



# HUISH EPISCOPI PRIMARY SCHOOL



## Welcome to our School!

“As Headteacher, I am delighted to welcome you to Huish Episcopi Primary School ..... our school.”



We hope the years ahead will prove rewarding for both you and your child or children and encourage parents and carers to take an active role in their child’s education. We look forward to working in partnership with you to help your child or children achieve their potential. Our children are polite, hardworking and caring – something of which we are extremely proud. Staff, Governors and Academy Trustees work together to create a safe and stimulating environment in which children can flourish and grow.

We understand that making the decision regarding a school for your child is a huge decision; that done, we now have the task of making the transition process as seamless as possible for both you and your child or children, especially in these challenging times with COVID-19. Our vision is to develop young people who are aspirational, believe in themselves and understand that hard work is what enables us to achieve our hopes and dreams. I am looking forward to building strong relationships with you and your children from when they start in our school until the time they leave us as strong, creative and aspirational members of our community. (Mrs Tiffany Doughty Davis, Headteacher)

## General Information

The school is called Huish Episcopi Primary School (there are several other schools in the local area with names which are similar to this). We are one of four schools under The Levels Academy Trust which work together as a group bringing benefits to the children in the classroom and beyond. We have six classes as follows:

Year Group	Class Name	Class Teacher	Entrance Location
Reception	Parrett	Mr Feltham & Mrs Thompson	Playground
Year 1	Aller	Miss Andrews	Main building near times table grid
Year 2 & 3	Sedgemoor	Mr Clements	Main building near times table grid
Year 3 & 4	Northmoor	Mrs Kenchington	Main building near pond
Year 4 & 5	Isle	Miss Knight	Main building near pond
Year 5 & 6	Kingsmoor	Miss Chadbourne	Main building near times table grid

## Children Starting in Reception

An information evening would usually be held in June for new parents where a full information pack is provided along with forms for completion. Children in Reception attend mornings only in the first week of term, then stay for lunch in the second week before attending full days from the third week onwards.

In order to help your child to settle into school life as easily as possible, the class teacher makes home visits in those first couple of weeks to provide an opportunity to meet your child individually in an environment in which they feel safe and secure. We are hoping that COVID restrictions will have eased by September to enable us to undertake these home visits.

## The School Day

0850	School gates open, both lower and top
0900	The school day starts; the bell will ring to indicate children should line up and parents should leave
1010	Break time (ten minutes)
1120	Break time (ten minutes)
1230	Lunch time (one hour)
1430	Break time for Reception
1500	Assembly
1530	End of school day

## What will my child need each day?

- Book bag: current school reading books & completed planner (with signatures)
- Water bottle (water only please); water fountains also on site; fresh milk can be ordered on a termly basis (ask at the School Office)
- Fruit or healthy snack (KS1 provided with fruit)
- PE Kit (please bring in on Mondays for the entire week)
- Wellington boots (KS1 only)

## Keeping Safe

Mrs Doughty Davis is the Designated Safeguarding Lead and Miss Chadbourne is the Deputy Safeguarding Lead. Please don't hesitate to contact us on 01458 250673 with any concerns you may have related to the safety of our children.

## Who manages the School?

Huish Episcopi Primary School is an Academy School, part of the Levels Academy Trust and is funded by central government. On a day to day basis, the responsibility lies with the Headteacher. An individual class teacher looks after the welfare of your child and they should be the first point of contact at the school on a day to day basis.



## Getting to School

We encourage our pupils to walk to school whenever possible. There are two pedestrian gates. For pupils in Years 4, 5 and 6, who wish to cycle/scooter to school, there is storage available, although the school is unable to take responsibility for any loss or damage. All cyclists should wear a safety helmet. For the safety of all, cyclists must walk their cycle/scooter onto the school site. For parents wishing to drive to school, we ask that you do not park in the school's staff car park or block access for local residents. Parking is available at the Recreation Ground, off Eastover. School transport is available for pupils who live in surrounding villages but is dependent on certain criteria. To check eligibility please contact School Transport Department on 01823 355683.

## School Meals

All children from Reception to Year 2 (KS1) are entitled to a 'universal free school meal' daily. We strongly encourage parents/carers to choose this option so children are part of a social group and learn table manners together. A termly three week rotating menu is provided which includes a vegetarian option. Meals are supplied by Huish Catering (the Catering Department at Huish Academy). Children in Years 3—6 (KS2) can order school meals at a cost of £2.50 per day. Dependent on COVID-19 restrictions come September 2020, it may be necessary for Huish Catering to provide packed lunches until we can safely serve our hot meals in the school hall.

On days where you prefer your child to bring in a packed lunch it must be packed in a named, unbreakable, standard sized lunchbox. These are placed in the hall foyer at the beginning of each day. **We ask that you ensure your packed lunch contains a nutritionally balanced meal. Please no nuts/nut products as we have children with nut allergy in school. We ask that sweets, chocolate, fizzy and highly-flavoured drinks are not sent as part of a lunch box.** Packaged and processed foods are to be kept to a minimum.

# School Prospectus & Information

**Free School Meals/Pupil Premium:** If you are in receipt of Income Support, Employment & Support Allowance, Income Based Job Seekers allowance, Child Tax Credit (with a joint income not exceeding £16,190 and NOT receiving Working Tax Credit (as assessed by the Inland Revenue)) and/or support under Part VI of the Immigration and Asylum Act 1999, your children are entitled to free meals and/or pupil premium. Please ask for an application form at the School Office. This not only provides more funding for the school but gives families reduced rates for Breakfast Club, After School Provision etc.

## Attendance

If your child is absent from school, please telephone the School Office on 01458 250673 by 9.00am each day of their absence unless you are advised otherwise by the office staff. Any absences where the school has not been notified will be classified as 'unauthorised' and will be recorded on your child's record, as required by government legislation. Absences that must be classed as 'unauthorised' include parental or family illness, visits to family members and trips. Where a child's attendance is poor, or there are multiple instances of being late, over a period of time, the Education Welfare Officer may become involved and make contact with the family.

There is a whole school ethos to raise attendance along with understanding the importance of good attendance. Reward Days, announcements in assemblies and certificates are just a few ways good attendance is celebrated.

The Department for Education made changes to regulations in 2013 which states that parents do not have an entitlement to take their children out of school for a holiday during term time. An application for leave can only be granted in *exceptional circumstances* and with prior approval of the Headteacher. Parents can be fined for taking their child on holiday during term time. All holidays taken in term time are classed as 'unauthorised' and will appear as such on your child's record. A written request is required.

## Illness, Medical Problems & Accidents

If your child has an on-going medical problem please disclose this on your application form. In cases of severe medical problems, we will consult you in order to devise a care plan for when your child is in school. Occasionally after an illness your child may be prescribed medication. In most cases this can be administered by you outside of the school day. In cases where this is impossible, please contact the School Office for the necessary form.

*Non-prescribed medication can only be administered by a parent or carer during school hours.*

If any child bumps their head whilst in school, the accident is recorded and an advice letter is sent home. If the accident is considered more serious, parents will be contacted immediately. Parents are contacted immediately if their child has bumped their head and there is cause for concern.

## Security

We aim to make the school as safe as possible for your child whilst still being accessible. Security gates on both the upper and lower sites are kept locked during the day. Visitors should report to the School Office at the front of the building, sign the visitors' book and wear a visitor badge whilst on site.

## Emergency Closure

If the school needs to close in the event of an emergency, parents will be informed as quickly as possible. Children will not be sent from school in such situations without the knowledge of their parents. If a decision is made not to open the school, this will be showing from 07:30 on the school & county websites, a notification will be put on Twitter and the local radio stations will be informed. A copy of our Bad Weather Procedures is available from the School Office.

## Charging Policy

We aim to provide a rich, motivating curriculum. We try to keep costs as low as possible but in order to provide this programme, we do ask parents for a voluntary contribution to cover the cost of trips and certain experiences in school. We need to substantially cover costs through contributions and where this does not happen we may have to cancel the activity. To maintain resources for all children, we will also charge families for the replacement of school equipment or resources which have been lost or damaged.

**Huish Episcopi Primary School, North Street, Langport, Somerset TA10 9RW**

**Tel: 01458 250673 Email: [office@huishepiscopi-pri.somerset.sch.uk](mailto:office@huishepiscopi-pri.somerset.sch.uk)**

**Website: [www.huishepiscopiprimaryschool.co.uk](http://www.huishepiscopiprimaryschool.co.uk)**

## Extra-Curricular Activities

During the course of the year we offer a range of different activities during lunch time or after school. Some are provided through the use of specialist coaches, whilst others are organised by staff at the school. Most are allocated on a 'first come, first served basis'. However, during the Autumn Term 2020, it may only be possible to offer booster or catch up clubs due the interruption to learning during the COVID-19 pandemic.

### Breakfast Club (Early Birds) & After School Club (Busy Bees)

Early Birds and Busy Bees run on a daily basis. Early Birds starts at 8.00am. Children can participate in organized activities in the hall. These are followed by a healthy breakfast. Places are secured half-termly in advance and can be for the whole week or set days (each session costs £3.00 for your eldest child, reducing by 50p for each sibling). Currently, it is so popular a waiting list is in operation so please ask at the School Office about spaces.

Busy Bees runs from 3.30pm until 5.30pm (cost per hour or part thereof is £2.50 which includes a healthy snack and a drink). Please contact the School Office for more details.

### Musical Instrument Lessons

Music lessons in wind instruments, guitar, piano, ukulele, keyboard and harp are organised and taught by different peripatetic teachers. Most of the lessons take part during the school day and there is a charge. Group music tuition is taught within our music lessons in some year groups. Please contact the School Office for more information.

### Sporting Fixtures

Through our membership of the Community Learning Partnership, we are able to participate in an exciting range of sporting competitions and festivals. Children have had access to some wonderful activities in addition to the more traditional activities offered in the past. These have included dance workshops, gymnastics, racquets, tag rugby and hockey festivals. We have also participated in fixtures where pupils have been selected to represent the school in cross country, football and netball.

### Citizenship Activities

We aim to provide a variety of activities which enable children to be active citizens. Through these activities we wish children to learn to voice their opinions clearly, listen and consider the opinions of others and be able to plan and take action to improve their community. For example, some pupils read or sing to residents at the local nursing home. The **Play Leaders** are Year 6 pupils chosen for their leadership and social skills to organise activities during playtimes and lunchtimes for all children in order to develop their leadership and team building skills.

### Academy Activities

We organise many extra opportunities with other schools in our academy or with the academy collaborators which include Huish Academy and Taunton School. Activities include day trips to London, visits to shows/plays or musicals and activities such as science festivals, trips to watch sporting fixtures and a 'Play in a Day'.

### Community Learning Partnership

Through our membership of the Community Learning Partnership, which is a federation of 12 primary schools and Huish Episcopi Academy, we are able to offer many pupils exciting activities. These include a performing arts show, advent concert and public speaking competitions.

## Teaching and Learning

### Foundation Stage Curriculum (Reception)

We follow the Early Years Foundation Stage (EYFS) Curriculum which enables children to work towards achieving the Early Learning Goals. We use Tapestry to communicate the progress of your child and encourage parents/carers to contribute to this too.

The **Early Learning Goals** are based around seven areas of the learning which are:

**Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

**Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.

**Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings, to understand appropriate behaviour in groups and to have confidence in their own abilities.

**Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces, and measure.

**Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Learning in the Foundation Stage is achieved in various ways incorporating structured play activities, set tasks and teacher/adult interaction as well as many opportunities to learn new skills independently.

### **Curriculum Statement (KS1: Years 1 & 2; KS2: Years 3-6)**

At Huish Episcopi Primary School we offer a curriculum which is broad and balanced and which builds on the knowledge, understanding and skills of all children, whatever their starting points, as they progress through each Key Stage. The curriculum incorporates the statutory requirements of the National Curriculum and other experiences and opportunities which best meet the learning and developmental needs of the pupils in our school. The aim of our curriculum is for pupils to have the requisite skills to be successful, independent and motivated learners in readiness for their next stage of education.

Pupils continue to work on the Early Learning Goals of the Early Years Foundation Stage Curriculum as they enter Year 1. There is a period in this Autumn Term where the majority of children progress to the National Curriculum. Throughout this period and beyond, all children continue to develop their phonic knowledge throughout their school career.

The National Curriculum is delivered through a range of topics to ensure coverage and progression throughout the school. Children showing strengths in particular subjects are challenged further in their learning and children who find aspects of their learning more difficult are appropriately supported so that they too are enabled to experience success. National requirements and school requirements are mapped out as a whole school and then individual year groups plan the curriculum for their pupils accordingly. The spiritual, moral, social and cultural development of our pupils and their understanding of the core values of our society are woven through the curriculum.

All subject leaders are given training and opportunity to keep developing their own subject knowledge, skills and understanding so they can support curriculum development and their colleagues throughout the school. Whole school activities and opportunities within and outside school all enrich and develop the children's learning. After school clubs and events extend these opportunities further. Additional whole school programmes and approaches support quality teaching and learning.

Pupils have opportunities to share their learning with each other, their parents/carers and other learners through school-based and external exhibitions, performances, competitions and events involving other schools. Developing their independence and motivation as learners and their sense of responsibility as future citizens is at the heart of all our teaching and learning.

## Assessing your Child's Progress

We assess the progress of all children on an ongoing basis and at fixed points at the end of topics or terms. Children are fully involved in assessing and evaluating their own progress. We regularly test spelling, grammar, writing, reading and maths. During May, children in Year 2 complete SATs tests and in June children in Year 1 and some children in Year 2 complete a phonics assessment. In May, pupils in Year 6 sit National Curriculum SATs tests, which are externally marked. The results of these tests are reported to you in your child's annual report.

**Parents' Evening:** This is organised in the Autumn Term with a consultation opportunity at the end of the Summer Term (should you wish to discuss your child's end of year report) to enable teachers and parents to meet. These are occasions where information is shared and the progress of your child is reviewed with you. Teachers will also share the next step targets which they wish your child to achieve through the joint support of home and school.

**Pupil Reports:** At the end of the school year you will receive a formal report. This will contain information on your child's progress, attendance, social skills and approaches to learning as well as what needs to be achieved next.

## Special Needs

Some children may experience difficulties with their schoolwork and need specific input for support. We have additional staff that provide general support to children within the classroom. It is our policy to liaise closely with parents and keep them fully informed. A copy of our SEN Policy is available on the school's website and our SEN Co-ordinator can be contacted via the School Office.

## Sex Education

Sex Education is taught as part of the Science topic of 'life cycles' and the PSHE theme of 'relationships'. Parents can come into school to see the teaching resources that are used. Should you wish to withdraw your child from this programme, please make an appointment to discuss this with the Headteacher.

## Collective Worship & Religious Education

Huish Episcopi Primary School is a non-denominational academy school, part of the Levels Academy Trust, though we do follow a broadly Christian ethos. Any parent has the right to withdraw their child from acts of collective worship and Religious Education. Should you feel this may be necessary, please arrange to discuss the matter with the Headteacher so that agreed alternative provision can be organised.

## PE Kitemark

We are proud to have been awarded, for the fourth year running, the GOLD School Games Award. We are strongly committed to helping our pupils to develop active, healthy lifestyles. Through two hours of timetabled PE each week, we aim to help all pupils to develop their strength, co-ordination and enjoyment of Physical Education. We believe this is an important contributor to your child's future wellbeing.

These lessons are part of the National Curriculum and are as essential as Maths or English. They should not be missed except on rare occasions in exceptional circumstances. On these occasions we do require a letter from you requesting permission for your child to miss their PE lesson. We ask parents to ensure PE Kit comes into school on Mondays for the week

## Healthy School

As a 'Healthy School' we are committed to teaching all pupils about healthy lifestyles, so they can make informed choices on how to safeguard their health and wellbeing both now and in the future. We do this through our teaching programme, special events and visitors and school organisation and policy.

The Healthy School standards that we cover include healthy eating, active and healthy lifestyles and relationships plus emotional wellbeing. We strongly urge parents/carers to support our policies on healthy eating and active lifestyles.

## Online Payments for parents/carers

HEPS currently uses WisePay for lunch/trip payments and booking other events like after school clubs. You will be given details and a login when you join the school. WisePay is also used by Huish Academy.

## Respect for the Environment

We aim to develop responsible attitudes in our pupils which will enable them to face challenges now and in the future. Please help by travelling to and from school, if at all possible, in sustainable ways (walking, cycling or public transport); not allowing any rubbish to be dropped in the school or outside; helping children not to waste school materials and to re-use and recycle whenever possible.

## Reading and Homework

At Huish Episcopi Primary School, homework forms an important part of the learning process, helping children to develop the skill of studying and working on their own. We ask all parents to support their child by recognising the importance of regular homework (which may only be reading for some year groups) and checking that it is completed to a good standard. Reading is the first 'brick in the wall' to accessing all other subjects. We expect all children to read five times per week as a minimum; this is a non-negotiable requirement of this school.

**Home/School Partnership:** The triangular relationship between children, parent and school is one we value highly. It is very important that your child feels that the home and school are working together within a friendly relationship and for their benefit. Without the support of parents no child can achieve the best they are capable of and no school can operate with maximum effectiveness. In support of this the most valuable gifts you can give your child are your time and interest.

*If at any time you feel unsure or have a query over any part of your child's schooling, please talk about it with us straightaway. Please arrange a suitable time with your child's teacher.*

**Planners:** Each child is issued a Home/School Planner at the beginning of the school year. The planners have useful support pages including maths support, letter formation, high frequency spelling lists and useful websites. Most importantly, it is where you as parents/carers need to sign to say you have heard your child read. It is also where you can write any notes to the class teacher, and he/she to you. If it is lost, replacements are available from the School Office at a small charge.

**Home/School Agreement:** The agreement sets out the commitments that are necessary from the school, parents and children to guarantee a successful educational partnership. As each child enters the school, we ask all parties to give their commitment to the partnership by signing this agreement.

## Communication between Home and School

HEPS News is published weekly on Fridays to inform you of diary dates, trips, news items, reminders and school events to support learning. Communication is mostly via email with useful information being available on the school's website. Our Twitter account ([@H E P S](#)) has daily photos, information & other items posted by class teachers. Notices are put up on the noticeboard by the school entrance.

## Getting Involved in the Life of the School

We welcome the involvement of parents in the life of our school. Here are some of the ways parents are already involved:

- Helping in the classroom by listening to readers;
- Helping on school visits or local trips to the library or pool;
- Assisting staff with After School Clubs;
- Helping with curriculum projects (eg History Days, Art, cooking etc);
- Being a PFA member to help organise social and fund-raising events for the school;
- Becoming a Parent Governor and contributing to the running of the school;
- Providing constructive feedback through questionnaires. This helps us to continue to evaluate performance and improve the school.

If you are able to help in school, please contact the School Office so that DBS checks can be organised.

## What more can parents do to help their child?

To help a child make the most of their time at school there are certain things which make a great difference.

Providing a consistent well-ordered routine in home life is a really good start such as:

- having regular bedtimes; we suggest 19:00 for our youngest pupils and no later than 20:30 for Year 6;
- allowing plenty of time for getting to school in a calm orderly way;
- reading to, and with, your child each day and joining your local library;
- remaining calm and positive with your child;
- limiting the time spent on inactive activities, such as ipads and television to one hour per day ;
- only allowing your child to miss school when they are too ill to be there;
- playing with your child;
- providing good diet choices and encouraging an active life style.

Always talking in a supportive and positive way about what is being done at school and about the people that work there, will encourage your child to have a good attitude to the school generally.

If there is a problem at any time it is very important that you do not depend solely on the information that your child gives you. Please come to the school and check the facts calmly with the class teacher.

## Dealing with Concerns & Complaints

We do hope that all concerns you have are brought promptly to our notice and resolved quickly. If you are unhappy about anything please arrange to see your child's class teacher. You will then be able to establish if it is a misunderstanding which can be cleared up quickly or whether it is an issue which requires further investigation. If you remain unhappy, please make an appointment with the Headteacher, who will investigate the matter and report back to you. If you are dissatisfied with the response from the school, you can contact the Chair of Governors through the School Office. If necessary, the Chair can refer the complaint to the Complaints Panel made up of members of the local Governing Body. Our Complaints Policy can be found on the school website.

## Behaviour

All children are encouraged to have respect for themselves, other people, school property and the school environment.

We believe that all children have the right in school to:

- feel safe;
- to be treated with dignity and respect;
- to learn.

At the beginning of every year all classes draw up a class charter which sets out the rules that all pupils in the class are expected to follow. These rules are on display for all to see.

We stress to the children that they 'own' their behaviour. We expect them to make good 'choices' and take responsibility for the choices they make. When they have a problem, we aim to help them fix it. To fix a problem we explain there are only three changes that can be made:

- yourself;
- the other person;
- the situation.

Our Behaviour Policy is available on the school's website.

## Child Protection

The wellbeing of your child is a high priority. There may be occasions when a child discloses something that is a cause for concern or a member of staff notices something untoward. It is the professional duty of staff and the school to pass on any concerns to the appropriate professional body. In almost every case the parent is informed of such matters. The school's Designated Safeguarding Leads are Mrs Tiffany Doughty Davis (Headteacher) and Miss Jenny Chadbourne (Senior Teacher).

## School Uniform

Over the years, parents have been very supportive of our school uniform policy. Our uniform is practical and helps children to feel a sense of belonging to our school. Most items can be purchased in a supermarket. A school book bag is provided free of charge to all new pupils courtesy of our PFA but replacements need to be purchased from [www.brigade.uk.com](http://www.brigade.uk.com). The only jewellery we permit are small stud earrings. Nail varnish is not permitted. Long hair must be tied back. Hair must be of a natural colour; extreme hairstyles, including shaved designs and hair dye, are not permitted.

### Uniform

- Red jumper, cardigan or sweatshirt (no hoods please)
- White polo shirt OR white cotton shirt
- Grey trousers, shorts, skirt or pinafore dress; red & white check dress in hotter weather
- Black/grey/red/white socks or tights
- Flat black shoes which can be polished (not canvas or trainers)
- Red/white checked or striped summer dress OR grey tailored shorts
- Year 6: school tie worn with a white shirt

### PE Kit

- Red T-shirt; black shorts; change of socks; black plimsolls;
- Black jogging trousers for outside wear (optional);
- Trainers for outside wear (optional).

**We recommend that children wear shin pads when playing football.**  
***Please provide a labelled PE bag in which to keep all the kit.***

### Swimming Kit

*(Years 3—6)*

- One-piece swimming suits;
- Sport-style swimming trunks or shorts (baggy/beach shorts not permitted);
- Swimming hat (optional);
- Towel.

***Please provide a labelled swimming bag in which to keep all the kit.***

Please make sure that you put your child's name in all their clothes. Lost property can be reclaimed from school hall lobby. PE kit should be brought into school on Monday for the week.