

MONTPELIER PRIMARY SCHOOL



SCHOOL DETAILS

2016-2017

This booklet contains details of some of the questions you may ask about Montpelier Primary School in
2016-17.

Further information may be gained from our website.

Website: <http://www.montpelierprimary.co.uk>

Contact Details

Address: Montpelier Primary School, North Down Road,
Beacon Park, Plymouth, PL2 3HN
Telephone: (01752) 216160
E-mail: admin@mpsplymouth.net

Headteacher: Mr Jason Holland (Email: head@mpsplymouth.net)

Chair of Governors: Mrs Wendy Tout (Email: wendytout@mpsplymouth.net)

Montpelier Primary School is maintained by Plymouth City Council, Civic Centre, Plymouth PL1 2EW.
Telephone: (01752) 307400

School Times:

	Foundation	KS1	KS2
Doors open, register & reading	8:40am – 8:50am		8:35am – 8:45am
Break	9:20am to 9:40am	10:50am to 11:10am	10:50am to 11:10am
Lunch	11:50am – 12:50pm	12:10pm – 1:10pm	12:15pm – 1:15pm
Finish	3:10pm		3:15pm

- Each morning pupils in Key Stage 1 and Foundation are given a piece of fruit.
- Key Stage 2 pupils are encouraged to bring a piece of fruit from home to eat at playtime.
- Children may bring in from home a named non-spill water bottle, which they can fill daily, as we encourage children to drink water regularly throughout the day.

Websites that may be of interest:

School: www.montpelierprimary.co.uk
Plymouth City Council: www.plymouth.gov.uk
OFSTED Report: www.ofsted.gov.uk

Admissions

There is a single point of entry to start school for children born between 1st September and 31st August in the year that they are 5. Legally children do not have to start school until the term after their 5th birthday and the school will be flexible with parents wishing to take up this option for their child. The Local Authority is responsible for the allocation of Foundation places at Montpelier Primary School. Application forms are available from schools or online at www.plymouth.gov.uk/primaryadmissions. Parents will have the opportunity to decide their first, second and third choices of primary schools for their children and will be offered a place in the spring term.

The school has a planned admission level of **90** children for each year group in Foundation and Key Stage 1 and 96 in Key Stage 2. Parents wishing to transfer older children to Montpelier should also contact the Admission Team for information about availability of places. These will vary from time to time and year to year according to pupil movement. The Local Authority has drawn up an order of priority for admission to school, based on an area designated for each school. The order of priority is as follows:

1. Children living in the designated area with brothers or sisters already attending the school.
2. Children living in the designated area.
3. Children living outside the designated area with brothers or sisters attending the school.
4. Children living outside the designated area.

If it is necessary to distinguish between children in a particular category, priority will be given on the basis of distance between home and school as measured on a map with a ruler. Priority may also be given to the admission of a pupil for whom a particular medical or social justification is demonstrated.

School Staff

These are our members of staff and the year groups they work with. The school has 3 classes per year group (except our current Year 3 cohort which has 4 classes).

Teachers/Responsibilities:

Mrs T. Atkin – Foundation / NQT Co-ordinator	Mrs D. Jones – Yr 2 / English co-ordinator
Miss C Bate – Yr 6	Miss E McDiarmid – Yr 5
Mr N. Bennetts – Yr 2	Mrs E. Morley – PPA Cover / 50 Things co-ordinator
Mrs M. Bryant – Foundation	Miss K. Nicholls – Yr 3 Leader / 50 Things Lead
Mr J. Carhart – Yr 3 / Science	Mrs V. Pascoe – Yr 5 / KS2 NQT Mentor
Mr M. Campbell – Year 1	Mrs J. Riley – Foundation Stage Leader
Miss A. Card – Yr 4	Mr T. Robinson – Yr 6 / PE co-ordinator
Miss G. Clegg – Yr 1	Miss J. Rowe – Music
Mrs L. Dyer – Yr 4 / PHSE / Art Co-ordinator	Miss L. Somerville – SENCO
Mr L. Fielding – Yr 4 / Computing Co-ordinator	Miss T. Spragg - Assistant Headteacher
Miss H Francis – Yr 4	Mrs L. Start – Foundation Stage Leader
Mrs T. Gavan – Maternity leave	Mrs G. Suter – PPA Cover
Mrs S. Green – Foundation / Eco Team / Maths Co-ordinator	Mr S. Thomson – Yr 2 Leader
Miss M. Hart – Yr 4	Mr A. West - Deputy Headteacher
Mr D. Hitchcock – Yr 5 Leader	Mrs L. Westmoreland – Maternity Leave
Mr J. Holland – Headteacher	Miss O. Wright – Yr 6
Mrs C. Johnson – PPA Cover	

Higher Level Teaching Assistants:

Mrs. S. Auton, Miss J. Gilbert, Mrs. P. Keith, Mrs S Meatyard.

Teaching Assistants:

Mrs L. Ashington, Mrs J. Atwill, Mrs M. Barnes, Mrs R. Bowden, Mrs. L. Castles, Mrs J. Dingle, Mrs G. Dowrick, Miss J. Easton, Mrs S. Elliott, Mrs S. Fisher, Mrs L. Frost, Mrs C. Goulden, Mrs J. Haddy, Mrs A. Kilvert, Mrs D. Knight, Mrs L. Landricombe, Mrs R. Lobb, Mrs L. Lucas, Mrs A. Marsh, Mrs S Mashford, Mrs B. Massey, Mrs T. Meadows, Mrs H. Minhinett, Mrs L. Pearce, Mrs A. Peter, Mrs M. Phipps, Mrs M. Roseveare, Mrs H. Soliman, Miss H Tapp, Mrs N. Tapp, Mrs. T. Tickle, Mrs. C. Wetherall, Mrs E. Willis, Mrs A. Worthy.

Non-Teaching Staff:

School Business Manager	Mrs B. Bell
Senior Administrator	Mrs C. Simpson
Administrator	Mrs E. Body
Administrator	Mrs J. Sullivan
ICT Technician	Mr P. Farr
Parent Support Adviser	Miss J. Gilbert
Learning Mentor	Mrs J. Spencer
Pupil Counsellor	Mrs H. McGlashan

Caretaking/Maintenance/School Meals/Cleaning Staff

Site Manager	Mr Z. Morgan
Cook Supervisor	Mrs E. Jones – Contract held by City of Plymouth
Cleaning Staff	Miss M. Gardener, Miss A. Hockings, Miss L. Hodge, Mrs M. Howell, Mrs J. Keast, Mrs J. McKnight, Miss N. Pawley, Mr S. Walker, Mrs T. Warren

Meal Time Assistants

Mrs D. Cave, Miss M. Gardener, Mrs T.Tonna, Mrs T.Warren

Governors

Staff	Parent	Local Authority	Co-Opted
Mr L. Fielding	Mrs J. Sarson Mr B. Kay Mr D. Roberts Mr N. Demuth	Dr J. Mahony	Mr W. Tout (Chair) Mrs A. Green (Vice Chair) Mr R. Clarke Mrs J. Ellard Mr J. Vigers
Headteacher Jason Holland	Associate Miss T. Spragg Mr A. West		

The Role of the Governing Body:

The Governing Body of the school is made up of parents and representatives from the local community and members of the school staff, as required by government regulations.

Their purpose is to help our school provide the best possible education for all of our pupils. This is achieved in the following ways: They help to set, and keep under review, the broad framework within which the Headteacher and the staff run the school. The focus is on monitoring and monitoring standards of achievement, establishing high expectations and promoting effective teaching and learning.

The Governing Body is responsible for setting down the aims and overall conduct of the school, whilst approving the policies and plans which will support them. The Headteacher and his staff report to the Governors on the school's performance for them to discuss, question and refine proposals. To contact the Governing Body please send an email to nicholagill@mpsplymouth.net

Lunchtimes

Children may stay for a cooked meal, bring a packed lunch, or go home at lunchtime. They are supervised at all times. Children who are taken home for lunch must be signed in and out at reception and must not return to school until the end of the lunch break. Children who stay at school are always supervised and there is a range of activities throughout the lunch break.

Universal Infant Free School Meals (UIFSM) are provided daily for all children in Reception, Year 1 and Year 2. However even if your child is aged 4 to 7 and would qualify for a UIFSM, we would encourage everyone to register for free school meals if you think that you may be entitled under any of the benefits because registration for FSM allows school to claim much needed and valuable funding for every pupil and student registered on the school roll: the Pupil Premium.

School meals are prepared and cooked on the premises. Each meal must have two servings of fruit and vegetables, and meet the Government's minimal nutritional standards. A school meal currently costs £2.00 per day. There is a three week rolling programme of menus, copies of which are available from the School Cook and can be found on our website.

School Money – Cashless Catering

We have gone cashless - this means everything that needs paying for in school must be done online! The system has the facility for children to log on of a morning at school and book their own lunch - they thoroughly enjoy this piece of independence. It does of course mean that every child should get what they want for lunch regardless of which sitting they are on. Once your child is registered at Montpelier, and a payment becomes available to you, the first named contact will receive a password via text and/or email, this will allow you to log on to www.schoolmoney.co.uk to pay.

Special Educational Needs

The Governors agree that the school should give particular thought to the curriculum followed by pupils with special educational needs and disabilities. There is a legal expectation that all pupils should, as their right, have full access to the National Curriculum, though the legislation recognises that the Curriculum will need modifying for a small minority of pupils. The school has regard for the LA Statement, Education, Health and care Plans the DfE Code of Practice for Special Educational Needs and Disabilities, the Disability and Discrimination Act and the Equality Act. We regard all our pupils as individuals. Occasionally some children are recognised as having special educational needs or disabilities. They may need some additional support or some modification of the curriculum to enable them to realise their potential.

Parents/carers of children identified with special educational needs or disabilities are fully involved at all stages and in any planned intervention. They are always welcome to contact class teachers and the Special Educational Needs and Disabilities Co-ordinator so that we can plan the way forward together.

Breakfast Club

Our Breakfast Club is a voluntary club run by Montpelier Primary School staff. We operate Mondays to Fridays from 7.45am in the school canteen. For security reasons the ONLY way in and out of the school will be the main entrance. The desk will be manned from 7.40am for access in and out of the building. KS2 children may be brought into the inner reception area and then left to walk up on their own if you wish.

KS1 children need to be brought to the canteen (unless accompanied by an older sibling).

We are able to offer a selection of cereals, toast & drink up to 8.15am. The cost per child per session is £2.50 payable in advance via School Money.

Places for Breakfast Club are limited: therefore it must be booked and paid for in advance. If you have ever used Breakfast Club in the past, you will be able to sign in and prepay. Anyone else needs to call into the office and complete an application form. Obviously in times of emergency just turn up on the day!

For safety reasons parents must hand their children over to a member of staff each and every time they attend Breakfast Club. Parents should also use the main entrance for access to Breakfast Club and not Parker Road.

After School Clubs

Throughout the year there is a variety of clubs offered to pupils, including Music Clubs, Sports Club, Minecraft, Years 2 & 3 Street Jazz. Regular information will be provided for parents on when and where clubs will be run.

Monty's Den - After School Club

Monty's Den is a new in-house After School Club at Montpelier School... launched in September 2015.

Monty's Den will be staffed by fully trained practitioners, and managed by the Senior Manager of Sunbeams Nursery Peverell. Heather McGarry has many years' experience as a Senior Manager in childcare. All settings have a Good Ofsted rating. Most importantly, they are known for being warm and friendly places, with staff who really care, and who work hard for the children in their setting.

Please register your interest in Monty's by telephoning 01752 661445 or by emailing sunandex@gmail.com

Parental Partnership

Parent Appointments:

A great deal of communication takes place between you and your child's teacher - reading diary, notes, a few words after school, but there may be occasions when you wish to speak to your child's teacher about a matter that requires a little time and confidentiality. Your child's teacher will be only too happy to arrange a mutually convenient time for an appointment. Often teachers telephone you or ask you to drop in for a chat if they have a concern that needs sharing. We pride ourselves on our strong and effective partnership with parents and always try to deal with matters quickly and in co-operation with you. Similarly, we hope that parents would contact us about concerns that may affect their child at school. Communications should initially be through the Class Teacher or Unit Leader, but the Headteacher, Assistant Headteacher and Deputy Headteacher are always available for further appointments.

Staff can also be contacted via email – admin@mpsplymouth.net

Parent Support Advisor (PSA) – the PSA works directly with parents in a non-judgemental way, empowering them and their families to get the most out of the educational opportunities available.

Parent Evenings and Reports

Reports:

A summary of our reporting arrangements are outlined below:

Autumn & Spring Term	Parent consultation meeting held where targets for English, maths and personal development are discussed and set.
Summer Term	Annual Report – and an opportunity, if necessary, to meet with the class teacher.

Developing Partnerships with Parents:

Staff and Governors recognise that the role of parents in the life of the school and their child's education is essential. You will be given detailed guidance about how you can positively help your child academically at school. From time to time you will be given further details of how you could further aid your child individually. Our work as teachers begins by building on the numerous qualities and skills which you have fostered in your child at home.

Parents are always welcome at Montpelier Primary School and are positively encouraged to become involved in school life in a variety of ways. Some parents like to make a regular commitment to help in a classroom, others prefer to encourage their children at home by sharing books, while some become involved with the Parent Teacher Friends Association. Others do all three!

Montpelier Primary School promotes an active Parent - Teacher - Friends Association. The aim of the P.T.F.A. is to help improve educational opportunities for all the children of the school. A committee is elected at the Annual General Meeting, held in the Autumn Term, but all parents of children at the school are members and encouraged to attend all meetings. As soon as your child joins the school you automatically become a member of the P.T.F.A. As well as organizing fund raising events for the school, it organizes fetes and social events for our children and families. You will get letters to keep you informed about P.T.F.A. events.

At Montpelier there are opportunities for everyone who wants to, to participate in whatever way suits them best. Your support is greatly appreciated and a source of encouragement to all the staff of the school as well as the children.

Illness

The school should be notified on the first day of absence, for whatever reason, for a child's absence. We are now charged by legislation to show the number of absences from school for the preceding academic year and these will be included on your child's annual report. All absences must be accounted for by letter, telephone or in person. Please expect a call from one of our Administrators if we do not receive a call explaining the absence first thing on that first day. There is a dedicated absence answer-phone so messages can be left 24 hours a day.

If your child has had diarrhoea or has been vomiting in the past 24 hours, please keep him/her at home until the child has been symptom-free for 48 hours.

If your child is experiencing itchy, watery eyes (often symptoms of conjunctivitis), please keep your child home until the condition has improved (no pus or crusting) and treatment has begun.

If your child exhibits an unexplained skin rash, again please keep your child home until the condition has been evaluated and treated. E.g. impetigo - lesions must be crusted or healed, no wetness or pus. For chickenpox – all blisters must be crusted; period of exclusion from school is a **minimum of 5 days** from the onset of the rash.

Dentist & Doctor's Appointments

Can we ask parents that, except in an emergency, all doctor and dentist appointments are made for after school, or during school holidays? In the event that this is not possible, then children should be collected from school as near to the appointment time as possible and then returned back to school straight afterwards. Appointment cards/letters (or similar) will be required to enable us to authorise these absence. If children do not attend school regularly, they may not be able to keep up with school work. In a busy school day it is difficult for schools to find the extra time to help a child catch up. It's not only the academic work: missing out on the social side of school life can affect children's ability to make and keep friendships, a vital part of growing up.

Setting good attendance patterns from an early age, from nursery classes through primary school, will also help your child later on. Employers want to recruit people who are reliable. So children who have a poor school attendance record may have less chance of getting a good job. Being on time is also vital. Arriving late at school can be very disruptive for your child, the teacher, and the other children in the class.

Holiday Requests

Schools are only able to grant leave of absence during term time if there are exceptional circumstances (e.g. immediate family members bereavement, crisis or serious illness; a funeral of an immediate family member; children of service personnel about to go on deployment; urgent medical appointments, one day of absence could be authorised for a wedding of an immediate family member. The invitation would need to be provided as evidence).

Absence

It may be helpful to state the following key points from the Government's guidelines:

- Registered pupils of compulsory school age are required by law to be in school.
- Whilst it is right that schools should recognise that individual pupils and families have problems, the aim should always be to expect regular attendance.
- Lateness is actively discouraged, where a pupil is absent without prior authorisation an explanation is required. If one is not forthcoming (for whatever reason) the absence must be treated as unauthorised and the register annotated accordingly.
- Schools are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered.
- Even where absence is authorised schools should be alert to emerging patterns of absence which may seriously disrupt continuity of learning in promoting regular attendance, schools will work closely with Education Welfare Officers. The school is required to publish the annual authorised and unauthorised absences.

School Policies

Policies are available for your perusal on our school website. If a particular policy is not there then please contact the school to discuss your policy request and facilitate.

Secondary School

At the beginning of the final year at Montpelier children will be issued with information by the Local Education Authority about the procedures to be taken for transfer to Secondary School. It is important that you read this information carefully and follow all instructions. Year 6 teachers or the Headteacher will be happy to advise if there is a query. This school is a linked primary school for Stoke Damerel Community College and All Saints Community College. Parents may apply for their children to attend any other secondary school including Grammar Schools. Under a Government ruling, parents may show a preference of Secondary Schools, and it is also City of Plymouth policy that children be allowed to follow the selection procedure for admission to selective schools.

School Uniform

A requirement of the Governors is that children attending Montpelier wear the approved school uniform. By accepting a place at Montpelier Primary School we assume that parents will support our policy of school uniform.

boys

Dark grey trousers or shorts
White shirt & school tie or a white polo shirt
Green pullover or green V-necked school sweatshirt

Grey socks
Sensible shoes - fashion shoes, trainers or boots
are not permitted for Health & Safety reasons

girls

Grey pinafore or skirt or dark grey trousers, dark grey smart knee length culottes.
White shirt & school tie or a white polo shirt, green pullover, cardigan or green school V-necked sweatshirt
White socks
Tights - school colours or white, beige or black
Hair bands/ribbons - plain & in school colours
Sensible shoes - fashion shoes, trainers or boots are not permitted for Health & Safety reasons
DURING SUMMER - green/white check dress

Footwear:

Children should wear shoes and NOT trainers to and from school and during the school day. The appropriate footwear for P.E. and games is indicated below. 'Fashion' shoes and trainers, i.e. large tongues, multi coloured laces, high ankle shoes/boots are not acceptable in any circumstances. Flat practical sandals are permissible, not open toed, are permissible when worn with socks. Sandals should be white, black, or brown in colour – not Jelly Beans. There is no preference to colour for coats. Parents are reminded that very dark colours pose a safety problem on winter mornings/evenings.

P.E. Kit

White 'T' shirt, black or white shorts, white socks, plimsolls (Foundation do not need plimsolls until later in the term – a letter will be sent home informing you when they are required).
Boys & Girls – Year 3 onwards - plain track suit for the winter.

Parents should note that only listed items should be worn for P.E. activities. All of the items of clothing are available from – 'National Schoolwear Centre', Mayflower Street, Plymouth or The Trutex Uniform Shop, Unit 3 & 4 Sugarmill Retail Park, Plymouth – these are the recognised uniform stockist for Montpelier Primary School. Order forms for The Trutex Shop can be collected from the School Office.

Please ensure all clothing is clearly labelled. Lost property is kept in receptacles strategically placed around the school.

If you are considering having your child's ears pierced, please do so at the beginning of the summer holidays. In KS1 children are permitted to wear discrete studs during P.E lessons. However, for Health & Safety reasons in KS2, all jewellery including ear-rings must be removed for all P.E. sessions; this is due to the increased physical nature of activities undertaken. When worn in school ear-rings should be small studs. If your child's ears have been recently pierced (within the last six weeks) and their ear rings cannot be taken out then your child must wear plasters over their ear rings. Due to Health and Safety reasons children must bring in their own plasters from home and be able to apply them themselves, this cannot be carried out by a member of staff. Nose rings or other piercings are not deemed suitable. It is not desirable for children to wear other jewellery to school. Jewellery and watches are often lost and are the responsibility of the child and not the school.

Tattoos or body art, whether temporary or permanent, are not permitted - unless covered by school uniform at all times.

Non-natural hair colours or extremes of haircuts / styles are not permitted.

KS1 Phonics Year 1

2014 61% achieved the phonics screening.

Phonic retakes - 7 children did not achieve the phonic screening in Year 1, 87.5% then achieved the standard in Year 2

KS1 School results 2014

	School Level 2 %	National	School Level 3 %	National
Reading	94	90	31	31
Writing	82	86	8	16
Mathematics	100	92	33	24

KS2 Outcomes 2014

Montpelier SATs results 2014 comparison with national average

	Reading		Writing (Teacher assessment)		Grammar, spelling and punctuation		Maths		R W M	
	School	National	School	National	School	National	School	National	School	National
Level 4+	94	89	74	85	77	76	80	86	67	79
Level 5+	50	50	15	33	26	52	43	42	13.3	24
2 level progress	84	91	55	93			77	89		

Insurance

The Authority is insured against its legal liability for any injury, loss or damage caused to pupils as a result of negligence on its part or that of its employees, servants or agents. Pupils attending the Authority's schools and colleges are not insured for personal accident benefits while on education premises or taking part in recognised activities outside the school/college. The council expects all employees, pupils and students to accept full responsibility for their personal possessions, including money, and to consider taking out insurance themselves to cover any risks.

Montpelier Primary School

School Term Dates 2016/17

	September-16					October-16					November-16					December-16				
Monday		5	12	19	26	3	10	17	24	31		7	14	21	28		5	12	19	26
Tuesday		6	13	20	27	4	11	18	25		1	8	15	22	29		6	13	20	27
Wednesday		7	14	21	28	5	12	19	26		2	9	16	23	30		7	14	21	28
Thursday	1	8	15	22	29	6	13	20	27		3	10	17	24		1	8	15	22	29
Friday	2	9	16	23	30	7	14	21	28		4	11	18	25		2	9	16	23	30

	January-17					February-17					March-17					April-17				
Monday	2	9	16	23	30		6	13	20	27		6	13	20	27	3	10	17	24	
Tuesday	3	10	17	24	31		7	14	21	28		7	14	21	28	4	11	18	25	
Wednesday	4	11	18	25		1	8	15	22		1	8	15	22	29	5	12	19	26	
Thursday	5	12	19	26		2	9	16	23		2	9	16	23	30	6	13	20	27	
Friday	6	13	20	27		3	10	17	24		3	10	17	24	31	7	14	21	28	

	May-17					June-17					July-17					August-17				
Monday	1	8	15	22	29		5	12	19	26	3	10	17	24	31		7	14	21	28
Tuesday	2	9	16	23	30		6	13	20	27	4	11	18	25		1	8	15	22	29
Wednesday	3	10	17	24	31		7	14	21	28	5	12	19	26		2	9	16	23	30
Thursday	4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	31
Friday	5	12	19	26		2	9	16	23	30	7	14	21	28		4	11	18	25	

The school year comprises:

Teaching Days (statutory)	190
Professional Development Days ¹	5
Occasional Days ²	5
sub-total	200
School Holidays	53
Bank Holidays	8
Saturdays & Sundays	104
Total	365

School Terms:

term	start	end	days
1	1 st Sep 2016	21 st Oct 2016	37
2	31 st Oct 2016	16 th Dec 2016	35
3	3 rd Jan 2017	10 th Feb 2017	29
4	15 th Feb 2017	31 st Mar 2017	33
5	18 th Apr 2016	26 th May 2017	28
6	5 th Jun 2017	26 th Jul 2017	38
	Total		200

Notes:

- Professional Development Days to be allocated by each school from within the specified term dates.
- Occasional Days to be allocated by each school from within the specified term dates: an allocation as suggested would support the equal distribution of term lengths.

Disclaimer

This 'Handbook' is a guide for the information of parents. It is not intended to create contractual relationships and may be varied in the light of change circumstances.

All details correct at the time of printing