



School Prospectus

Camestone School
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Head Teacher	Mr Paul Stanyard
Deputy Head Teacher	Miss Emma Wilson
Assistant Head Teacher	Miss Rachel Ducker
Chair of Governors	Mrs Julia Surman

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WELCOME TO CAMESTONE SCHOOL



Dear Parents & Carers,

On behalf of children, staff and governors, I would like to welcome you and your family to Camestone School.

This booklet aims to give you information about our school and the education we can offer your child. I hope it will be a useful source of information throughout your child's time with us.

Camestone School is a happy, lively place where everyone is expected to work hard, try their best and achieve their full potential. One of the quotes from our Ofsted report described Camestone as having a real 'buzz' of purposeful learning and fun in learning. We believe in a strong relationship between home and school and that working together with families is the best way to ensure success for the children.

If you are a prospective parent we do hope that you will be able to visit us and experience our commitment to creating a caring and supportive atmosphere throughout the school.

Mr Paul Stanyard

Head Teacher





About Our School

Camestone School is a spacious, well-maintained school which was built in 1977. It has been added to over the years, a Foundation Stage extension in 2005 and a four classroom block for the transition to primary in 2017.

The school grounds include a large playing field, an all-weather pitch, a trim trail, a quiet area with picnic benches, and an environmental garden.

The school is in the town of Kempston which is approximately 3 miles South West of Bedford. Kempston is a small friendly town with good amenities. Many of our families maintain close links with the school and indeed quite a number of our parents are former Camestone pupils.

School Aims

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.

Our six Golden Rules link with our whole school Values Programme.

Golden Rules

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.

School Values Programme

<u>Autumn 1</u>	<u>Spring 1</u>	<u>Summer 1</u>
Creativity Thinkers, Adaptable, Independence, Imagination.	Motivation Engagement, Enjoyment, Resilience, Aspiration.	Happiness Healthy, Well-being, Feelings.
<u>Autumn 2</u>	<u>Spring 2</u>	<u>Summer 2</u>
Togetherness Co-operation, Honesty, Partnership, Trust.	Value Caring, Responsibility, Safe, Friendship.	Positivity Respect, Politeness, Confidence, Pride, Hope.



Staff List 2019 - 2020

Mr P Stanyard – Head Teacher

Miss E Wilson – Deputy Head Teacher

Miss R Ducker – Assistant Head Teacher

Teachers

Miss M Ali

Miss D Bains

Miss E Barratt

Miss V Bird

Mrs T Butler

Mrs N Carton

Mrs V Dobinson

Mrs S Gillespie

Mrs H Hughes

Mrs C Irvine

Mr A Jones

Mrs M Jones

Miss E Lambert

Mr O McBeth

Miss A McKinney

Mrs M Owen

Mrs C Smedley

Mrs H Thiara

Mrs A Spalding – Family Support Worker

Mrs P Kirkup – HLTA

Mrs J Lambert – Nursery Nurse

Lunchtime Staff

Miss Barrett	Mrs Ellis	Mrs Salisbury
Mrs Boyes	Mrs Jones	Ms Severs
Mrs Ciampa	Mrs Mahey	Mrs Szwed
Mrs Clark	Mrs Martin	Mrs Weaver
Mrs Copperwheat	Mrs Masiah	Mrs Williams
Mrs Crawford		

Teaching Assistants

Mrs T Antwi	Mrs K Myers
Mrs D Armitage	Mrs H Nicholls
Mrs L Baldassarre	Miss J Offord
Mrs L Boyes	Mrs J Owens
Mrs K Buck	Mrs C Rose
Mrs P Ciampa	Mrs F Salako
Mrs C Crawford	Mrs Y Salisbury
Mrs J Ebden	Mrs M Staniforth
Miss E Irons	Mrs R Stratton
Miss J Levey	Mrs G Weaver
Mrs C Mahey	Mrs S Williams
Mrs N Marfleet	

Office/Admin Staff

Miss B Chandhar – Admin/Attendance Assistant
Mrs J James – Headteacher's PA
Miss C Stratton - Bursar

Site Staff

Mr D Crathorne - Site Agent
Mrs E Baker - Cleaner
Mrs T Martin - Cleaner
Mrs C Warner - Kitchen Manager

Governing Body 2019- 2020

The School Governors have responsibility for guiding the school in its aims and for overseeing the budget which has been allocated by Bedford Borough. They do this by maintaining close contact with the Head Teacher and working with the staff to ensure that as far as possible and practicable, they all have the facilities and resources needed to do their jobs effectively.

Governing bodies are a mixture of elected and appointed persons representing various aspects of the community. There are Parent Governors elected by parents of pupils who attend the school, Community Governors appointed by the existing Governors and there are Governors delegated by the Local Authority to represent the authority's interests. If you are interested in becoming a Governor, please enquire at the school office.

Governors

Mrs N Attenborough	Co-opted Governor	Mrs K Sams	Parent Governor
Ms K Burley	Co-opted Governor	Mrs M Sogga	Co-opted Governor
Miss R Ducker	Assistant Head Teacher - Associate	Mr P Stanyard	Head Teacher
Mr M Emms	Parent Governor	Mrs J Surman	Co-opted Governor Chair of Governors
Mr J Epton	Co-opted Governor	Mr D West	Co-opted Governor
		Miss E Wilson	Deputy Head Teacher

Governors take responsibility for specific areas within the school.

Foundation Stage and KS1	- Mrs N Attenborough and Mr J Epton
KS2	- Cllr M Nawaz and Mr M Salter
Inclusion	- Mrs M Sogga and Mrs K Burley

Curriculum

The Foundation Stage Curriculum, National Curriculum, and the Bedfordshire agreed syllabus for R.E. are followed in school.

The Foundation Stage Curriculum is divided into six areas of learning –

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Mathematics
- Understanding of the World
- Physical Development
- Expressive Arts and Design

Key Stage 1 and 2 (Ages 5 – 11)

Individual subjects studied as part of the National Curriculum are English, Mathematics, Science, Computing, Art and Design, Design Technology, Geography, History, Music, Physical Education and Personal, Social and Health Education and Modern Foreign Languages. Religious Education follows the locally agreed syllabus.

You will receive newsletters during the year to keep you informed of the work taking place in different year groups and special days and events relevant to particular subject areas.

Depending on the age of your child, homework is set in line with required guidelines.

Occasionally contributions are requested to help fund special activities in school and educational visits connected with the curriculum.

Home School Partnership

We hope to work closely with all of our families and recognise the importance of good communication between home and school. Parents are encouraged to come and talk to teachers, our Family Support Worker or a member of the Leadership Team about any concerns.

As the children arrive at school, teachers are in classrooms to greet them. Teachers are available to talk at this time, but parents will know that this is often a very busy time and should a more lengthy or private conversation be needed, we suggest that an appointment is made. Occasionally, teachers will be unavailable after school as they may have meetings to attend, so it is always advisable to make an appointment, even for less formal meetings. We will always do our best to solve any problems and would much rather that you talk to us than worry. If you would also like to meet with our Family Support Worker or a member of the Leadership Team please make an appointment via the school office.

Alongside this, a more formal consultation evening is held twice a year. These meetings give every parent the opportunity to discuss their child's progress with their class teacher. During these meetings there is an opportunity to look at children's work and review or set targets. We hope that all parents will attend consultation evening as this strengthens the home school partnership and demonstrates to the children that we are working together for their benefit.

Religious education and collective worship.

At Camestone School we enable children to develop a sound knowledge not only of Christianity but also of other world religions, especially those that are the main faiths of children within our school. Assemblies are held during each week for collective worship.

Parents may withdraw their children from all or part of the religious education provided by the school and from any collective worship. Please contact the school to discuss any alternative provision that might be necessary.

Relationships and Sex Education

Our policy and practice due to the age of the children is to teach Relationships Education as part of the school's curriculum provision. This is to be a basis, which will be developed further at secondary school. Any questions that are asked by the children are dealt with sensitively and issues may need to be raised with parents of individuals or groups of children when deemed necessary.

Meeting individual needs

Camestone School is a community school in the truest terms and that means we strive to meet the needs of children within our community, whatever their difficulties, as far as we possibly can. With parental permission we welcome all children and work to include them fully in school seeking to remove all barriers to learning and participation.

There is access for children with physical disabilities to all areas of the school in line with Government requirements and adaptations for individual children are made with assistance from appropriate support agencies as necessary.

A SEND information report is available on the school website.

Safeguarding Children

At Camestone School the health, safety and well-being of all of the children in our care is prioritised. We want all of the children to feel safe and happy and we recognise that this is not something which happens automatically. As well as providing access to trained specialists for children facing particular difficulties we ensure that all staff in our school are trained in safeguarding and how to deal sensitively with issues that may arise.

Our whole school ethos encourages children to do their best and take responsibility for their own decisions. This also means that children are encouraged to become emotionally literate, able to discuss their thoughts and feelings in an age appropriate way.















Child protection and Child in Need Procedures

As a school we have a statutory duty to assist social services departments acting on behalf of children in need or enquiring into allegations of child abuse. As well as this statutory duty we have a responsibility towards our pupils to make sure they are protected from harm. There is a child protection policy in school that fulfils our statutory and pastoral duties.

If we have a concern that a child has been abused or is at risk of being abused we have a duty to report this to social services who then decide if there should be an investigation.

There may be other circumstances (which are not to do with child protection but more to do with meeting children's needs) when we feel that you and your family may benefit from some support from other agencies i.e. social services. Before we refer your child as being in need we will seek your permission.

Our Classes

<p>Foundation Stage Class FSB</p>  <p>Bumblebees</p>	<p>Foundation Stage Class FSL</p>  <p>Ladybirds</p>
<p>Year 1 Class 1D</p>  <p>Dragonflies</p>	<p>Year 1 Class 1G</p>  <p>Grasshoppers</p>
<p>Year 2 Class 2B</p>  <p>Blake</p>	<p>Year 1 Class 2D</p>  <p>Dahl</p>
<p>Year 3 Class 3B</p>  <p>Banksy</p>	<p>Year 3 Class 3P</p>  <p>Picasso</p>
<p>Year 4 Class 4D</p>  <p>Da Vinci</p>	<p>Year 4 Class 4E</p>  <p>Einstein</p>
<p>Year 5 Class 5A</p>  <p>Armstrong</p>	<p>Year 5 Class 5P</p>  <p>Peake</p>
<p>Year 6 Class 6C</p>  <p>Cooper</p>	<p>Year 6 Class 6J</p>  <p>Johnson</p>

School Information Sheets

It is very important that the school has accurate information about your child and we ask that Information Forms are completed and kept up to date.

We need to know who has parental responsibility for your child and to whom we send information and reports and also who to contact if your child is poorly or injured.

It is essential that all contact numbers are accurate and that you or an identified person can be contacted in an emergency.

Please inform us about the changes below via the school office or through the SIMs app.

- Changes in circumstances.
- Changes of address.
- Changes of telephone number.
- Changes in emergency contact.

Attendance

Good attendance equals good learning.

At Camestone School we aim to encourage and assist all pupils to achieve the highest levels of attendance and punctuality in order to maximise their achievement and attainment at school. Parents & carers are responsible for ensuring that their child attends school regularly, properly equipped and in a fit condition to learn.

Arriving At School

School begins at 8.55am and families should aim to be at school by 8.50am to enable children to come in to school with their classmates.

The main school playground gates are opened at 8.40am and children should not arrive in school before this time. Please ensure that children are not on the school premises before 8.40am as no responsibility can be taken for their welfare before that time. We encourage children to enter school independently as soon as possible. Classroom doors are opened at 8.45am. School doors are closed at 8.55am and any children arriving after this time should enter through the main office. Children arriving late will receive a late mark. We do encourage the children to be punctual as this helps to make a happy start to the day. A child who arrives late may miss important news and feel left out which gets them off to a bad start and can have an impact on the remainder of the day. Absence and lateness is reviewed regularly by our Education Welfare Officer who may visit families where attendance is poor.

Signing in and out

Please go directly to the office to sign in if the gates are closed or if the children are in class when you arrive with your child.

If you need to collect your child during the school day please report to the office where you will be asked to sign out.

Education Welfare Officer (EWO)

Every school has a EWO who is concerned with all aspects of children's welfare. It is part of their duties to check registers and follow up regular absence and lateness. The EWO can be contacted through the school.

Absence

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 contact you.

If no reason for absence is given to us then the absence is regarded as unauthorised and will be reported as such.

Holidays and leave of absence during term time

We follow the guidance provided by the Department for Education with regard to holidays taken during term time. Parents have a responsibility to ensure that their child receives a full education. A new law under the Education (Pupil Registration) (England) Regulations 2006 came into effect on 1st September 2013 stating that Head Teachers cannot authorise any leave of absence during term time. Camestone School Governors have decided that holiday absences which have not been agreed will be marked as unauthorised absences and will be referred to the Local Authority for consideration of a Penalty Notice or other action.



Illness at school

Children are sometimes poorly when they are at school and sadly some children come to school in the morning feeling ill.

We have limited facilities for caring for children who are unwell and so will contact you to collect them. (Please be sure that your child's information sheet is up to date and the emergency contact numbers are current). Children with a contagious illness (for example a sickness bug) should be treated at home, for a minimum of 48 hours, before returning to school.



Medicines in school

Some children need to take medicine in school and this can be brought to the school office and a medical indemnity form signed. Only prescribed medicines can be given and more generally daily three dose antibiotics can be taken at home and not brought to school, if your child requires 4 doses per day, the school office can administer 1 dose.



Accidents

If your child has an accident at school we have trained first aiders on call to assist them. If a serious accident occurs and hospitalisation is felt necessary all efforts will be made to contact parents but in an emergency the Head Teacher will arrange for a visit to Accident and Emergency if no contact can be made.

All accidents are recorded and parents contacted if we are concerned.

Break times

All of the children have break times during the day to allow them to play and get some fresh air.

In the morning they will often like to have a snack and we encourage them to have something healthy such as fruit. Foundation and Key Stage 1 have a free healthy snack supplied for them by the NHS School Fruit and Vegetable Scheme every day.

Times and routines

School sessions are as follows:

Morning Session		Afternoon Session	
Foundation Stage	8.55am – 11.45am	Foundation Stage	1.00pm – 3.20pm
Year 1	8.55am – 12.00 noon	Year 1	1.10pm – 3.25pm
Year 2	8.55am – 12.10pm	Year 2	1.20pm – 3.25pm
Year 3, 4, 5 & 6	8.55am – 12.10pm	Year 3, 4, 5 & 6	1.20pm – 3.30pm



Milk

Children are provided with free milk until they are 5 years old after which milk may be purchased for drinking in the morning. Parents are asked to pay termly in advance and are informed of costs via emails from the school. Payments can be made online logging onto SchoolMoney or by clicking the link on our school website.



Lunchtimes

At lunchtime you have a choice of taking your child home for dinner, providing a packed lunch or paying for a school meal. Children up to year 2 are entitled to a free school meal at present via Government funding. **The school has a nut free policy so please ensure that your child does not have anything containing nuts in their packed lunches.**

School Dinners

Lunches are cooked on the premises. Lunchtime is part of the whole school experience and children are taught to behave with consideration and good manners at all times.

Lunch menus are provided each term and are on our website.

During the lunchtime period the children are looked after by lunchtime supervisors.

A choice of meals are available cooked by an independent company who run the school meals provision. Payment is made online via the Caterlink website for meals each Monday or half termly in advance. Pricing updates are sent to parents in letters via email from the school.

Charging and Remissions Policy

Music tuition – There is a charge for instrumental lessons held by Music for Bedford Borough. Occasionally contributions are requested to help fund special activities in school and educational visits connected with the curriculum.



Car Parking

One of our main difficulties at Camestone is lack of parking space. Despite reminders cars are regularly dangerously parked putting our children at risk. **Please park carefully and not in the school entrance or car park.**

Liaison with school

Please feel free to contact the school if you have any worries or information to share and we will try to help you.

Your first point of contact, if you are worried about your child or their progress, is the class teacher.

If you need information a quick call to the office may be of help.

For more serious concerns or those you feel need further clarification please contact the office and arrange an appointment with our Family Support Worker or a member of the Leadership Team. (Wherever possible you will be offered an appointment immediately)

Raising concerns and resolving complaints

From time to time parents, and others connected with the school, will become aware of matters which will cause them concern. To encourage resolution of such situations the Governing Body has adopted a 'Complaints Policy'.

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means.
- Be simple to use and understand.
- Be non-adversarial.
- Provide confidentiality.
- Allow problems to be handled swiftly.
- Address all points at issue.
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office and the website.

End of the day – where to go and what to do

When collecting your child at the end of the day please wait outside near the external classroom doors.

Prompt collection is necessary as staff have extensive commitments after school and regular meetings to attend.

Please note we cannot accept responsibility for your child's welfare before 8.45am or after 3.30pm unless your child is taking part in after school activities.

SEN and Disabilities Update

Our SEND policy is in line with the Code of Practice for SEN and the Disabilities Discrimination Act.

The school accepts children from the local community with a range of Special Educational Needs as part of its policy for inclusion. Experts from various multidisciplinary teams are contacted for advice and support and are listed below.

ASC Teacher

Early Years Advisory Service

Health Authorities / School Nurse

Education Welfare

Educational Psychologist

Social Services

Occupational, Speech and Language and Physiotherapists

Emotional and Behavioural Difficulties Team

Sensory Impairment Team

Social Services

School Security

Community police officers support the school.

Security measures that are in place include:

1. Security pads on entrances to outside classrooms and doors.
2. Improvements made to outside security lighting.
3. Closure of gates during the school day.
4. Improvement of perimeter fencing.

Uniform



BOYS

Coat, raincoat

Blue jumper or sweatshirt.

Blue polo shirt (Foundation Stage and KS1) and White polo shirts (KS2)

Charcoal grey or black trousers - long or short

Black or brown shoes/sandals

P.E. Kit

White T shirt

Black/blue shorts

Trainers

Blue or black tracksuit

GIRLS

Coat, raincoat

Blue jumper or sweatshirt.

Blue polo shirt (Foundation Stage and KS1) and White polo shirts (KS2)

Grey/black skirt or pinafore dress or trousers (no tight, long skirts please)

Black or brown shoes / sturdy sandals (no high heels please)

White / natural socks / tights

Summer dress_-Yellow or blue check dress

P.E. Kit

White T shirt

Black/blue shorts

Trainers

Blue or black tracksuit

Please ensure your child's name is on all items of clothing.

School jumpers, cardigans, polo shirts and book bags can be purchased from www.schooltrends.co.uk

TERM DATES FOR 2019 - 2020

Summer Term 2020

Tuesday 21st April 2020 – Friday 17th July 2020

Half Term – Monday 25th May 2020 – Friday 29th May 2020

May Day Holiday Monday 4th May 2020

Teacher Training Days

Monday 20th April 2020 and Monday 1st June 2020

Autumn Term 2020

Monday 7th September 2020 – Friday 18th December 2020

Half Term: Monday 26th to Friday 30th October 2020

Teacher Training Days: Thursday 3rd and Friday 4th September

Spring Term 2021

Tuesday 5th January 2021 – Friday 26th March 2021

Half Term: Monday 15th to Friday 19th February 2021

Teacher Training Day: Monday 4th January 2021

Summer Term 2021

Tuesday 13th April – Thursday 22nd July 2021

Half Term: Monday 31st May to Friday 4th June 2021

Teacher Training Day: Monday 12th April and Friday 28th May 2021

Bank Holiday: Monday 3rd May

Admission and Transfer

All children become of statutory age at the start of the term following their fifth birthday. Normally children who live within a school's catchment area attend the school nearest to their home but under the provision of the 1980 Education Act, parents have the right to express a preference for the school they wish their child/ren to attend.

To decide if Camestone is the school you wish to choose for your child we advise that parents visit the school soon after their child's third birthday.

Places offered will be decided by the Borough following the criteria outlined below if insufficient space is available to meet all requests.

- a) All 'looked after' children or children who were previously 'looked after'
- b) Pupils living in the catchment area with siblings at the school
- c) Other pupils living in the catchment area
- c) 'Very exceptional' medical grounds
- d) Other Siblings
- e) Any other children

Please note that all parents, whether within the catchment area or not, must make sure that they formally apply for a place by obtaining application forms supplied by Borough Hall.

All parents of children who have accepted a place will be invited to a new parents' evening.

In the Summer term all children will be invited, with their parents, to visit the Foundation Stage and experience what is on offer.

In the Autumn term, just before the children start school a home visit will be offered where staff from the Foundation Stage will make contact with the family to clarify any concerns and meet the children face to face in their home environment.

When starting school at Camestone the children enter the Foundation Stage in the school year in which they become five.

We are currently offering a full time place to all children.