

St Thomas à Becket Church of England Federation



# Framfield Church of England Primary School



**Prospectus**  
For entry in 2018

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## Framfield Church of England Primary School

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East Sussex  
TN22 5NR

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## Welcome to Framfield CE Primary School

Framfield Church of England (CE) Primary School is a small school situated at the heart of an East Sussex village. We have close, positive relationships with all sections of our local community, including the parish church. Our aim is to provide a stimulating, safe and happy environment, rooted in Christian values, for all our pupils.

In September 2015 Framfield CE School joined with neighbouring Blackboys CE School to form the St Thomas à Becket Federation. The Federation builds on a very successful informal partnership between the schools from September 2012 to July 2015. It was led by an Executive Headteacher and a single governing body with responsibility for the two schools. Since September 2017, the two schools are run by Acting Headteachers who work closely together. Working within a federated structure means that we can use best practice from two schools, share staff expertise and offer all our pupils opportunities to work and learn together.

At Framfield School we are very proud of the progress, achievement and attainment of all our children. We have high expectations of behaviour and manners for the whole school community and an excellent reputation for the support and challenge we offer to our pupils and their families.

We are also proud of the good standards we achieve here and in November 2015 Ofsted judged Framfield as a "good" school. The report said: "Pupils are confident, courteous, polite and respectful."

We provide an exciting, engaging and creative cross-curricular scheme of work. This approach enables our children to gain a greater understanding of the skills they will need both in their education and in their personal lives, and nurtures a love of learning and challenge. "Teachers have created a positive learning environment making the most of outside spaces... (pupils) do not give up easily and take on challenges. This has a clear impact on pupils' progress." (Ofsted report).

We feel strongly that, when an individual child joins our school, we are welcoming the whole family. We therefore work hard to build a positive relationship and maintain effective communication with each family. Our Ofsted report said: "Most parents choose the school because of the nurturing environment that has been created. They believe that the school cares well for the children and enables them to flourish in a 'family atmosphere'."

You may also like to visit the website of Blackboys CE Primary School, the other school in the St Thomas à Becket Federation ([www.blackboys.e-sussex.sch.uk](http://www.blackboys.e-sussex.sch.uk)); and the websites of St Thomas à Becket Church, Framfield ([www.framfieldchurch.org.uk](http://www.framfieldchurch.org.uk)) and the Diocese of Chichester ([www.chichester.anglican.org](http://www.chichester.anglican.org)).

### **Over-arching Intent/Vision:**

To raise the aspiration of all pupils to "Be the Very Best they can Be", Living 'Life in all its fullness' (John 10:10), through providing an engaging and Christian environment alongside an exciting broad and balanced curriculum striving to develop the skills, attitudes and Christian values of the whole Federation Community to face the new challenges of the 21<sup>st</sup> century with the confidence.

### **Our Aims**

- To nurture an environment in which the **Christian ethos** is celebrated in all areas of **school life**.
- To nurture **all children** and enable them to achieve their **personal and academic potential** and to value each child's contribution.
- To create a **friendly and secure learning environment** where children and adults work together with fun, enjoyment and enthusiasm.
- To help children discover a sense of **awe and wonder** of the world in which they live and to develop a concern for its **sustainability**.
- To offer **stimulating, challenging and creative learning experiences**, in which provision is made to cater for all pupils' needs.
- To promote a **healthy life-style** through a positive attitude to physical and mental activity.
- To maintain a **highly performing and effective learning environment**.
- To empower our pupils by helping them to manage risk and to **meet challenges positively**.
- To ensure pupils are taught **life skills** to enable them to make a positive contribution to society in our continuously changing world.
- To create an atmosphere of **mutual respect** for all by cultivating an appreciation of **multi-cultural diversity**, preparing children to develop into citizens of the twenty-first century who are tolerant and confident.

These aims **underpin the work of the whole school** and form the basis for our partnership between staff, pupils, families, governors, community and Church.



September 2017

## Our Ethos

Framfield CE Primary School is a place where pupils, families, staff, governors and the community can learn together. It is a happy school with an atmosphere of calm co-operation and mutual respect. Every child is valued. Our pupils enjoy a stimulating and challenging learning environment and we offer a wide range of hands-on experiences.

As a school community we aim to foster self-discipline, caring, understanding, co-operation, enthusiasm, perseverance and independence. All our children are given opportunities to help them to develop to their full potential.

Relationships with parents are positive and informative: parents are actively encouraged to participate in their children's education and are aware of the targets set for both the school and for their children.

All achievements are celebrated by the whole school. The staff has high expectations and everyone recognises quality.

As a church-aided school, we are committed to providing our children with an education based on a strong Christian foundation.



## **OFSTED and Diocesan Inspections**

Our last Ofsted inspection took place in November 2015 and our last Diocesan inspection took place in July 2017.

## **St Thomas à Becket Church of England Federation Governors**

Mrs Katharine Rabson Stark	Chair - Local Authority Governor, Safeguarding (Framfield)
Mrs Amanda Hawkins	Vice-chair - Parent Governor
Mr Mark Filsell	Treasurer - Associate Governor
Mr Phil Wilmowski	Clerk to the Governing Body
Mr Peter Berry	Foundation Governor
Mr Keith Brandon	Associate Governor Health and Safety, Safeguarding (Framfield)
Mrs Gillian Clarke	Foundation Governor
Mrs Sarah Cottingham	Foundation Governor - RE Link
Mrs Jacqueline Davies	Staff Governor - Acting Headteacher Framfield
Mrs Emma Doherty	Parent Governor - SEN, Equalities
Mrs Christine Hayler	Foundation Governor - EYFS
Revd Chris Lawrence	Foundation Governor
Mrs Lynda Lynch	Foundation Governor, Safeguarding (Blackboys)
Mrs Samantha Butler	Foundation Governor
Mr Graham Sullivan	Staff Governor, Acting Headteacher Blackboys
Mrs Tjadine Ullmann	Foundation Governor
Mrs Heather West	Teacher Governor

## School Policies and Documents

All school policies are available to view on request from the school office. Many policies can also be found on our website including:

- Health & Safety Policy & Procedures
- Special Educational Needs Policy (includes information on facilities available, staff knowledge and skills, and links with organisations concerned with special educational needs)
- Behaviour and Discipline Policy
- Complaints Policy and Procedure

## Staff

Acting Headteacher	Jacqueline Davies
Peacocks Class teacher (Years R and 1)	Nicky Kent
Kingfishers Class teacher (Years 1 and 2)	Emma Vernon (Tuesday-Friday)/Clare Tsapparelli (Monday)
Puffins Class teacher (Years 3 and 4)	Fiona Barnes
Eagles Class teacher (Years 5 and 6)	Amy Clarke (Monday-Wednesday)/Clare Tsapparelli (Thursday/Friday)
1:1 Progression tutor	Rose-Marie Riley
Special Needs Coordinator	Sophie Levey
Bursar	Gill Lawday
Secretaries	Juliet Smith Victoria Lee
Classroom Assistants	Heather West HLTA      Sandra Duncan HLTA Amanda Brennan HLTA      Debbie Cosshall
INA	Katy Orme
Caretaker	Jeff Lyons
Dinner Supervisor	Kath Efford
Playleader	Pat Neal
Midday supervisors	Pat Neal    Debbie Cosshall    Jane Gilbert-Cook
Sports Coach	Mark Potter
Violin Teacher	Lauretta Young
Guitar teacher	Alex Butler

## About the School



Framfield CE School was founded in 1837 supported by St Thomas à Becket Parish Church and it still retains its Church of England Aided status today.

The school building has undergone modernisation, extension and improvements over the years and has a welcoming interior with spacious classrooms. A building programme in 2008 gave us new classrooms, a new cloakroom with accessible toilet and shower facilities, a library and group work rooms, as well as a kitchen for the children to cook in. We have a dedicated Early Years play area which is designed to be used as an outside classroom. The playground is being developed to include junior gym equipment and a renovated trim trail for KS1. Our very rural situation means that we are able to extend our learning outside into our local community. We have Forest School sessions in our grounds and the immediate area every week.

There is a pre-school on site, which also operates a Breakfast and After School Club.

We currently have 100 pupils on roll. The school is divided into four classes. The age groups in each class may vary from year to year, according to the number of pupils within the classes and their individual needs.

Peacocks Class	Reception and Year 1
Kingfishers Class	Years 1 and 2
Puffins Class	Years 3 and 4
Eagles Class	Year 5 and 6

The aim of the class organisation is to provide the best balance in terms of numbers of children and access to the curriculum. The school is fortunate in having a team of highly skilled teaching assistants who provide small group activities.

Reception children can be admitted full-time in September, following their fourth birthday. At the end of the Reception Year your child will either stay in Peacocks or move across into Kingfishers depending on which setting is most suitable for your child at that stage. Year 1 children are taught in both Peacocks and Kingfishers providing a learning experience which is designed to suit the individual child's need.

Your child will be with their class teacher for the majority of the time. On occasions the teaching staff will be responsible for certain activities in other classes, thereby making full use of particular expertise.

On admission your child will be assigned a 'buddy' - usually an older child for the youngest children - who will support them as they learn about their new school. For children admitted after year 1, a buddy will be assigned from their class group. In this way we offer a friendly face from the first day to help as children settle in.



A Reception pupil with his buddy -  
September 2017

In addition to membership of a class, each child belongs to a house - these are named after English trees - Oak, Ash, Chestnut and Beech. Each house meets regularly to discuss important events, choose tasks to complete and to have fun together. The houses are all mixed ages and supported by one of the class teachers and support staff.

## **Aided Status**

The Church of England is a major provider of statutory education (for more information see <http://www.churchofengland.org>), with about 4,500 Church of England primary schools and more than 200 secondary schools. It also supports work in higher education. The Catholic Church too has aided schools and there are a variety of schools founded by livery companies such as the Skinners School in Tunbridge Wells.

Church of England (CE) schools are different from local education authority 'county' schools in that they have another layer of control through a Diocesan Board of Education - in our case, the Diocese of Chichester ([www.chichester.anglican.org](http://www.chichester.anglican.org)). CE schools are designated either Voluntary Aided or Voluntary Controlled (more information at [www.churchofengland.org](http://www.churchofengland.org)).

Framfield has Voluntary Aided (VA) status, with union by way of its trust deed to the National Society (Church of England). In VA schools the governing body is responsible for 10% of the costs of both repairs to the outside of the building and of any major building work. Governors have considerable control over staffing, curriculum matters, finance and admissions. Their powers have grown since the 1986 Education Act and are more extensive than in a 'county' school.

Aided schools are committed to children receiving an education in which there is an important Christian element.

Our school, in harmony with its links with our parish church of St Thomas à Becket in Framfield, is proud of its Church of England connection and roots.

Under the direction of the Senior Leadership Team, Governors and the Diocese, the school seeks to maintain and develop its duties and commitment towards religious education and worship.

The Acting Headteacher co-ordinates the religious education in the school. The scheme of work is broadly in line with the Diocese of Chichester's Scheme for Primary Schools. Christian festivals and seasonal events may at times be incorporated into, or be in addition to, ongoing activities.

An act of worship is held daily for all children. Prayers are part of the routine for each class. Parents are invited to attend collective worship led by our parish priest, as well as class assemblies which take place several times a year.

A 2017 Diocese of Chichester inspection (SIAMS) judged Framfield school to be a good school which, "through its distinctive Christian character, is outstanding at meeting the needs of all learners."

While we hope that all children will be involved in our religious and spiritual life, it is accepted that parents have the right to withdraw their children from acts of worship or religious studies.

### **Worship**

The daily act of collective worship in schools required by law (1944 Education Act) is consistent with the faith and practice of the Church of England. It is accepted that the parish church in Framfield or other Church of England place of worship be used for occasional acts of collective worship. The school does its best to attend the parish church to celebrate the major Christian festivals.

All pupils in attendance at the school are expected to take part in acts of worship unless the parent requests that they be wholly or partly excused from so doing.

Our acts of worship are conducted as whole school, KS1 and KS2 groups, or occasionally as class groups.

Arrangements for the collective act of worship are made by the governing body after consultation with the Acting Headteacher.



## **Curriculum**

Framfield School aims to produce successful learners, confident individuals and responsible citizens. Our priority is to ensure that all our pupils are fluent in literacy, numeracy and computing but, building on these basics, we also wish to develop their learning and thinking skills.

Our curriculum is therefore designed to engage pupils' interest and to develop knowledge, skills and understanding. Since every child is different, we personalise the curriculum to each child's individual needs.

Pupils follow a broad, balanced programme that equips them with the necessary skills in numeracy, literacy and all other requirements of the National Curriculum. Where appropriate, the curriculum is taught creatively through topics or themes and aims to extend pupils' skills as well as to impart knowledge.

Above all, we want our children to enjoy learning and participating in school activities. We aim for them to develop a thirst and enthusiasm for learning, as well as the skills to become independent.

<b>English</b>	This is based on the 2014 National Curriculum. Children are taught reading, writing, spelling, handwriting, speaking and listening. There is a focus on the use of quality published books by a range of authors.
<b>Mathematics</b>	This is based on the 2014 National Curriculum which covers number work, calculations, problems and shape, space and measures. We use a mastery approach to Mathematics, with a focus on reasoning and problem solving skills.
<b>Science</b>	This is taught through practical activities, experiments and investigations, which develop scientific thinking, skills and knowledge. The school focuses strongly on using and applying knowledge in a practical sense.
<b>Computing</b>	All classes have interactive whiteboards and laptop computers are widely used to support learning in all classes. Computing is taught both as a subject and as a support for other areas of the curriculum.
<b>Design and Technology</b>	Children generate their own ideas and work with a variety of materials in the making of a structure or mechanism and learn a variety of practical skills.
<b>Art</b>	Children are encouraged to experiment with their own creativity. From an early age they are introduced to colour mixing and tone. All children have a sketchbook in which to record their ideas. They work with a variety of media - clay, printing, paint and

pastels - and in both 2D and 3D - and are encouraged to look at the work of major artists to support their learning.

- Music** Children sing and perform together and have the opportunity to use percussion instruments. They listen to music by a wide range of composers. Parents can pay for individual music lessons - we currently have specialists who come into the school to teach the violin and guitar. Upper KS2 children participate in the "Big Sing" Christmas concert in Eastbourne. Also KS1 pupils perform in a Nativity at Christmas and KS2 pupils perform in a Summer production.
- Physical Education** Children develop skills in dance, gymnastics athletics and games. Lower KS2 children have swimming lessons at Freedom Leisure in Uckfield. A sports coach delivers one session per week for all classes, and a further weekly session is led by a class teacher. Outdoor and adventurous activity skills (OAA) are taught during a bi-annual residential trip for the upper KS2 children. Years 5 and 6 pupils also have the opportunity to gain a "Bikeability" qualification.
- Religious Education** Children learn about a variety of religions although the main focus is on Christianity. We follow the Diocesan-agreed syllabus and ensure that our pupils develop an awareness of different cultures and creeds.
- Geography** Children learn about their environment and the people who live in it. They are taught enquiry and mapping skills.
- History** Children learn about the past and famous people. They develop an understanding of historical time and the skills of historical research.
- Personal, Health & Social Education (PHSE)** Children are taught in themes; some of this work is delivered through 'circle time' and some is included in topic work. Themes include Caring and Self Respect, Knowledge and Life Skills, Feelings, Emotions and Attitudes, and Good Health.
- Citizenship** Children are encouraged to become informed citizens, to develop skills of enquiry and communication and learn how to be responsible.
- Sex & Relationship Education** This is taught within the PHSE curriculum. Foundations are laid in the early years and built upon during the children's progress through the school.
- Modern Foreign Languages (MFL)** MFL is taught in KS2 classes and is used at other times within the school day to further support learning.

## The Foundation Stage

At Framfield we believe that the early years of a child's life are an important stage in which the foundations for future development are established. Activities and first-hand experience are the keys to learning and lay the foundations for the National Curriculum. We base our curriculum upon the four overarching themes of the Early Years Foundation Stage:

- A unique child
- Positive relationships
- Enabling environments
- Learning and development

Our Foundation Stage Curriculum aims to develop each child to his/her full potential. We foster the child's own interests and offer activities that extend, enrich and develop them. Children are taught within a safe, stimulating and accessible environment that facilitates independent skills.

The Foundation Curriculum is based on three prime areas and four specific areas of learning.

The prime areas are: personal, social and emotional development; physical development; and communication and language.

The specific areas are: literacy, mathematics, understanding of the world; and expressive art and design.

The reason for the focus of the three prime areas is because they are viewed as essential for children's future learning and healthy development. Prime areas focus will strengthen the specific areas.

Since we recognise that children enter the Reception class at different starting points, we work closely with parents on the transition between settings to ensure progression and continuity of learning throughout the early years period. We appreciate that more able children, whose achievements exceed the early learning goals, need to be provided with opportunities that extend their knowledge, understanding and skills. We do this by careful planning for each child, using the National Curriculum Key Stage 1 programme of study.

We also recognise that a small number of children with special educational needs may continue to make progress towards all, or some, of the outcomes throughout their educational careers.

## **Sporting Aims and Provision**

The school has a comprehensive PE curriculum and we take up an increasing number of opportunities to use the facilities at Uckfield Community Technology College. This has included participation in gymnastics, dance, indoor athletics, multi-skills, badminton, football, netball, hockey and cricket events. The PE Coordinator is a local Primary Liaison Teacher for PE and Sport.

In Lower Key Stage 2 all pupils learn to swim at Uckfield Freedom Leisure Centre, for which voluntary contributions are requested to help cover the cost. All lessons are taught by fully qualified instructors.

We also offer a variety of sports after-school clubs. These vary from term to term but can include netball, football, table tennis and tennis. We also offer tennis and multi-sports taught by specialist teachers which are charged for at reasonable rates.

Keeping fit and healthy is a priority in our school and we use sport not only to support these aims but also to engender a sense of fair play, team building and challenge. As part of our Federation Health Plan, all pupils are encouraged to walk the "golden mile" on a regular basis. We are pleased to say that we have been recently awarded the Gold Schools' Games mark.



Eagles' pupils who participated in an inter-schools cross country running competition

## **Educational Visits**

We have educational visits which provide a great addition to the pupils' learning. These visits may be to places in the locality eg Branching Out Adventures at Bentley Wildfowl or may be further afield such as Bodiam Castle. Parents are asked to make voluntary contributions to cover the cost of these trips.

## **Involvement in our School**

The school values all support and help provided by governors, parents and friends of the school both in and out of the classroom. This includes helping with reading, or with cookery lessons, making costumes and providing transport on school trips.

*Please note that all our volunteer helpers are required to have an enhanced DBS (previously known as a CRB) check.*

## Consultation and Involvement

Our parents are regularly consulted on a range of school issues, often through questionnaires or in school meetings. We ask for their comments on the School Development Plan for example, and invite their contributions to it. Parents are kept well informed on school activities and changes through a variety of communication methods - see below.

## PTFA

We have an enthusiastic and hardworking Parent Teacher and Friends Association that is structured to support fundraising for the school. The PTFA meets regularly to plan fundraising events and special functions. Fundraising events are held throughout the school year and include Christmas and Summer Fairs.

## Communication

We ask new parents to provide us with contact details which include an emergency contact number, a mobile number and email address. We communicate by telephone, texting and emailing (via Parentmail). We also publish a fortnightly newsletter and send out individual and class letters.

At the beginning of each term class teachers hold Curriculum Meetings to inform parents about what is happening in the class that term and to advise them on practical matters such as PE kits, homework etc.

There is also a whiteboard in the playground, updated on a weekly basis, showing information for parents.

## Open Door Policy

We would like all our parents to feel that our members of staff are approachable and accessible. With our 'open door' policy parents are welcome to discuss any points relating to their child or to the school before or after school hours, preferably by appointment. The school has an excellent reputation for its nurturing and welcoming atmosphere, so please feel free to come in to see us whenever you need to.

## **The School Day**

The school gates open at 8.45am to allow children to enter the playground. Children enter school by 8.55am, ready to start learning.

Session times are:	Morning	8.55am to 12.15pm
	Afternoon	1.15pm (KS1) / 1pm (KS2) to 3pm

There is a mid-morning break for the whole school.

## **School Meals**

Children may decide daily whether to have a school lunch or a packed lunch. A menu is displayed in the school and circulated to parents termly.

### KS1 (years R, 1 & 2)

As of September 2014, all pupils within years R-2 are entitled to universal infant free school meals (UIFSM).

### KS2 (years 3-6)

Lunches currently cost £2.10 per day. In collaboration with our school dinner providers, Chartwells, we are using a web-based payment service called Parentpay.

## **Packed lunches**

Children are asked to bring packed lunches in suitable container. Drinks must not be brought to school in glass bottles or cans, and sweets are not allowed. In accordance with our Allergy Awareness Policy, we request that children's snacks and lunchboxes are free from peanuts or peanut based products.

## **Medical Matters**

Prior to your child starting school you will be asked to complete a health questionnaire for and on behalf of your child. Here you can advise the school of any medical matters of concern including any allergies (to Elastoplast for example) or special diets etc. All children have a school health record.

The school works in co-operation with the school nurse and other healthcare professionals as required. The school nurse, who visits periodically throughout the school year to look after the children's welfare, can be contacted by telephone if required (current number available from the school secretary).

## **Administration of medicine in school**

It would be much appreciated if medicines are *not* brought into school unless absolutely necessary. Antibiotics, for example, can be prescribed in three doses per day, eliminating the need for a lunchtime dose. If it is necessary for medication or treatment to be administered during the school day, parents will be asked to complete and sign the relevant form. School staff are *not* allowed to administer non-prescribed drugs. We have a specific policy and protocol for administering prescribed essential medication. Please ask for a copy of this if necessary.

## School Uniform

The purpose of a School Uniform is to create a sense of corporate identity, in which pupils can be equal and proud of belonging to their school. It is practical and reasonably priced. All items are available from a uniform supplier PMG Schoolwear. Orders can be placed online at [www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk) or by phone on 01895 809321.

BOYS	
Autumn & Spring Term	Grey Trousers or shorts, white polo shirt, maroon school sweatshirt, grey or black socks.
Summer Term	Grey shorts or trousers with white polo top and grey or black socks.
P.E Kit	Black shorts (or plain grey jogging suit leggings in winter), white T-Shirt and black plimsolls (KS1). Children in classes 3 and 4 may wear trainers for outdoor games. Swimming Kit KS2 (Years 3 & 4 ONLY): trunks or shorts (which must be above the knee), towel and goggles.
GIRLS	
Autumn & Spring Term	Grey skirt, pinafore dress or plain grey school trousers, white polo shirt, white socks and school sweatshirt. Grey or black tights.
Summer Term	Pink gingham dress or grey skirt/shorts with white polo shirt and white socks.
P.E Kit	Black shorts (or plain grey jogging suit leggings in winter), T-shirt and black plimsolls (KS1). Children in classes 3 and 4 may wear trainers for outdoor games. Swimming Kit KS2 (Years 3 & 4 ONLY): <u>one piece swimming costume</u> , towel and goggles.

Fleeces are available in school colours and provide a very useful addition on cool days. Shoes should be black lace ups or Velcro fastenings, with low heels. Sandals may be worn in the Summer, but should not have open toes. Boots are prohibited. School book bags can also be purchased from PMG Schoolwear.

### We also ask that the following points are observed:

- Parents not to send pupils to school in unsuitable footwear (e.g. no fluorescent socks or shoes)
- For health reasons, the wearing of trainers or boots all day is not recommended due to development of feet and hygiene.
  - Children must change for PE.
- With the exception of a watch children may not wear jewellery to school. Only 'sleeper studs' may be worn with pierced ears. All studs should be removed/covered during PE.
- Long hair should be tied back at all times. Hair bands, if worn, must be plain and preferably of the school colour. The use of excessive hair gel to create elaborate hair styles is not permitted.

Map showing Parish Boundary

