



STAFF HANDBOOK 2019

Welcome to Frieth Church of England Combined School.

This booklet is designed to introduce you to the school, the systems and the staff, so that you quickly feel part of the team. Please take time to read it.

We hope you will be very happy here. All staff are encouraged to have a corporate view of how to improve the school and to bring ideas to the attention of the management team if it means that the children and staff will benefit.

This booklet should be read in conjunction with relevant school policies and the prospectus.

SCHOOL STAFF

HEADTEACHER

Mrs Jo Reid

TEACHING STAFF:

Miss Catherine Holt	Owls	Foundation Stage & Y1
Mrs Krisztina Tyzack Assistant Headteacher EYFS/KS1	Buzzards	Y2
Miss Karen Green	Kestrels	Y3/4
Mrs Lorna Sparks Mr Nigel Honey	Kites	Y4/5
Mrs Louise Goodchild Assistant Headteacher KS2 & SENDco	Eagles	Y6
Mrs Rosie Jenkins	Cover teacher (Thurs)	
Mrs Cheryl Reynard	French/German/cover teacher (Thurs)	

LEARNING SUPPORT ASSISTANTS

Mrs Helen Barker
Mrs Sarah Bryan
Mrs Angela Currie
Mrs Rachel Palmer
Mrs Charlotte Crowther
Miss Phillippa Armstrong
Mrs Emma Spencer
Miss Stacy Birmingham
Miss Charmaine Wilkins
Mrs Jennie Batt

MIDDAY SUPERVISOR

Ms Rebecca Batt

OFFICE

Mrs Emma Horan (Administrative Officer)
Mrs Rachel Palmer (Administrative Assistant)
Mr Howard Taylor (Bursar)

SENIOR LEADERSHIP TEAM

Headteacher – Jo Reid

Assistant Headteachers – Krisztina Tyzack and Louise Goodchild

Bursar – Howard Taylor

Children and classrooms

Acts of Worship

All staff attend the collective Act of Worship on Friday. On Wednesday all staff from KS1 or KS2 attend the act of worship alternating with Phase group meetings. All staff are welcome at all acts of worship but there will be some occasions during the rest of the week when they are not required. There is a rota to indicate which staff are leading acts of worship. This rota is kept on the staff notice board.

Classes should arrive punctually for acts of worship, ready to begin at 10am or 9am on Wednesdays. Pupils should enter the hall silently and in an orderly fashion under the supervision of their class teacher. There is a timetable for Collective Worship produced on a termly basis, but essentially the timetable will usually be as follows:

Monday – SLT/Elim Church

Tuesday – whole school/House teams/School Council/S&P

Wednesday – Class Collective Worship

Thursday – whole school/House teams/School Council/S&P

Friday – whole school, special mentions, Class Assemblies, all staff

In order to set a good example, staff should avoid talking to each other and not bring hot drinks into collective worship.

Behaviour (*See Behaviour Policy*).

Buses; end of school day

At the end of the day, class teachers escort children out onto the playground. Mrs Ansell supervises children who are going home by county transport. We ask parents to write a note if there is a change to the normal routine at the end of the school day, though occasionally they have to phone at short notice. Mrs Horan will give transport slips to class teachers if messages come in during the day. These notes are sent to the office in the register. Staff sign and date the notes. **We do not accept verbal messages from the children as these get changed!**

Duties

Many of the children arrive early because they arrive by coach or taxi. Mrs. Reid supervises arrival at the front gate with another member of teaching staff. The children wait outside Owls Classroom until **Mrs Barker or Mrs Palmer** takes them out onto the playground at 8:40am. There is a duty rota for playground supervision. There must be at least 2 adults on the playground for morning break and 3 at lunchtimes. **If there is an emergency, red triangles should be sent in – no staff should leave the playground to enter the building.**

First Aid

The first aid point is in the office (see 'Playground' below).

If a child complains of feeling unwell or has injured themselves a member of staff who is first aid trained will assess the child in the first instance. A child will only be sent home if the parent is available to take charge. Any pupils who hurt themselves during lunch and break, will be assessed in the playground by a staff member and a slip will be recorded. If the injury needs a greater level of care than can be given outside, they will be sent to the office. All staff on duty should take out a basic first aid kit.

All first aid is recorded in a book in the first aid room/office or in the break time booklets.

A number of staff hold the Emergency Aid in Schools Certificate (see office for list). Please do not assume that office staff will always be available to do first aid.

Some children have personal health care plans; please make yourself aware of who they are. Some information can be found on the staff room notice board.

Homework

Homework is encouraged in the school from the earliest stages in order to promote strong home/school links and good study practice. Full details can be found in the Homework Policy and in the class handbooks for parents. Homework should be marked in accordance with the Marking Policy. See Homework policy

Home/School Agreements

At the start of each new school year, or when a child starts the school, each child is issued with an Agreement which parents are encouraged to sign. Copies should be kept in the child's file. A copy of the Agreement is attached as an appendix to this document.

Laptops

Teaching staff are assigned a school laptop. There is provision for VPN access to the school network from home. Teachers are responsible for ensuring their laptop is never left in a car or in plain view and for storing it in a locked cupboard at home. (See GDPR policy)

Leaving the premises

Leaving the premises during the day. Children who leave the premises during the school day are collected from the office by an adult. Staff and children who leave the premises need to 'sign out' and sign in on their return.

Letters home

Letters to go home will be brought round in a zip folder. Please name letters for absentees and ensure they receive them on their return.

If you are sending letters home to parents or if your children are writing letters home, please ensure Mrs Reid sees them before they are sent. A copy is left in the office so that the office staff know what is happening as it is they who receive phone calls with questions. Also copy any LSA who works with you.

Lost property

Any lost property is put in a box in the front lobby, though if the article is named it is returned to the owner immediately. Children are asked to put any found items straight into lost property rather than take it round to each class.

Medication

We advise that a child requiring three doses in a day has a dose at 8.00 am, 4.00 pm and 8.00 pm. Advice is that staff do not administer medication, but if parents feel it is necessary e.g. the child needs four doses of antibiotics, they are asked to discuss this with Mrs Reid. On the rare occasions we do administer medicines, this will be recorded on the child's individual medication proforma pinned to the office notice board.

Please refer to the 'supporting pupils with medical conditions policy' for guidance on the administration of any paracetamol based medicine e.g. Calpol. Aspirin is not given to children under 16 years of age.

If medication is kept in school it must be handed in to the office by a parent and returned to them at the end of the day. In the event that the child is going home on the bus, please let the driver know they are carrying medication.

Inhalers are kept by the child in the classroom. They should be named and put in an accessible place. Please ensure that inhalers are taken to PE lessons and off site. We currently have three children who require an epi-pen. This is stored in the first aid cabinet in the office. Under no circumstances must this child go off-site without their epi-pen. A list of the names of these children is on the staff notice board. The epi-pen must be administered only by trained staff.

Self administration forms must be filled in for e.g. inhalers.

Messages

Although messages are often necessary, it can be very disruptive to have a constant stream of visitors to lessons, particularly the introduction to lessons. Please do not send children around the school with messages unnecessarily.

It is equally disruptive for the office staff – please ensure you have all the resources you need for a lesson.

Playground (*see Behaviour Policy*)

The school's Behaviour Policy outlines the rewards and sanctions used by all staff on the playground.

Morning break is from 10.15 to 10.30.

If a child requires first aid during playtime, they go to the office where they will be attended to; the other children must not be left unsupervised on the playground. At lunch times the midday supervisors attend to small scrapes 'in situ' whilst more urgent injuries are attended to in the office. If a child has had a bump on the head they will be given a note with the information on so that staff and parents are aware. All children are expected to go outside unless they have a 'long term' injury, such as a broken arm. **Children should never be left unsupervised in the building.**

There will be two members of staff on duty at morning break; please circulate and ensure there is an adult at either end of the playground.

At the end of break, the whistle is blown and the children stand still. They are then expected to follow instructions; to lead quietly and safely into the school building.

If you are the member of staff on duty, someone will bring you a cup of coffee/tea. Please do not leave coffee mugs on windowsills or the stairs. As we encourage the children to eat fruit at break times, please save any cake and so on that have been brought in by staff until lunch time, rather than eating them on the playground.

At the end of Lunchtime break, the teachers will come to collect the children from the playground and should be there for the final bell. A five minute bell will be rung at the bottom of the staffroom stairs. Classes will line up ready for their teachers to bring into class. If there have been any issues during break time, the supervisors will ensure they inform the appropriate class teacher discretely.

Pupil Records

Basic records are kept in the Headteacher's office. Class teachers need to keep records relating to the children's National Curriculum levels, SEN details, EHCPs, behaviour plans and so on. Should parents need advice on their child's progress or behaviour, their first port of call should be the class teacher. A record of all meetings should be kept. A member of staff or parent may ask for a third party to be available as an observer/mediator.

Registration Procedure

Registers should be marked first thing in the morning and afternoon. Parents are required to telephone the school before 9:30 am if a child is absent. After this time the school administrative officer will ring home if we are unsure of a child's whereabouts.

Telephone conversations are acceptable records of absences and should be noted. All letters from parents are stored in the office. They should be kept for the school year and then disposed of at the end of the year.

Any monies for trips, visitors and so on are handed to the teacher in a named envelope and these are put in the plastic wallet provided and sent to the office with the register. The register and all money should be returned to the office by 9.10am and 1.25pm.

Letters are distributed at the end of the school day; please name any letters for absentees.

School Council

A healthy and thriving School Council meets regularly. It is supported by Mrs Sparks and a Governor. Two children from each class are selected to be on the Council each term.

School Performances

In the past 2 years we have put on a whole school Christmas performance in December; each class have performed a class assembly during the Spring term; the whole school perform at the Summer Queen Festival in July.

Using Other Classrooms

As a small school we are not fortunate to have all the space we would like. This means that staff have to teach in a number of rooms. Staff and children are asked to put the room straight as they leave and take all their belongings with them.

Wet Playtime

The children stay in their classrooms if it is wet, supervised by the adults on duty at break and the midday supervisors at lunchtime. Some staff choose to stay in their classroom and ask a colleague to bring them a drink. There are wet play games available for the children to use.

Valuables and Money

No member of staff should take responsibility for a child's possessions. However if you do accept children's valuables for safekeeping, you become responsible for them. If you find you have nowhere safe to keep them, please send them to the office.

If the children are bringing in money for a visit, please send it straight to the office with the register; it will be counted and checked by the office team.

Staff are responsible for their own valuables, and lockers are provided in the staffroom for small bags, purses and mobile phones.

General Information

Adults working in school

All visitors to the site are required to sign in at the office and wear a badge for the duration of their visit. If you are unsure who someone is, do not confront them but ask if you can help. Direct them to the office to sign in if appropriate. If you are at all uneasy, contact another member of staff.

Parents and other helpers are welcomed to the school. It is beneficial if they work in a class other than that of their own child.

Due to the confidential nature of some of our conversations, parents are not invited into the staff room at break times, but are welcome to use the facilities when not in use.

It is essential that all parents transporting children to a venue should have signed a copy of the Volunteer Drivers form, copies of which can be found in the school office. When supporting an educational visit all parents should be made aware of the Risk Assessment – this is the sole responsibility of the visit organiser.

If a parent is left in sole charge of a group of children, as in the case of running a school club, they should have a recent appropriate DBS check. A record of this check must be entered onto the school Single Central Record as soon as is practicable.

Coffee/tea

This is supplied via School Fund.

Communication

The Administrative officer keeps a diary in which all visits, visitors, trips, speakers, appointments etc are recorded. Please ensure that this is kept up to date. (See also 'Letters sent home' above).

Duties

Over and above the duties set out in accordance with Pay and Conditions of Employment, all staff will be made aware of other duties and issued with a timetable which they should display on a classroom information board. Further copies of all timetables are displayed on the staff room notice board. Duties are few: playground, assembly and taxi.

Email communication

All staff will be given a bucksgfl email address and password. All messages from the office will be emailed to these addresses. Following GDPR changes, no staff will be allowed to use personal email addresses.

Extra-Curricular Activities

Staff may wish to run a club either after school or during lunchtime to extend the curriculum. A copy of present clubs is held in the school's office and can be found on the clubs notice board.

Governing Body

The Governors' responsibilities and duties are set out in the Articles of Government. The full list of Governors, their responsibilities and committee members are attached as an appendix to this document. At present the Headteacher and two members of staff represent the staff.

Governors visit school regularly and show great interest and should always be welcomed. Governors are given a curriculum responsibility and will contact the relevant member of staff to arrange a visit, which could be a meeting, conversation, learning walk or observation. There is a governor visits policy which sets out the boundaries for any visits arranged. A member of the Governing Body sits on the School Council.

Internet Code of Practice

All members of staff should sign this document, which is then kept in their personnel file. There are codes of practice for each Key Stage. It is the responsibility of the class teacher to ensure the appropriate agreement is signed.

Learning Support Assistants

LSAs should be made fully aware and clear about their positions and the objectives of the tasks they are helping with. A clear system of communication between the class teacher and the LSA is the responsibility of both parties. Staff should ensure that sufficient time has been allowed for their preparation, allowing time to liaise and de-brief.

Libraries

Books are available for borrowing. There is a timetable for library use which is kept on the staff room notice board.

Space is available, but limited, for group work under adult supervision.

All staff using the library are responsible for leaving the work spaces and library book cases clean and tidy at the end of their session. Please do not leave, cups, books, pencil pots, photocopying or boxes on the work surfaces. All staff and pupils are responsible for the tidiness and upkeep of the library area.

‘Loft’ space

This is a resource area in the loft above Buzzards’ classroom. There is space here for small groups to work under supervision and for staff to work during their PPA time. It is not advisable to work in 1:1 situations with pupils in this room. Be aware this is also the Bursar’s work area.

Meetings

As a general rule, staff meetings will be held on Wednesday or Thursday evenings. Please ensure you are available and try to avoid having other meetings to attend. All teachers are expected to attend these meetings in accordance with their contractual hours (see timekeeping and directed time below). When deemed necessary, additional lunchtime/assembly time or after school meetings may be called. If possible, prior notice will be given.

The staff briefing will be held on Monday morning during assembly time. Minutes of these briefings will be recorded by Emma Horan and then emailed to all staff.

Minutes of all meetings are taken and staff should retain a copy in their personal file for reference. A copy of all minutes is kept in the Headteacher’s office and is available to all staff on the staff network drive.

Mobile phones

Please do not use your phone whilst working with children at any time. We encourage staff not to use their mobile phones in the staff room. Please read the mobile phone policy.

Parents’ Meetings and Evenings

It is important that parents receive sufficient information about their child to make sensible judgements about their future. Staff should be honest and positive indicating future plans if a problem is identified. Regular meetings should take place where a child has an EHCP or is causing concern in any way. These meetings must be logged.

Cohort meetings are held by every class in September to provide the parents with information about the year ahead and the class expectations.

Formal Parent Consultation Evenings are held in October and February. Informal Workshare afternoons take place in December, March and May when parents can sit with their child to look at their work together – these are not opportunities for an informal parent consultation. Formal written reports are provided in July. Parents may wish to make a further appointment with the class teacher after they have received the report in the summer term, or at any time where they are concerned about their child's progress or learning.

Meetings are arranged for information, e.g. 11+, SATs, curriculum workshops, residential trips. Those attending all meetings are registered and minutes/notes made if appropriate.

Parking

Parking is available in the front of the school, though this land is not school or Diocese property. Please park in a considerate way that allows for the maximum number of staff cars to use the space.

Personnel Details

These must be given to the Administrative Officer and updated when necessary. A list of staff contact numbers and details is available from the Secretary.

Planning and Assessment

All staff are responsible for keeping their medium and daily plans. These should be freely available and should include all the following: objectives, groupings, differentiation, and support. **These should be available on the school network planning folder before the lesson takes place.** Copies are given to the LSAs attached to classes.

There is a clear timetable of assessment for the academic year, with appropriate spreadsheets available to record the summative results. All these class assessment records **MUST** be kept in the Assessment folders on the staff network, under the correct cohort. These should provide an ongoing record of each cohort and child throughout the school. Jo Reid will ensure that all the folders are relabelled for the start of each year. SLT should be able to have an overview of all summative assessment throughout the year.

PTA

There is a strong and supportive PTA. Staff take it in turns to attend meetings and are expected to work in partnership with the PTA supporting some of the events. The PTA makes many valuable contributions to enhance the school's environment and resources at a time of particularly difficult budgetary constraints. All staff are encouraged to attend the main functions during the school year, particularly the Frieth Hilly, The Christmas Fayre, and to support other events and functions where possible.

Resources

All our resource cupboards and the loft resource area are for adults only. Children should not be sent to get anything from these cupboards.

It is appreciated if you do not store surplus stock in the classrooms, though it is appropriate to have a few spare exercise books available.

Subject-specific stock is ordered by the subject co-ordinators and consumables by the designated LSA. Please inform them if you use the last of something or if you require a resource in order to teach a subject more effectively. Co-ordinators should consult the Hertfordshire Supplies catalogue in the first instance. Please be aware of postage and packaging costs when placing orders. All orders must be authorised by Mrs Reid.

PE equipment is stored in the outside shed. Please ensure that you count equipment out and back; as the PE coordinator will tell you it is an unnecessary expense to keep replacing it. Children should be supervised when collecting and returning equipment. Mrs Reid is the interim PE coordinator.

We have digital cameras used for recording activities and special events. Any resources taken off site should be signed out.

There is a photocopier in the library. If at all possible please reduce the number of photocopies by using A5 or save paper by 'double siding'. Only use colour when it is crucial to the learning taking place in the lesson, within the use of the resource or is for display purposes. All other copying should be in B&W.

If you need to claim money for resources that you have bought specifically for a teaching purpose, they can be claimed back from the school.

Staff Responsibilities

A full list of staff responsibilities is in a separate document held in the staff essential policies and induction folder.

Staff Room

The room is for the use of all staff and students on placement. Please ensure that all cups are placed in the dishwasher and that the work surface is kept clean as we do not have anyone employed to do the task for you!

Please read daily information on the whiteboard in the staff room. This should be re-read throughout the day – primary schools are notorious for change!

Time-keeping and Directed Time

Members of staff have contracted hours, which vary according to the jobs you do in school.

Teachers are subject to 'Directed time' of 1265 hours over 195 days. At Frieth teachers are required to be on the school premises by 8.30 am and are required to remain on the premises until 3.30pm as part of their directed time. Directed time for teaching staff also includes one staff meeting per week from 3:30 until 5:00. Where there is a parent consultation meeting or a training session after school these will take the place of the staff meeting. The School Teachers' Pay and Conditions Document (STPCD) 2018 states that, in addition to the 1,265 hours, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of their professional duties. This includes planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils. Part time teacher's hours are worked out on a 'pro rata' basis.

At the end of the day, teachers must ensure that every child in their class has been collected. If children remain uncollected by 3.30 pm they should be taken to the Library where they are under 'corporate' supervision. Please do not leave the building if a pupil from your class has not been collected – if you must leave, please inform a senior member of staff.

PPA

All teaching staff are given at least 10% of their teaching time commitment for Planning, Preparation and Assessment. This is organised at the start of each year by the Headteacher, but is negotiable. Should a member of staff wish to take their PPA time off site then they must seek the approval of the Headteacher. The amount of time given for PPA and management time varies according to the responsibilities held by the members of

staff. E.G., staff with more responsibilities will be given proportionally more PPA/management time.

Non-contact time should be planned into a subject co-ordinator's school improvement plan and agreed with the Headteacher.

LSAs are expected to arrive in school in time to put personal belongings away and be in class to meet their teacher and begin their working day at 8:45 (or at the time stated on their personal contract if different). At the end of the day, LSAs are expected to remain with the class until it is dismissed at 3:15 (or until the time stated on their personal contract) before collecting their belongings and leaving the building. Staff needing to leave early must agree this in advance with Mrs Reid, or in her absence, Mrs Goodchild or Mrs Tyzack.

Timetables

Timetables should be updated termly and displayed on the staff room notice board.

Staff absence

The Headteacher should be informed of any absence by 7.30 am or the evening before. All home phone numbers are now on the Emergency Phone Chain list. For Midday staff, a phone call should be made to the school by 9am on the first day of absence to allow for cover to be arranged.

Telephone calls

It is recognised that sometimes staff have to make phone calls. Please be mindful that we do not budget for staff calls. If it is imperative that you make a call, please use the staff room phone.

It is only in exceptional circumstances that a child would need to make a phone call.

Uniform

Pupils are expected to wear uniform as outlined in the prospectus. Watches and earrings must be removed for PE. Earrings that have just been fitted must be taped and a letter from parents received. A small amount of spare kit is kept in the office. There is a standard note to send to parents of children who continually have no PE kit.

Children who wear trainers at break/lunchtime must always wear shoes in the classroom and when leaving the school at the end of the day.

Health and Safety

Car use for school business

We often rely on the generosity of parents to take children to sports events and other off site activities; however they must sign a form to say that their car has seatbelts and is fully insured. Staff must ensure they have passenger liability insurance and are insured to use the vehicle for business. For school staff, this is usually just a case of informing the insurance company, but you must check with your insurance company.

Child protection (*see Child Protection Policy*)

The designated officer for Child Protection is the Headteacher **Mrs Reid** and the deputy designated officers are **Mrs Sparks** and **Mrs Tyzak**. If children disclose information to you then it is your duty to inform the designated teacher and to only talk to the appropriate adults. Children should not be questioned about any disclosure and the adult must tell the child that they will have to pass on all information. Never tell a child that you will be able to fix their problem.

Please be aware that this is an emotive subject and can be distressing. Please remember that any disclosure or information you hear is to be treated as totally **confidential**.

Please ensure that you have read the Child Protection Policy, 'Keeping children safe in Education 2010' and the Health and Safety policies and signed the relevant documents.

Care of Building

All staff are asked to take care of the building and to make the handyman or the Headteacher aware of any problems.

Staff should always notify the Headteacher if they intend being in school during out of hours, the weekend or holidays. When in the building on their own, staff must keep the main front door locked. Teaching staff must keep all keys to the building in a safe place, not lend them to anybody and return them to the school on leaving their post. Normally the Last teaching member of staff leaving will be responsible for securing the premises at day end.

Dress code

The school does not have a dress code for adults. However all staff are expected to dress in a professional manner and appropriately for the activities planned. Jeans are discouraged. Extreme hairstyles and clothing choices are not deemed as professional. In summer months, all staff are expected to dress comfortably, but respectfully avoiding displaying inappropriate amounts of skin. If time constraints allow, please dress appropriately for PE. Open toe sandals or 'flip flops' are not deemed appropriate clothing for reasons of safety.

Evacuation and lockdown procedures

Emergency evacuation procedures are clearly displayed in each room or area in the building. The fire alarm is one continuous alarm. Lockdown alarm is a long straight alarm.

If the alarm sounds, everyone is expected to walk to the playground without talking. The office staff will take the registers outside. Once outside, the class teacher collects the register from the secretary and accounts for each child and reports back to the Headteacher. At lunchtime the MDSs will collect the registers from the secretary/administrative officer.

In the event that we need to bring all adults and children in from the playground, or to congregate the whole school in one safe area inside the building, the lockdown alarm will sound. All those outside will be given clear instructions and asked to go either to their classroom or the hall, depending on the situation. They must remain there until given the all clear.

For safety reasons, if you leave the premises during school hours, you must sign in and out.

First aid – see under “Children and Classrooms”

Health and Safety Policy (*see Health and Safety Policy*)

The school has a Health and Safety Policy, which you will be asked to read and sign upon joining the staff and annually after that. It explains the procedures that operate in the school. All staff have a duty to report any matter which they feel constitutes a concern. In the first instance it should be brought to the immediate attention of the Headteacher.

Site security

The school has an alarm system which you will need to disarm if you are first into the building.

At the end of the school day please close doors and windows in classrooms or areas in which you have worked.

If you are the last person to leave the building, you are responsible for leaving the building secure.

If it is necessary to come onto the site on your own, please make sure you text Mrs Reid to let her know you are there and stay in contact with her, letting her know when you leave. (See lone working policy and risk assessment)

Visits off site (see *Educational Visits Policy*)

Whenever a visit off the school site is organised there is a checklist to ensure that all procedures have been followed in liaison with Rachel Palmer as administrator for visits. Details of any off site visit must be put onto County's EVOLVE site; some visits need authorisation by the County Adviser so visits must be planned well in advance.

The teacher in charge of the visit takes a list including the name of each child and a parent contact number. (If it is an overnight visit the home phone number of the Headteacher or a member of the senior management team is taken).

Please look in the visits policy for precise details re organising a trip. When children start school the parents sign a form giving permission to walk the children to places in the immediate area – see list in prospectus.

Charging for School Activities

The objectives of the charging provision of the Education Reform Act 1988 are:

- a) To maintain the right to free education
- b) To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to meet the cost.
- c) To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to leave to LEAs and school the discretion to charge for optional activities provided wholly or mainly out of school hours.
- d) To confirm the right of LEAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school whether during or outside school hours.

Further details can be found in the school's Charging Policy.

We hope that you have found this booklet useful. Please feel free to ask any member of staff if you need any further information.

Mrs Jo Reid
Headteacher