Pondhu Primary School
School Prospectus

Head teacher: Mrs P. Clements
Chair of Governors: Mr D. Leaity

Penwinnick Road, St Austell, Cornwall. PL25 5DS.
Telephone: (01726) 74550

E-mail: secretary@pondhu.cornwall.sch.uk
Web-site: www.pondhuprimary.ik.org
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"Welcome to your school"

We would be delighted to have your family in our school and we would just like to say..........  

Your child is unique, for every child is different. They look different and behave differently. They develop at different rates. They learn at different times and in different ways. For their sake, don't compare them with other children. We do not want to lose that uniqueness, we want it to develop and grow through the years that your child spends with us. We hope that you will be happy in our school.
Our aims...

Since Pondhu school opened it has tried to provide for all its pupils, whatever their ability, the opportunity to develop their talents to the full. Children's needs may change at different times and we adapt to this change. Within a caring environment we will help your children grow into independent and responsible people.

We try to help pupils understand the world in which they live and provide skills which are relevant to adult life. The school puts great emphasis on the development of language, to be able to communicate verbally and with the written word, to be able to read fluently, and to use numbers effectively. We aim to provide a broad and balanced curriculum enabling pupils to achieve their potential in all aspects of school life.

We aim to foster personal and moral values and to encourage an understanding of and a tolerance towards the various races, religions and cultures in our modern society. We recognise the importance of our environment and the need not only to care for our immediate surroundings but also to develop the ability of contributing as a member of a group and taking responsibility within the community.

We also believe that we can only achieve the best for your child with close co-operation between home and school. Throughout the years your child spends with us there will be opportunity for you to share in their education and my staff and I will always be available to talk to you.

We are concerned about all aspects of your child's development and we hope that you will share with us in making this a successful period in your child's life.
Pondhu School began its life in 1992 to replace the old St. Austell Infant School in Trinity street. The new school was redesignated a Primary school and was opened in the January of that year. We were very lucky to get this superb building in its lovely location. The school prides itself on being a “green” school and is involved in many recycling projects and in taking care of the school environment. In the school grounds there are a wide variety of plants and animals. We have a badger set in our grounds and a thriving school pond.

Alongside the school building is our own large field that is used for a range of sporting activities. We have a large range of P.E. equipment that includes a hall fully fitted out with modern indoor apparatus.

We are well resourced in other areas too. Our library contains a wide range of story and topic books that we are continually extending. In addition to this we have plenty of music equipment, including electronic keyboards and a lot of modern computer equipment and programs, to say nothing of the ordinary teaching resources!
The Staff...

For the academic year 2009/2010 The classes will be arranged in the following way:

**Nursery**
- Mrs Lindsy Merlin Nursery Teacher
- Mrs Lynda Lucas Nursery Nurse

**Reception**
- Mrs Sue Miller & Miss Virginia Coombe Teacher
- Mrs Sarah Yelland HLTA

**Year 1**
- Mrs Carole Carter Teacher

**Year 2**
- Mrs Margaret Hickie Teacher

**Year 3**
- Mr Kevin Dawes Teacher

**Year 4**
- Mr David Badger Deputy Head Teacher

**Year 5**
- Miss Eve Rogers Teacher

**Year 6**
- Mrs Janette Johnson Teacher

**SEN support**
- Mrs Barbara Husband

**Head Teacher**
- Mrs Pam Clements

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**The Governors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term of Office</th>
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<tbody>
<tr>
<td>Mr David Leaity</td>
<td>Chairperson Community Governor</td>
<td>(20.07.09 – 19.07.13)</td>
</tr>
<tr>
<td>Mr D. Gilbert</td>
<td>LA representative</td>
<td>(11.09.09 – 10.09.11)</td>
</tr>
<tr>
<td>Mrs Anne Cornall</td>
<td>LA representative</td>
<td>(30.05.06 – 29.05.10)</td>
</tr>
<tr>
<td>Mrs E. M. Barker</td>
<td>LA representative</td>
<td>(06.10.06 – 05.10.10)</td>
</tr>
<tr>
<td>Mrs Jenny Tyrrell</td>
<td>Parent Governor</td>
<td>(03.03.09 - 02.03.13)</td>
</tr>
<tr>
<td>Mrs Karen Hearn</td>
<td>Parent Governor</td>
<td>(11.10.06 – 10.10.10)</td>
</tr>
<tr>
<td>Mr Jonathan Best</td>
<td>Parent Governor</td>
<td>(05.02.07 – 04.02.11)</td>
</tr>
<tr>
<td>Ms Karla Diedrich</td>
<td>Parent Governor</td>
<td>(24.01.07 - 23.01.11)</td>
</tr>
<tr>
<td>Vacancy</td>
<td>Parent Governor</td>
<td></td>
</tr>
<tr>
<td>Mrs Sandra Heyward</td>
<td>Community Governor</td>
<td>(01.09.06 – 31.08.10)</td>
</tr>
<tr>
<td>Mrs J. Daines</td>
<td>Community Governor</td>
<td>(01.09.06 – 31.08.10)</td>
</tr>
<tr>
<td>Mr D. Badger</td>
<td>Teacher Governor</td>
<td>(20.01.10 - 19.01.14)</td>
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<tr>
<td>Mrs V. Daly</td>
<td>Non teaching staff</td>
<td>(01.09.07 – 31.08.11)</td>
</tr>
<tr>
<td>Mrs P Clements</td>
<td>Head teacher Ex-officio</td>
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**School Secretaries**
- Mrs Joan Venn
- Mrs Anne Holbrook

**Teaching Assistants**
- Mrs Gina Barron
- Mrs Mandy Chapman
- Mrs Virginia Daly
- Miss Anna Hickie
- Mrs Karen Norton
- Mrs Katrina Parnell
- Mrs Andrea Pearce
- Mrs Ann Philp
- Mrs Rosie Richards
- Mrs Katharine Rundle
- Mr Paul Brandon
- Mrs Tina Ray

**Caretaker**
- Mr Keith Bonney

**Cleaners**
- Mrs Sue Simkiss-Fether
- Mrs Viv Key

**Lunchtime assistants**
- Mrs Gina Barron
- Mrs Anne Holbrook
- Mrs Mandy Chapman
- Mrs Andrea Pearce
- Mrs Katharine Rundle
- Mr Paul Brandon
- Mrs Tina Ray
The school day...

<table>
<thead>
<tr>
<th>Unit</th>
<th>Start Times</th>
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<tbody>
<tr>
<td>Nursery</td>
<td>8.45 a.m. - 11.45 a.m.</td>
</tr>
<tr>
<td></td>
<td>12.00 p.m. - 3.00 p.m.</td>
</tr>
<tr>
<td>Reception</td>
<td>9.00 a.m. - 12.15 p.m.</td>
</tr>
<tr>
<td></td>
<td>1.15 p.m. - 3.00 p.m.</td>
</tr>
<tr>
<td>Infants</td>
<td>9.00 a.m. - 12.15 p.m.</td>
</tr>
<tr>
<td></td>
<td>1.15 p.m. - 3.00 p.m.</td>
</tr>
<tr>
<td>Juniors</td>
<td>9.00 a.m. - 12.15 p.m.</td>
</tr>
<tr>
<td></td>
<td>1.15 p.m. - 3.15 p.m.</td>
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Our school is organised into three units.

**Nursery and Reception classes**  ages 3 - 5  Foundation Stage

**Year 1 and Year 2**  ages 6 - 7  Key Stage 1 (Infants)

**Years 3,4,5 and 6**  ages 8 - 11  Key Stage 2 (Juniors)

The school day starts at 9.00 a.m. so please try to get your children to us by then as the Government now wants us to make a record of unauthorised late arrivals. Please take Nursery children into the Nursery Unit when they arrive. Infant and Junior children should be taken to the Junior playground where a member of the teaching staff will be on duty from 8.45 a.m. each morning. After school, the infant teachers will care for those children who have to wait for brothers or sisters who do not finish until 3.15 p.m. The Junior staff are on duty until 3.30 p.m..

This year's dates...

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>Half term</th>
<th>End of term</th>
<th>Days open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>Wednesday 03-09-09</td>
<td>Monday 26-10-09 to Friday 30-10-09</td>
<td>18-12-09</td>
<td>73</td>
</tr>
<tr>
<td>Spring</td>
<td>Monday 04-01-10</td>
<td>Monday 15-02-10 to Friday 19-02-10</td>
<td>Thursday 1-04-10</td>
<td>59</td>
</tr>
<tr>
<td>Summer</td>
<td>Monday 19-04-10</td>
<td>Monday 31-05-10 to Friday 4-06-10</td>
<td>22-07-10</td>
<td>63</td>
</tr>
</tbody>
</table>

Next year's dates...

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>Half term</th>
<th>End of term</th>
<th>Days open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>Thursday 02-09-10</td>
<td>Monday 25-10-10 to Friday 29-10-10</td>
<td>17-12-10</td>
<td>72</td>
</tr>
<tr>
<td>Spring</td>
<td>Wednesday 05-01-11</td>
<td>Monday 21-02-11 to Friday 25-02-11</td>
<td>Friday 08-04-11</td>
<td>63</td>
</tr>
<tr>
<td>Summer</td>
<td>Tuesday 26-04-11</td>
<td>Monday 30-05-11 to Friday 3-06-11</td>
<td>Tuesday 26-07-11</td>
<td>60</td>
</tr>
</tbody>
</table>

The school will also be closed for five additional staff training days during the year. You will be informed of these dates nearer the time.
From Home To School.

Starting school is a very big event in your child’s life and we want to work together with you to make it successful.

As your child nears school age we welcome a visit from you to look round our school and meet the children and staff. Please make an appointment through the school Secretary Mrs Joan Venn (Tel: 01726 74550 or by coming into reception). Registration forms are available from Mrs Venn.

When you have decided that you wish your child to attend our school we will make arrangements for you both to come along and visit the class your child will join. You will have an opportunity to get to know the adults and children in the class and discover how you can support your child to make the entry to school happy.

If your child is transferring from another school we follow the same process of visits and familiarisation so that the move is trauma free.

Pondhu school is dedicated to working as a team of children, parents and teachers to provide a secure and happy learning environment.

Children are admitted to the Reception class in September in line with County policy. This means that children are admitted full time if they are five between 1st September and 28th February. For children with birthdays between 1st March and 31st August they will be admitted part-time initially.

We also have a Nursery unit where children are offered a part-time place for 5 days a week as soon as possible after their third birthday according to the criteria of the Governor's admission policy. You are warmly invited to visit the unit before entering your child’s name on the registration list. Places will be allocated in the Spring. Arrangements will then be made for visits to the school and a visit to your home by the Nursery staff to get to know children in their own environment so that they will feel confident about joining us at the end of September.

Governors Criteria for Entrance to School:
1. Children with a Statement of Special Educational Needs specifying the school name.
2. Children living in the traditional designated area.
3. Children with unequivocal professional recommendations from a doctor or psychologist.
4. Children with siblings in our school at the time of admission.
5. Children for whom the preferred school is nearer than the designated school.

Children with special needs
Pondhu welcomes all children to our school whatever their needs. Those children with Special Needs are fully integrated into the mainstream in our school. Meeting each child's needs is a shared responsibility and we provide every opportunity for parents to be involved in the provision for their child. On the County's advice wherever possible we appoint special support assistants to work alongside the children.

Pondhu school is able to provide a suitable environment for children with special needs including physical disabilities. We have wheelchair access to all areas and a safe building for children with sight and hearing problems.

Transfer from Primary to Secondary
Children whose 11th birthday falls before 31st August (that is Year 6) have another very important decision to make. The move to the Secondary school of your choice. We do our best to work as a team with the Secondary schools in St Austell to help you make this choice. There will be opportunities for you to read the Prospectuses and visit the Secondary schools and talk to staff. During the summer term the children will visit the school you choose to familiarise themselves with their new environment. Tutors from the schools visit us to meet the children and discuss their needs and answer questions, for like us they see each child as an individual who should be treated as such in the transfer period.

Transfer to another school
If you need to move your child to another school we will of course help to make the transfer as smooth as possible. If you let us know well in advance, then we will arrange for your child’s records to be sent to the new school so that they are well informed about your child before they start.
We do have a school uniform at Pondhu School; Grey or black trousers or skirt; white polo shirt and a royal blue sweatshirt, jumper or cardigan. Socks or tights should be white, grey or black and shoes should be black (not trainers; shoes are healthier for young feet).

The only jewellery that children may wear are studs if they have pierced ears and a small gold signet ring. For health and safety reasons all jewellery must be removed for all PE activities.

School sweatshirts with our school logo are available from school. They currently cost £7.50.

Please help us by making sure that every item of clothing is named. It is a nightmare trying to sort out thirty identical School sweatshirts etc!!

Un-named clothing will be collected in lost property boxes.

P.E. Kit
The children take part in regular P.E. activities and so need an appropriate change of clothing. Your child will need plain dark shorts, a white T-shirt, a change of socks, plimsolls or training shoes and a bag to keep them in. In colder weather it would be sensible to provide your child with leggings and sweatshirt for when they do outside games. For health and safety reasons all jewellery must be removed for all PE activities.

Swimming
For swimming lessons, your child will need their swimming kit and a towel, in a bag. Please name everything!
The Curriculum...

The Education Act provided for the establishment of a National Curriculum that included the three core subjects English, Maths and Science and six foundation subjects History, Geography, Technology, Music, Art and Physical Education plus Religious Education.

Attainment targets set out what children should be expected to know, and within the targets there are levels of difficulty. Children's educational attainment is assessed by teachers and by national Standard Attainment Tasks at the end of each Key Stage, Key Stage 1 at 7 years and Key Stage 2 at 11 years.

In the Nursery and Reception classes, the children follow the Foundation Stage which contains the Desirable Outcomes that the government have set out and which are linked to the Baseline Assessment which takes place when the children start their Reception year. These Outcomes prepare the children for when they start the National Curriculum in Year 1. Both Key Stage 1 and 2 follow the National Literacy and Numeracy Strategies and for the Foundation subjects they follow the Qualifications and Curriculum Authority (QCA) schemes of work.

We place great emphasis on literacy and numeracy alongside providing a balanced curriculum to satisfy the needs of each child, and develop their full potential.

Parents will receive a written report on all National Curriculum subjects at the end of each academic year together with Standard Attainment Task results at the end of each Key Stage. There will be opportunities for you to discuss your child's progress each year and appointments may be made to see the class teacher as necessary.

Our school is a small community where we give care and support to each other and we welcome children with special needs into that community integrating them fully. We adapt the National Curriculum where necessary to suit their needs so they may achieve their potential.

In order to implement the National Curriculum our policy is that all children work and progress at their own level and the work planned by the teachers takes account of these needs.

Religious Education

Religious Education taught in the school reflects the fact that Christianity is the main religious tradition of Britain but takes into account the teaching practices of other religions represented in our country. Our collective worship is a daily act mainly of a broadly Christian character which is non-denominational. All pupils take part in Religious Education and Collective Worship, however parents have the right to withdraw their children if they so wish by putting this in writing to the head teacher.

Sex Education

A Sex Education programme is part of the Health Education work we cover with the children which promotes the spiritual, moral, cultural, neutral and physical development of our pupils. This programme is delivered to Year 6 and parents will be consulted and invited to view and discuss the content beforehand. Parents have the right to withdraw their child from any or all parts of our sex education programme other than those elements in the Science National Curriculum.
School Discipline plan

The entire staff with the support of the Governors at Pondhu school have the goal of maintaining an atmosphere in which the children will feel safe, secure and happy which will mean they will have the maximum opportunity to learn. In order to accomplish this goal we have developed a school wide discipline plan which specifies rules that cover the behaviour we expect from our pupils. The plan also states that those who follow the rules will be praised and receive positive rewards but those who choose to break the rules will receive negative consequences.

Our school wide rules are:

1. Follow directions from a member of staff (Do as you are told by a member of staff when you are told).
2. Keep hands, feet and objects to yourself.
3. Behave quietly and use soft voices.
4. Take care of property and keep school tidy.
5. No bad language or teasing.

As previously stated those children who keep the rules will be rewarded by praise and encouragement whenever possible. There will also be stickers and certificates awarded for special effort for the children to take home.

Children who choose to break the rules know that they have chosen a negative consequence and will know what these consequences are. They range from having their name taken as a warning for the first offence; loss of playtime for second and third offences; a note home to parents for the fourth offence and being sent to the head teacher after five offences. On being sent to the head teacher for a second time we will ask the parent to come into school to discuss the matter.

The rules and consequences apply to all children and they are designed to make them think more carefully about their everyday behaviour in school. For more serious offences such as vandalism, abusive behaviour or violence the children understand that they are immediately choosing a more severe consequence. For example a child who deliberately destroys another’s property will find that his or her parents are immediately informed.

We are sure that the children will benefit in an atmosphere where they know the rules and understand the consequences. For parents it will mean that you are fully informed and involved in knowing that should your child be in trouble we can work together to solve the situation.
Injuries and illness...

There are members of staff with basic first aid training who will deal with minor injuries. If there is an injury of a more serious nature, then we will contact you to take the child to the doctor or hospital. If we are unable to contact anyone then a member of staff will take your child for the appropriate medical attention.

If your child is taken ill at school then we will make them comfortable and contact you. We request emergency telephone numbers where we can notify either you or a friend of injury or illness.

If your child is unwell it is advisable to keep them at home until they are fully recovered, because children, particularly the very young do become distressed if they feel unable to cope because of illness.

Medications...

If your child requires medicine it would be preferable if it could be taken before or after school. However if medicine must be taken during school time it should be given to the child's teacher clearly marked with the child's name, the dosage and we ask to you to fill in a form giving permission for the teacher to administer the dose. We would prefer it if the medicine could be sent as one dose in a child proof container. Children are not permitted to leave medicines in their bag for obvious reasons. Children who suffer from asthma may leave their inhalers with written instructions with the class teacher, or carry them and administer their own dose. Individual arrangements may be made if your child suffers from any particular medical condition e.g. diabetes, epilepsy.

School Medical Officer...

The children's medical officer is Dr. Murty and he no longer attends school regularly. It is possible to arrange an appointment by contacting the secretary. Vision and hearing checks are also carried out in school at your request.

Absence...

In the 2008/2009 academic year we had an unauthorised absence rate of 0.42%. Our overall absence figure is 5.23%, which is lower than County and National averages. Please help us to keep our absence figures low.

If your child is absent from school through illness please contact us by telephone or send a note on the child's return. We are required by the government to make a record of all unexplained absences and a brief call or note doesn’t take long after all!
Public Access to School Documents...

How can parents find out what we are doing in school? Come in and visit us or if that is not possible then read about it.

The following documents are available for reference:

The School Prospectus.

The LEA statement of curriculum policy

The Governing Body’s statement of curriculum aims

Statutory Orders for National Curriculum subjects and any circulars sent by the DCSF

Details of the Complaints Procedure

The LA’s agreed syllabus for R.E.

The Schools schemes of work

The School Profile is available online.

Complaints about the Curriculum or Religious Worship...

We expect all our pupils, staff and parents to listen carefully and respectfully to each other. In this way we hope that matters can be dealt with sympathetically on both sides and speedily to the satisfaction of all concerned.

Minor complaints should be dealt with by the class teacher. If you are not satisfied contact the Head teacher.

All serious complaints must be explained to the Head teacher so that an investigation can take place. Parents who are unhappy about something should contact us at once. The Head teacher will always meet concerned parents in order to resolve difficulties.

A parent who is still not satisfied should contact the Chair of Governors (or another member of the Governing Body) The parent should set out this complaint in writing and forward it either direct to the Governors or to the Clerk to the Governors.

A complaint can also be made directly to the LA if the parent is not satisfied with the outcome or if the complaint relates to something which is the responsibility of the LA.

It should be emphasised that this is a structured opportunity to resolve a perceived problem in the best interests of a sound education of the pupils and not a trial with innocent and guilty parties.
School meals are cooked on our premises by our catering staff.

Mrs Angela Nolan  Cook in Charge
Mrs Caroline Uren  Assistant

The meals provided are excellent and varied to provide the children with a balanced diet. We are also lucky to have a superb cook whose aim is to provide interesting healthy meals. These are obtainable at a price of £2.00 and we would be grateful if the money could be sent to school on Monday of each week in a purse or envelope.

If you wish to apply for free meals please ask the School Secretary for an application form.

Children are able to bring a packed lunch which may also be eaten in the dining room under the supervision of the staff employed to care for all the children from 12.15 until 1.15 p.m..

Mrs Gina Barron  Senior Supervisor  Mrs Anne Holbrook  Supervisor
Mrs Amanda Chapman  Supervisor  Mrs Andrea Pearce  Supervisor
Mrs Kath Rundle  Supervisor

The lunch time supervisors also follow the assertive discipline policy details of which you will find on page 9. In order for the majority of children to enjoy their lunch break, the Head teacher and Governors will monitor unacceptable behaviour and may exclude anti-social pupils during lunch time.
Pondhu School values its place in the community. The school has an open door policy and aims to keep parents informed in various ways. We send out newsletters and put information on the parents’ notice board outside the gate. We hold consultation evenings when you can discuss your child’s progress with their teacher. We also send out a written report at the end of the school year. If you have a message or a quick question then please pop in either before or after school. If you feel you may need a longer discussion, then please make an appointment. Staff are willing to talk to you, but please don’t disturb them whilst they are teaching!
Parent - Toddler Group..

We have a Parent Toddler group that meets on our premises on a Tuesday morning. This is a relaxed way of introducing your child to group situations, learning to share and play together and is also an opportunity for them to see the school before joining us when older.

How you can help at home..

We also welcome parental support in school, sharing your skills and talents. You can also help your child at home by helping their reading skills (hearing them read 2 or 3 pages and discussing the story and pictures or helping with the worksheets). As they get older you can help by practising spellings and multiplication tables with them.

Homework..

For much of their time at school, the children's homework is their reading, spellings and multiplication tables. However as your child nears the end of their time at Pondhu School, they will be given more work to do at home. Your child will still need your support to do this work. It is a useful way of breaking your child into the homework that they will receive when they move to secondary school.

Extra Curricular Activities...

We offer a number of extra curricula activities for the children, for example the sports clubs include; football, netball, cricket, athletics, tennis, rounders and cross country. Our aim with these clubs is to get as many children involved in sport as possible and to let them enjoy taking part. We try to reward those who turn up to practices with places in the school teams if at all possible. We also run a range of non-sporting clubs such as art, chess club, recorders and guitar clubs. These activities are run on a voluntary basis either after school or during lunch times. They may vary according to the time of year or the expertise of the current members of staff.

Also..

We have a daily Breakfast Club and After School Club on our premises which working parents may wish to use.

As part of the community, we make our hall available for meetings, birthday parties etc.. If you are interested in hiring this facility then please contact the school secretary.
Charging and remission policy...

In accordance with the Education reform act, the Governors have a policy on charging for various activities. At Pondhu School we aim to provide a range of activities as part of a broad and balanced curriculum. Unfortunately we do not get money from the Government to pay for additional activities such as educational visits and residential experiences. In order to put on these activities we have to seek the voluntary financial support of all parents. As we are dependent on these voluntary contributions to continue these activities, we would have to stop them if a significant number of parents were unwilling or unable to contribute.

Trips wholly or mainly outside school hours will be charged to parents at full cost. Trips and activities wholly or mainly during school hours, including swimming, may under the act be funded by voluntary contributions but no child may be excluded from them because parents are unable to make a contribution.

There may be times when you genuinely feel that a lack of money would make it impossible for your children to take part in activities for which a charge is made. The governing body invites parents to apply in confidence to the Head teacher to discuss remission of charges in part or in full.
Most recent SATs results go here
The main school entrance is at the back. Please use the visitors car park which is to the right and as you cross the enclosed infant playground, you will see the reception in the far corner.