring minds and equipping them with the skills and resilience for their future education, careers and life aspirations.

Each of our curriculum themes is introduced with a 'WOW Starter' to really inspire and engage the children in their learning. 'WOW Starters' might involve an educational offsite visit or inviting a visitor into school.



We also carry out a 'Knowledge Harvest' to find out what the children already know about the theme and gather their ideas of what they would like to learn. Each theme is finished with a 'Fab Finale' where we invite parents and families in to school to share children's learning.

## **The Pre-School**

Children in The Pre-School follow The Framework for Early Years which we link to our whole school curriculum theme for the half term.

## **Foundation Stage**

The Foundation Stage is the name that covers the period of time from age three to the end of the reception year. Children in this year group also follow The Framework for Early Years, appropriate to their age.

The curriculum for this stage is divided in to several areas of learning which are taught through our creative, thematic approach.

Area of Learning and Development	Aspect
<b>Prime Areas</b>	
<b>Personal, Social and Emotional Development</b>	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
<b>Physical Development</b>	Moving and handling
	Health and self-care
<b>Communication and Language</b>	Listening and attention
	Understanding
	Speaking
<b>Specific areas</b>	
<b>Literacy</b>	Reading
	Writing
<b>Mathematics</b>	Numbers
	Shape, space and measure
<b>Understanding the World</b>	People and communities
	The world
	Technology
<b>Expressive Arts and Design</b>	Exploring and using media and materials
	Being imaginative

Each year we hold a meeting with the parents of children who are new to the school to explain in more detail about the curriculum and how children at this stage learn through 'hands-on' experience, play and adult lead activities.

As with all pupils, we track and monitor their progress and development closely. We are keen to involve parents and carers in this process too. Therefore, the foundation stage teacher holds meetings and discussions with parents and carers to help complete the children's assessments.



## Key Stage 1 and 2

In Key Stage 1 (years 1 and 2) and Key Stage 2 (years 3, 4, 5 and 6) the school follows The National Curriculum guidelines. We again aim to deliver this in a creative, thematic way. In addition to following The National Curriculum we also follow the Leicestershire SACRE Agreed Syllabus for RE.

## Music

The teaching of the music curriculum is built into our curriculum theme. In addition, all the children are taught to play the recorder and music is accessed through a range of mediums. Soar Valley Music Company provide peripatetic music lessons for children across a range of instruments, although there is a charge to parents for this service.

We also have an active Ensemble (mini orchestra) that children are encouraged to join and a Choir Club. The children regularly share their musical talents during services, concerts and school productions.



## French

As soon as the children begin school they will start to learn to speak the French language and about France as a country and its people. We have close links with a primary school in Normandy called École Élémentaire Lucienne Julien. The children communicate frequently with the French children. They write or use voice recordings in English and we try our best French in response.

Each Year our 6 children visit France as part of a week's residential. The children visit Ecole Élémentaire Lucienne Julien where they work on various projects together. The visit to France is closely linked to the curriculum theme for 'World War I', with visits to museums and the First World War battlefields of The Somme. This is an excellent experience for children, consolidating their learning whilst experiencing French culture and customs.



Each year the children from École Élémentaire Lucienne Julien visit us in return.

# CLUBS, EXTRA CURRICULAR AND ENRICHMENT ACTIVITIES

## Clubs

We are fortunate to be able to offer all of our pupils a variety of lunchtime and after school clubs and extra-curricular activities. The after school clubs we offer changes on a termly basis.

Here is an example of the types of clubs we offer. Further details of lunchtime and after school clubs can be found on our school website.

Autumn Term Clubs and Enrichment					
	Lunchtime Sports Clubs with specialist coaches	Other Lunchtime Clubs	Afterschool Sports Club	Other After School Clubs	
Monday	Class 1		Dodgeball		
Tuesday	Class 2	Running	Gymnastics		
			Multi-Skills		
Wednesday	Class 3		KS1 Football	Christmas Crafts	
Thursday	Class 4	Choir (starting after half term)	KS2 Football	Ensemble (music) (starting after half term)	
Friday	Class 5		Hockey		

## Enriched, Creative Curriculum Activities

As part of our creative, thematic curriculum we also provide children and parents with exciting enrichment activities, such as off-site educational visits to really inspire children in their learning or invite visitors in to school. These enrichment activities take place as part of our 'WOW Starters' and 'Fab Finales'. You can find lots of movies we have made of these activities on our school website.



## Residential Visits

We regard residential trips as a very important aspect of our broad and balanced curriculum and strongly encourage all children to attend. During these visits children foster self-confidence and begin to learn key life skills such as resourcefulness, resilience and early independence. In addition to the Year 6 visit to France there are several other residential visits which take place throughout the year.

Each year all the staff and children go to Beaumanor Hall for the day. There are various simultaneous activities for the different year groups, each being age appropriate. The Year 4 children stay over for one night and return in the afternoon of the following day for their first school residential.



In Year 5 the children go to North Wales for a week on an outdoor residential experience in a completely different geographical setting to Leicestershire.



# ATTENDANCE AND ABSENCE

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Regular and punctual attendance in school is extremely important for a child's progression. At The Pochin School we pride ourselves on our excellent levels of attendance. We monitor children's attendance carefully and work with parents and carers to support children coming to school. We may sometimes ask to discuss your child's attendance with you if we feel it necessary. Children are rewarded with certificates for high level of attendance.

Morning registration is taken at 8.55am, and afternoon registration at 1.25pm. Pupils arriving during registration will receive a late mark. Arrival more than 15 minutes after registers close will be recorded as unauthorised absence.

If your child is absent from school due to illness please telephone the office before 9 a.m. on the first day of absence.

Holidays are not permitted during term time.

Our detailed Attendance Policy can be found on our school website.



# MONITORING PUPIL PROGRESS

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We monitor and celebrate the progress pupils make on a regular and individual basis. Assessment is carried out both informally, through observations in lessons, pupil discussion and marking of pupils work and more formally three times a year.

At the end of Year 1 children's Phonic knowledge is assessed using the Statutory Assessments. At the end of Key Stage 1 (Year 2) and Key Stage 2 (Year 6) pupils are also assessed using the Statutory Assessment Tests (SATs). As from June 2020, children in Year 4 will also be assessed using a statutory times tables test. We give the children lots of support and guidance in preparation for these assessments.

It is our ethos that progress is individual to each pupil and our monitoring and tracking system is effective in ensuring progress is good or better.

We discuss progress with pupils, parents and carers. Either by speaking with parents and carers about areas of the curriculum or tasks pupils may need support with or have excelled at. Formal Parents' Consultation Evenings take place twice a year. During these consultation sessions we discuss the outcomes of formal assessment and the progress pupils have made. We also discuss support measures and techniques that both school and home can implement in order to help support pupils who have not made expected progress. If, however, you have a concern about your child's learning, please do not wait until parents' evening to discuss the matter. Please contact the school office to arrange an appointment to talk to your child's class teacher.

# SCHOOL UNIFORM

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At The Pochin School we pride ourselves on looking smart and we often get comments from visitors about our appearance. Children are rewarded for wearing the correct uniform and PE Kit. Full details of our Uniform Policy can be found on our school website.



Please remember to clearly name all uniform and  
PE Kit!

# THE SCHOOL IN THE COMMUNITY

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We endeavour to maintain strong links with our local community. As part of promoting links with the local community the Year 6 children attend the local Barkby Fellowship where the children engage with residents over tea and biscuits. This is something that we all look forward to, children and residents alike.

We have five services in the local church which are very much part of the fabric of the school's academic year. All the children participate and many parents and members of the local community attend. We begin with a Harvest Service where a notable member of the local community presents the badges of office to the Head Boy and Girl, Prefects, House Captains and School Council. The children are elected through a democratic voting process.

In November we have our Stirring the Pudding Service which marks the beginning of us thinking about Christmas. We have a Carol Service in December, an Easter Service and we finish off the year with the Founder's Day Service which is attended by Mr Pochin and his family who present various trophies and cups to the children.

We use the local cricket pitch for part of our PE curriculum and also for our annual Sports Day.



# PARENTS IN PARTNERSHIP

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Here at The Pochin School we are exceptionally proud of the strong and positive partnership we have with parents and carers and believe whole heartedly that education is most effective when such a relationship exists.

We operate an open door policy and parents are always more than welcome to discuss any issue with the Head Teacher and/or other members of staff, although at busy times it may be necessary to make an appointment. The views and ideas of parents are actively welcomed, through conversations, questionnaires and letters.



A weekly newsletter is produced, usually on Friday. This contains all necessary dates and information regarding forthcoming events and activities and any alterations to the school routine. Each half term we publish a 'Curriculum Overview' on our school website, which outlines the topics and learning objectives for the current curriculum areas.



## **Just a few more of the ways we involve parents in partnership!**

Funky Family Fitness (Fab Finale) E Safety Workshop for Parents

Phonics Workshop for Parents Let's Cook Together (WOW Starter)

Maths Workshop for Parents Stay, Share and Learn (Fab Finale)

Helping Your Child at Home

Music Share Concert

Plays and Productions

### **Parent Teacher Association**

The school has a thriving PTA who are fundamental in raising funds for a variety of resources and educational visits.

They also organise a huge variety of fun and exciting events for pupils, staff, parents and the community.

As a parent of a child at The Pochin School you will automatically become a member of the School's PTA. The school is a close knit community and the PTA is an essential element in fostering a sense of belonging and commitment to the school.



# OTHER INFORMATION

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## BEHAVIOUR

We are very proud of the high standard of behaviour and good manners that our children demonstrate. We follow our 'Five School Rules'.



Children receive a variety of awards for demonstrating positive behaviour and efforts. Further details of our Behaviour Policy can be found on the school website.

As a school we strive to eradicate any form of discrimination, inequality or bullying. We also have very clear policies in relation to these which can also be found on our website.

## ADMISSIONS

Parents must apply for a place at The Pochin School via Leicestershire County Council. For a place in Reception parents must apply by mid January (please refer to Leicestershire County Council for the deadline to apply) of the year in which their child is due to start in the Autumn.

We encourage parents to view The Pochin School before making an application. It is best to contact us and an appointment can be made for the Head Teacher to show you around and answer any questions you may have.

There is a single intake per year starting in late August or early September.

If there are too many requests, criteria will be applied to determine the allocation of places for eligible children. *It should be noted that The Pochin School has adopted its own admissions criteria, please refer to the school's website for the full policy.* As an academy we use the services of the Local Authority (LA) to manage the process. The LA is responsible for deciding whether a child may be admitted here and liaising with parents/carers.

For places at The Pochin Pre-School parents should apply directly to the school.

For mid-term applications, please contact the school and we can advise on the application process.



### **SCHOOL GARDEN**

Behind the junior playground there is a garden that we are very proud of. After being initially landscaped by a contractor, it is very much maintained and developed by the children themselves.

### **HOME LEARNING (HOMEWORK)**

Home learning is an important aspect of children's progress and development. We do expect children to complete some homework every week. The amount and type of homework set varies, depending on the child's age, needs and abilities. We run parent meetings and workshops throughout the year to enable parents to support children with their home learning. For further details, please see our Home Learning Policy on the school website.



Parking is a major issue for our school. In the interest of the safety of all concerned, would all parents and visitors please **not** park or even stop to drop off or pick up children on the yellow zig-zag lines, reverse into School Lane or park on the corner of School Lane and Beeby Road. Consideration should also be shown to other road users and villagers by parking sensibly and not blocking driveways. Please bear in mind, at all times, the safety of the children is paramount.

### **ILLNESS AND ACCIDENTS**

If your child is injured or taken ill at school we will need to contact you so that you may collect your child as soon as possible. Each year we ask you to check our data form which includes information about how we may contact you if necessary. However, please keep us up to date with any changes in home, mobile or work telephone numbers in case of an emergency.

It is important for school records that if your child is absent through illness, or because of medical appointments etc., that you either send a note or telephone to explain their absence.

If your child needs to leave school to keep an appointment, please remember to let the school know beforehand.

If your child is well enough to be at school, we expect him or her to go outside at playtime and lunchtime.

If your child has vomiting and/or diarrhoea they should be kept off school until at least 48 hours after their symptoms have finished. They could still be contagious and will pass it to other children and staff if returning too soon.

## **MEDICINES**

Schools are not encouraged to give pupils medicine, as this is considered by the authorities to be a parental responsibility. However, if your child requires regular essential medication, e.g. Ventolin for asthma, write down any instructions clearly using the school's Administration of Medicines form and hand it personally to the office staff. If the doctor thinks your child is well enough to be at school, but still needs to take medication, he or she may be able to alter the dosage so that all the medicine can be given at home. If this is not possible, please complete the Administration of Medicines Form.

Without this form being completed it will not be possible to administer the medicine at school.



## **EMERGENCY CLOSURE**

If bad weather means that school is likely to be closed, please check our school website or listen to Radio Leicester for information.

## **COMPLAINTS PROCEDURE**

If you have any concerns at all about your child, or complaints about something happening at school, the matter should first be discussed with your child's teacher, then, if necessary, with the Head Teacher. We would hope that the majority of concerns can be dealt with in this way.

If you are still concerned and feel that the complaint has not been dealt with satisfactorily, there is a complaints sub-committee within the Governing Body. Details are available from the Head Teacher.

## **HOUSE SYSTEM**

A part of the school's unique identity is the house point system. All children are allocated to either Charnwood or Windsor on a random basis when they join The Pochin School, unless there are already siblings or family ties to one particular house. The children receive house points for good work and/or behaviour from the staff and these are recorded by the house captains and totals are announced on a weekly basis at assembly on a Friday. At the Founder's Day service in the penultimate week of the academic year a cup is presented to the house with the most house points over the whole year.

The children also run for their houses in our annual Sports Day.

## **CHARGING POLICY**

Educational visits, visiting groups and activities are offered to the children during the course of each school year. The school cannot pay for those activities and look to the parents to meet the cost through voluntary contributions.

Peripatetic music tuition is available, however the cost of this is charged to parents.

When an activity is arranged that is chargeable, parents who are in receipt of income support or experiencing hardship, meaning they are unable to pay, will be invited to apply in confidence for some or all of the costs to be covered. Parents may also discuss financial help with the school. When voluntary contributions are sought for activities the school's policy is to try and offer financial support and this will continue as long as money can be found to do so.

## **SAFEGUARDING (CHILD PROTECTION)**

The Pochin School is committed to the safeguarding of all our children and we follow strict Safeguarding Policies and Procedures (please see our school website for our Safeguarding Policies). All adults who work or volunteer on our school premises must have been subjected to stringent checks (DBS) before they are permitted in school. All adults in school are trained in safeguarding procedures and have a duty to report any concerns they have about a child to one of the Designated Safeguarding Leads, who then have a duty to discuss concerns with parents and carers and if necessary seek support and advice from Social Care.