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Headteacher: Mr P Stanyard

Governing Body

Wednesday 20<sup>th</sup> September 2017

Dear Parent and Carers,

The Governing Body have pleasure in welcoming you and your child to Camestone.

We would like to take this opportunity to share the School Aims and make you aware of some key school policies that we hope you will find helpful.

### **The School Aims**

The school aims are reviewed periodically by the Governing Body. We are all agreed that they continue to reflect the inclusive nature of the school

#### **"Exploring Learning Together",**

We believe in the importance of preparing our children for the 21st Century through the following aims:

- To provide equal opportunities for all within a safe, secure and caring environment.
- To encourage our pupils to feel valued and to become confident independent learners and creative thinkers.
- To develop respectful relationships and encourage politeness, consideration and empathy with others.
- To create an atmosphere such that children, their families, staff, Governors and the wider community work in partnership to achieve the highest standards of learning and behaviour.
- To develop the attitudes, skills and knowledge that our pupils will need to become responsible, healthy and adaptable citizens.

We encourage all parents to support us in promoting the aims of the school.

Children's personal, social and emotional development is the foundation for all areas of their learning. We strongly believe working in partnership with parents is key to pupils' development in this area.

To facilitate this we have:

- An **Open Door Policy** - Good communication is vital to ensure that the children are happy, healthy and learning to the best of their ability. So please do not hesitate to contact the class teacher or member of the senior leadership team if you have any concerns or would like some advice on how best to support your child. If your concern is of a sensitive or confidential nature you may prefer to arrange to meet the class teacher/leadership team privately at a mutually convenient time.
- A **Family Support Worker**, Mrs Spalding, who provides additional pastoral care to the pupils and is available to support families. As part of Bedford Boroughs Early Help strategy Mrs Spalding is also trained to provide the Triple P Positive Parenting Programme which offers parents simple tips and practical strategies to manage the big and small problems of family

life (self-esteem, bedtime battles, tantrums etc.) in a safe supportive environment. If you would like advice or would like to know more about the Triple P sessions that run in the local area please do not hesitate to speak to Mrs Spalding.

- **Curriculum Information** is available on the school website in order that you may support your child's learning – <http://camestoneschool.co.uk>. Please click on the Foundation Stage Year Group Page. The Foundation Class Page will take you to a secure area for your child which has regular updates. – Passwords will be issued shortly.
- **Opportunities to celebrate** – We welcome parental involvement and provide many opportunities throughout the year for you to join your children to celebrate their learning. Class teachers will notify you of events.
- A **Code of Conduct** for parents and visitors to the school. The current policy is available on the website and is reviewed annually.

The **Values Education** programme supports the school aims. It is delivered to all pupils in the school, within lessons, assemblies, stories and events. In the first half of this term pupils will focus on Creativity and in the second half, Togetherness. The governors are proud to award a pupil from each class with a Values Awards at the end of each half term and share in a special assembly with the whole school and parents of award winners.

Autumn One	<b>Creativity</b> -Thinkers, Adaptable, Independence, Imagination
Autumn Two	<b>Togetherness</b> -Co-operation, Honesty, Partnership, Trust
Spring One	<b>Motivation</b> -Engagement, Enjoyment, Resilience, Aspiration
Spring Two	<b>Value</b> -Caring, Responsibility, Safe, Friendship
Summer One	<b>Happiness</b> -Healthy, Well-Being, Feelings
Summer Two	<b>Positivity</b> -Respect, Politeness, Confidence, Pride, Hope

**The Golden Rules** are whole school rules that support the school aims and values:

Camestone is a safe and happy place because:

- We listen, think and do.
- We care about and respect everybody.
- We take pride in our work and behaviour.
- We are honest and tell the truth.
- We take care of ourselves and our school.
- We try our best and learn from our mistakes.

The rules are supported by a Behaviour Policy (available on the school website). It aims to promote an environment where everyone feels happy, safe and secure.

### **Attendance and Punctuality**

When OFSTED visited in April 2017 they identified a clear link between persistent absentees (those with less than 92% attendance) and lower than average academic progress.

We expect 100% attendance however we do appreciate that childhood illnesses occasionally mean it is not appropriate for your child to be in school.

Good attendance is essential for children to make progress in their learning and we monitor this closely. Pupils with an attendance below 92% are tracked weekly. If your child's attendance falls below 92% you will be informed by letter. If your child's attendance does not improve you will be asked to attend a meeting in school to discuss it, and if necessary, meet with the Bedford Borough Education Welfare Officer.

The classroom doors open at 8.45am. Children should be in the classroom ready to learn at 8.55am. Please ensure your child arrives at school on time. Children who are not punctual take time to settle and often cause disruption to the class on arrival.

Please ensure your child is in school, unless they are unwell. If your child is absent please contact the school before 9.30am on the first day of absence to inform the school of the reason for the absence (the responsibility for authorising the absence lies with the school and not the parent/carer); please avoid, if possible, making medical or dental appointments during school hours and not take holidays during term-time.

We have a policy of first day contact to ensure that children are safe. If you do not contact us, we will try to contact you.

We recommend that good routines for attendance and punctuality are established early in Foundation so that they are easier to maintain as your child progresses through school.

### **The Governing Body**

We thought it would be useful to explain the role of the Governing Body.

Our main role is to help raise standards and performance of the school by supporting the work of the Head Teacher and the staff. We support and challenge the Head Teacher by gathering views and asking questions. The governing body become involved in many aspects of school life and collectively make important decisions on policy and strategy including curriculum, budget management, staffing and recruitment, health and safety, school improvement and performance.

Governors monitor school performance ensuring the quality of teaching and learning is maintained throughout the school. We do this through a series of visits and meetings. The focus of visits includes: Teaching and Learning across all stages of the school, Special Educational Needs, Safeguarding, and Health and Safety.

We encourage you, if you have not done so already, to read the full OFSTED report issued following our inspection in April 2017. The Governors are agreed that this is a fair and accurate report and reflects the school well. The OFSTED report can be found by following the links from the school website.

Governors regularly attend school events such as Christmas plays, Decoration Day, school trips and year group activities. We look forward to meeting you at these events.

A Governors newsletter is issued to all parents' termly outlining school priorities, achievements and progress, policy updates and a variety of topical matters. Previous copies are available on the school website.

**We look forward to working in partnership with you during your child's time at Camestone.**