

# ACE Prospectus 2017/18



## **School Contact Details**

Telephone: 01903 883149

Email: [office@arundel.w-sussex.sch.uk](mailto:office@arundel.w-sussex.sch.uk)

Address: Arundel CE Primary School , Jarvis Road, Arundel ,West Sussex, BN18 9HT

Please visit us at [www.arundelchurchofenglandschool.org.uk](http://www.arundelchurchofenglandschool.org.uk) for more useful information for prospective parents, including: detailed uniform list; term dates; news stories and much more.

**A Welcome from our Head Teacher**

Thank you for requesting further information about Arundel C E Primary School (ACE). The information given in this prospectus is intended for parents who are considering their child's entry to primary school in 2018/19.

This prospectus is intended to help you learn more about the life and work of our school and to understand our ethos and values. If your child has already joined us, it will give the important information about day-to-day life at Arundel C E Primary School.

At our school, we provide a stimulating learning environment for all children within a caring, Christian situation. We aim to give all children a wide range of learning opportunities to help them grow into independent, well-behaved and responsible young people who achieve the highest standards possible across the whole curriculum.

We believe that we can only achieve the best for your child through close co-operation between home and school. We encourage all parents to share in their child's education and we are always pleased to discuss with you any aspects of your child's development. We hope that you will want to share with us in making this a very happy and successful period in your child's life.

The information in this prospectus is up to date at the time of publication, but it can only ever give you a snapshot picture. Please come in, spend some time with us and see for yourself. We are extremely proud of our school, of our Ofsted Inspection Report, Church of England Inspection Report and, of course, our wonderful children. You can find access to these reports from our website [www.arundelchurchofenglandschool.org.uk](http://www.arundelchurchofenglandschool.org.uk).

I always welcome the opportunity to show prospective parents around the school as it is an ideal opportunity to illustrate the importance the school places on a working partnership and how we treat each child as an individual; so please make an appointment through the school office or come along to our open mornings. Please refer to our website for further information.

**Mr Andrew Simpson**

**BSC (Hons) NPQH**

### **Welcome from Chairman of the Governors**

As Chair of Governors it is my pleasure to extend to you and your children a warm welcome to Arundel Church of England School. Governors are proud that the school has an open and welcoming Christian ethos. You will always be made welcome and I am confident that your children will enjoy their time with us.

At Arundel Church of England School we believe in partnership. We know that the relationship between parents and school is very important to help your child achieve well. If you or your children should have any concerns please do share them with us so that the issue can be resolved.

As the Governing Body we have a general responsibility to support the school in meeting its goals, which include the promotion of high standards of achievement. At the same time the Governors endeavour to ensure that there is both quality and high standards in all aspects of school life.

I would encourage you to take an interest in your child's time with us and look forward to seeing you in school.

**Dr Andy Mott**

## **Welcome from the Parish Church of St. Nicholas**

*Dear Parents,*

*Welcome to Arundel Church of England (Aided) Primary School. We are so pleased you are taking the trouble to read this prospectus as giving your child the right start in life is so very important and the choice of school is crucial.*

*The school is built upon Christian principles where we seek to love God; to serve all in our community as best we can and to bring God's message of love, reconciliation and peace to a world that desperately needs to hear it.*

*The school is very closely linked with St Nicholas' Church, in Arundel – in fact it was the Church of England which first founded a school in Arundel. As a Church school, we believe that all children are created in the image and likeness of God and that we must value every one of them.*

*It is our hope that "religion" is not simply a subject in the curriculum but something which is lived out in the daily lives of the school community. The values of friendship, tolerance and respect are highly regarded.*

*The Church building is used by the children regularly as a learning resource and others come on Sundays to share in the worship. We provide a crèche and "Sunday Group" (a modern form of Sunday School!). The Church also offers a wide programme of social and other activities and you may want to get better acquainted with these, we even "boast" a Rock Band!*

*I would also like to invite you to join with us at school for worship on Monday, Wednesday and Thursday mornings.*

*Father David Twinley*

## Values and Their Place in Our School



Think of a cart wheel; the most vital part of the wheel is the hub, the centre through which everything connects. At the centre of our School are the two great commandments – Love of God and Love of Neighbour. (Matthew: chapter 22 vs.37-39.)

Radiating out from the hub are the spokes. They represent the way in which the two great commandments are interpreted and explained – our ACE Christian Values.

And then, the rim – the section that actually makes contact with the road – in our school these are the different policies and systems. They are the practical way in which the Christian Values are made in our school.

### Working in Partnership with Parents

The education of our children is very much a partnership between home and school. Parents are children's first and enduring teachers; they play a crucial role in helping their children to learn. Children achieve more when schools and parents work together. Parents can help effectively if they know what a school is trying to achieve and how to help. At Arundel Church of England School we enjoy a very successful partnership with our parents. Parents are encouraged to involve themselves in their child's learning and our Home-School Agreement sets out the role of the school, parents and pupils in this vital partnership.

Parent helpers are welcomed in school and on class trips and make a great contribution to children's learning. All parent helpers are asked to complete "disclosure application forms" and "confidentiality forms" before beginning to help in school.

We also invite parents to Sharing assemblies on Tuesdays where our children's achievements are recognised and celebrated.

Curriculum letters published each term inform parents of the work to be covered and suggest ways in which parents can support their children at home. Weekly Headteacher blogs can be accessed via our school website or via the school app keeping parents informed about what is happening in school.

There are other ways we communicate with parents, such as consultation evenings in the Autumn and Spring terms and annual school reports, which are published twice a year.

Our web site [www.arundelchurchofenglandschool.org.uk](http://www.arundelchurchofenglandschool.org.uk) has a wealth of information about all aspects of the school, curriculum content and what is expected for your child in writing, reading and mathematics in each year group. We also have dedicated Internet learning-based resources, which our children can use at home and share the joy of learning at home.

The Headteacher and staff are happy to meet with parents who want to talk about any concerns they may have regarding their child's development.

### **Working in Partnership with the Community**

Children are encouraged to become responsible citizens and to be involved in the local and wider community.

Our school is linked with a school in Mano Dasse, Sierra Leone; this is a valuable link for both schools as we support each other's work. We have regular communication with them and support them in many projects.

Our Harvest gifts are given to local charities, such as The Worthing Homeless Project, which helps those in need in our immediate community. Children have also raised money to support Chestnut Tree House, Barnardos, The British Heart Foundation, The Children's Society and Comic Relief. Our Year 6 pupils organise the sale of poppies for the British Legion, run a healthy snack shop and take part in the annual Remembrance Service in Arundel Town Square.

The school nurse and our local police liaison officer regularly visit the school to talk to and work with the children. A number of other guest speakers also visit school during the year, and we have had visits from Action Aid, History of Toys, Sussex Wildlife Trust, local historians, local clergy, members of the Town Council and local district council.

As a school we also hold special event weeks such as 'Eco Week' when children are introduced to different ways in which we can help the planet; a Healthy School Week and a Maths Week (which is linked to financial understanding). These experiences enhance the children's understanding of themselves and the world around them.

We regularly participate in many local and national events, such as the annual Christmas Music Concert at Arundel Cathedral, Dance Festival at a local secondary school, town council debates, the local garden competition, Arundel Food Market, Music Festival at the O2 arena. We work closely with Freedom Leisure, including the Arun Coach of the Year and Portsmouth Football Club who support and extend our Physical Education programme. We want our children to be life-long learners and it is vital that they understand that learning is not confined to the classroom or school.

## **School Organisation**

Arundel C E Primary School is a co-educational Primary School catering for children from 4 to 11 years old.

We are a Church of England School that works closely with the Parish of Arundel, the Local Authority, the Chichester Diocese and local community organisations.

Our school is organised into seven classes. The classes are arranged according to the year groups of the National Curriculum. Children enter the school at Year R (Reception), which is the Early Years Foundation Stage, before moving on to Years 1 and 2, which constitute the Key Stage 1 stage of education. At the end of Key Stage 1 the children move through Years 3 to 6, which constitute Key Stage 2. At the end of year 6 pupils then transfer on to Secondary School.

Each class has its own teacher but there are times when teachers exchange classes or teach small groups to provide the maximum benefit to the children. If your child is experiencing continuing difficulties in the curriculum, a specialist teacher may work with them. We also have teaching assistants who help the children individually or in groups.

Work in our classrooms is supported by work outside the school, sometimes in the immediate environment. We are fortunate to have our historic town of Arundel with castle and river; we also visit places further afield of educational value and interest. We have visitors come to the school by invitation; they talk to groups of children, bringing their expertise and knowledge of certain areas studied in the curriculum and to contribute further to the children's understanding. In order to broaden the curriculum, theatre and musical groups enhance the life of the school with performances and workshops. We try to take advantage of all opportunities to enrich and broaden our children's lives.

## **Our School Day**

School gates open at 8:40am when children are allowed in the playground and into their classrooms. The school day then proceeds according to the timetable below:

08:40 – School gates open and children enter their classes

08:50 – Registration closes (any arrivals after 8:55am will be marked as a 'late arrival')

11:00–11:15 – morning break

12:15–1:15 – Key Stage 1 lunch break

12:30–1:15 – Key Stage 2 lunch break

3:00 – School ends for all Key Stages

Please telephone the school if your child is going to be absent; you can leave a message on our absence line. If we do not hear from you and there is no mark in the register, the school office will ring just to confirm that your child is safe.

## **School Meals**

All children should either bring a packed lunch or purchase a hot school meal (apart from those who are entitled to a free meal for whom a hot school dinner will be provided). The hot school dinner service is provided by Chartwells and parents can order meals via the website (<https://westsussex.mealselector.co.uk/>) or by phone (01243 836130). If you have any questions, please speak to the school office.

## **Discipline**

The general behaviour of pupils is a matter of great importance in the running of our school and to the well being of everyone concerned. Qualities of honesty, kindness and being a member of the community are constantly encouraged; whilst politeness and thought for

others are regarded as the basis of the relationships between pupils and teachers. Children are expected to observe school rules and to be responsive to discipline, but perhaps the most important factor is the development of an understanding of right and wrong and a sense of self-discipline. Our behaviour and discipline policy explains the rewards, sanctions and reprimands employed to maintain high standards of conduct.

### **Admission Policy and Catchment Area**

The Governors of Arundel Church of England Primary School set the Admissions Policy. We ask parents to complete a school application form, available at the end of this prospectus, in the year prior to their child starting school. The Admissions Panel then considers this application. All parents whose children have been successful in gaining a place at ACE are invited to an informal evening for held in May or June, which provides an opportunity to meet the Headteacher, Father David and other key members of staff in an informal way.

**“Education is not about making everyone the same, it is about making everyone different and therefore more human.”  
Rowan Williams, Archbishop of Canterbury**

Arundel Church of England Primary School is not a catchment area school and welcomes applications from the whole of the surrounding area. The school is one-form entry, with 30 children in each academic year. Applications are welcomed from Christian families and all other denominations who wish their children to attend a Church of England School. However in the event of there being an oversubscription for places, the school has an Admissions Policy which prioritises applications.

Prospective parents should complete the application form at the end of this prospectus (or request one from the school office), as well as the application form from the West Sussex Local Authority. We accept all children full time from September.

### **Starting school: The Flying Start Programme at ACE**

Our Induction Programme begins the moment you accept a place for your child. Our ‘Flying Start’ programme, aims to ensure that your child will make the transition to school smoothly and painlessly. It includes presentations for parents and opportunities for your child to visit their new reception class. As a school we invest a considerable amount of time and money into such an important time in your child’s life.

From the very beginning we want your child to feel special and valued. Experience has proved that these visits are important in building the relationship between teacher and child, school and home, and ensures that we get off to a good start. We will talk you through the induction process and explore together how we can help prepare your child for school.

**““We are absolutely delighted with this school. Our son is very happy there and we feel it has made a big difference to him in his confidence, independence and interaction with other children because he is treated as an individual.” A Parent Comment in 2015**

### **Admission Arrangements**

#### **Introduction**

Arundel Church of England Voluntary Aided Primary School is a Church of England voluntary aided primary school in the Diocese of Chichester and is maintained by West Sussex LA. The school provides a distinctively Christian education for children aged 4+ to 11 years, with priority being given to children who live and worship within the ecclesiastical parish of Arundel and South Stoke.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Chichester Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being “distinctively Christian” and “serving the local community” are reflected in the school’s admission criteria.

As Arundel Church of England Primary School is a Voluntary Aided School the Governing Body is the Admission Authority and responsible for admissions. It is guided by the requirements of law, the school trust deed, by advice from the Diocesan Board of Education and its duty to the community and the Common Good.

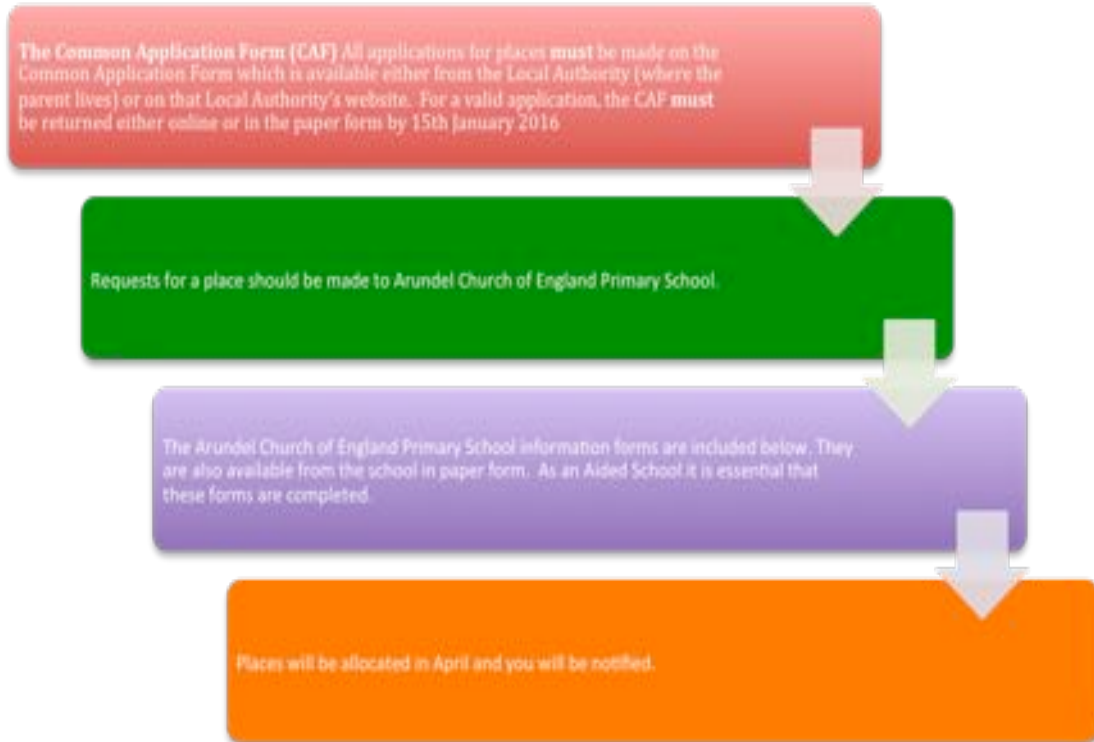
The admission number for 2017/18 is 30.

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION**

**Applications are made by the completion of our own Arundel Church of England Aided School forms found at the end of this document.**



## **A Flow Diagram of Process**



### **Date of Admission to the School for 2017/18**

Children may enter the School at the beginning of the academic year following their 4th birthday. Since September 2011, the decision concerning whether children start on a full-time or part-time basis becomes that of the parents and not the Admission Authority. The statutory school age remains as the term following the child's fifth birthday.

During the summer term children registered to join the school are invited to spend afternoons in school with their new teacher as part of our "Flying Start" programme. Please ask the Headteacher about this.

### **Parental Preference**

The Governing Body, as the admission authority, has determined that it will acknowledge the parental preference as expressed by the parents/guardians on the application form in the following manner:

### **Criteria for Admission**

If the admission number is reached mid-category, applications in that category will be prioritised on the distance of the child's ordinary place of residence to the main entrance to the school building measured in a straight line.

Where there are more applications for admission than the planned admission number stated, the Governing Body/Admission Committee will apply the following criteria in strict order of priority:

#### **Priority given to:**

- any child with a Statement of Special Educational Needs or an Education Health and Care Plan that names Arundel Church of England Primary School as the school the child must attend (see 6.9)

Then priority is given to:

1. 'Looked after children or children who were previously looked after but immediately after being looked after became subject to a child arrangements order or special guardianship order (A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. The definition in Section 22(1) of the Children Act 1989 applies)
2. Children of Parents whose home address is within the ecclesiastical parishes of Arundel and South Stoke and who worship regularly at either of the parish churches. (See 6.4 & 6.6 )
3. Children who have a sibling in the school at the time of admission or previously on the roll. (see 6.2)
4. Children of parents whose home address is within the ecclesiastical parishes of Arundel and South Stoke. (see 6.4)
5. Children of parents who regularly worship at either of the parish churches of Arundel and South Stoke. (see 6.4)
6. Children of parents who regularly worship at another Christian Church. (see 6.4)
7. Service or other premium children who must provide evidence of status, if not supplied from their pre-school setting.
8. Children of parents who desire a place in the school. (see 6.3 & 6.4)

Late applications are considered after all those applications received by the specified deadline. Where a waiting list exists, admissions criteria from these applications can re-rank the any existing waiting list. Please refer to the Admissions Arrangements 2017/18 for further information.

**Please can parents complete the forms at the end of this prospectus, if you wish your child to be considered for a place.**

### **The Aim of our Curriculum**

It is our intention to ensure that all children attending Arundel CE Primary School receive the highest quality of education provision in all areas of the curriculum. The school follows the National Curriculum Programmes of Study for Key Stages 1 & 2, and the Curriculum for the Foundation Stage. Our Curriculum is varied and stimulating. We ensure that as the children move through school they make progress and build upon previous experiences. The topics studied are balanced across the Key Stages ensuring that all of the children have the correct access to all curriculum areas. We aim for each child to reach their full potential as an individual and for the daily experience to be a positive learning one.

### **Values and purpose underpinning the school curriculum**

Education influences and reflects the values of society, and the kind of society we want to be. It is important therefore to recognise a broad set of common values and purposes that underpin the school curriculum and the work of school.

Foremost is a belief in education at home and at school, as a route to spiritual, moral, social, cultural, physical and mental development, and thus the well-being of the individual. Education should reflect the enduring values that contribute to these ends. These include valuing others, ourselves, our families and other relationships, the wider groups to which we

belong, the diversity in our society and the environment in which we live. Education should affirm our commitment to the virtues of truth, justice, honesty, trust and a sense of duty. We encourage children to value their environment, and we aim, through our curriculum, to teach respect for our world, and how we should care for it for future generations, as well as our own.

**'You shall love your neighbour as yourself.' There is no other commandment greater than these."**

**(Mark 12:31)**

At the same time, education must enable us to respond positively to the opportunities and challenges of the rapidly changing world in which we live and work with new work and leisure patterns and with the rapid expansion of communication technologies.

### **Aims and objectives**

The aims of our school curriculum are:

- to enable all children to learn and develop their skills to the best of their ability within a strong Christian ethos;
- to promote a positive attitude towards learning, so that children enjoy coming to school, and acquire a solid basis for lifelong learning;
- to teach children the basic skills of literacy, numeracy and information communication technology (ICT);
- to enable children to be creative and to develop their own thinking.
- to teach children to have an awareness of their own spiritual development, and to understand right from wrong;
- to help children understand the importance of truth and fairness, so that they grow up committed to equal opportunities for all;
- to enable children to have respect for themselves and high self-esteem, and to be able to live and work co-operatively with others.

### **The Early Years and Foundation Stage**

The last year of the Early Years and Foundation Stage is often described as the Reception Class.

At ACE we believe the primary aim of the foundation years is promoting a child's physical, emotional, cognitive and social development so that all children have a fair chance to succeed at school and in later life.

### **The EYFS framework includes:**

Three prime areas of learning:

Personal, social and emotional development, Communication and language and Physical development

Four specific areas of learning:

Literacy, Mathematics, Expressive Arts and Design and Understanding the world

Three characteristics of effective teaching and learning:

Playing and exploring, Active learning, Creating and thinking critically.

We split the term's learning into mini themes, which we hope will inspire interest from the children. These are then revisited and extended further in different ways over the academic year. Careful records and observations of the children's learning are made by all staff. These records will form a basis for Parent Consultation evenings throughout the year and will help to complete the National Profile at the end of the Reception Year. The learning environment for our reception children is carefully developed to support the children in their learning.

The classroom is large, spacious and well equipped. The classroom has a covered outside area to facilitate outside learning. The outside area was developed further in 2011, is fenced for safety and is equipped with, play house, sand and water etc and is closely supervised by staff.

Young children will have had a wide range of different experiences and will have a wide range of skills and interests when starting school. We offer a well planned and resourced curriculum to take their learning forward and provide opportunities for all children to succeed in an atmosphere of care and of feeling valued.

### **Personalised Learning for all including Able, Gifted and Talented Pupils**

As all children learn differently, teaching is planned to meet individual needs. Our curriculum is carefully tailored to meet every child's needs. We carefully track each child in all subjects to ensure that their needs are being met and they are working to the best of their ability. Through careful tracking using School Pupil Tracker, and through regular scrutiny of books and lesson observations the children at school are monitored very closely. Children take an active part in their learning through the use of target sheets. Through our assessment procedures, we make early identification of able, gifted or talented children.

Where children are identified as being more able, gifted or talented we are able to monitor their progress to ensure that they are motivated and fully challenged. Differentiated work programmes are devised and specialist coaches and teachers are used to provide extension and enrichment and challenge for all able children, both individually and within groups. Additionally, pupils are entered for relevant courses, where they are able to work with acknowledged specialists and other able children from across other schools.

### **Arrangements for Special Needs (SEN)**

In line with the Code of Practice introduced in September 2014 and the stated aims of the school, our policy is to promote a caring and sympathetic attitude to all children with special needs, whether academic, physical, social or emotional. When children experience difficulty with an aspect of the curriculum, the specific need is addressed and diagnosed as soon as possible. Full details of the school's SEN arrangements may be seen in the SEN policy and further information about the local offer we provide can be found on our website.

In providing help for children with special needs, parental permission and support is always sought. Parents are notified early of any problems and are encouraged to take an active part at home, or in school, in helping their children to overcome their problems.

### **Breakfast Club and After School Club**

As a school we are pleased to offer wrap around care for our children. The school is open from 7:30 am with our breakfast club and after school care is provided until 6:00pm. For further details please contact the school office who will be only too happy to help.

### **Extra Curricular Activities**

A range of activities (clubs) are available to pupils at the beginning and at the end of the school day. These will vary according to season, but may include: netball; art, choir; football; cricket; homework; dance; Spanish; French; tennis; athletics; multi-skills. Parents are notified termly of what is available and when, and children are able to make an application for the clubs of their choice. Due to the limited number of places for health and safety reasons, clubs will operate on a "first come, first served" basis.

At Arundel Church of England Primary School, the West Sussex County Council Music Service

and Inclusive Music and Movement currently provide tuition in keyboard, guitar, drums, flute, singing, drama and woodwind. Parents should contact the School Office, who will advise on the current services available and the application forms.

### **Important Information**

#### **Safeguarding Statement**

Arundel CE Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff receive annual training on safeguarding.

#### **Child Protection**

Child protection is an integral part of the responsibilities of all staff as part of their 'duty of care' over their pupils. All schools must safeguard and promote the welfare of their pupils. The school recognises its legal duty, in line with the recommendations for schools working together (DfES 2006) under the 2004 Children Act and Section 157 and 175 of the 2002 Education Act (Safeguarding Children), to protect its pupils (and staff) from harm, and to co-operate with other agencies in carrying out that duty and responding to abuse.

The school encourages every member of staff to be familiar with issues to do with child abuse and to be fully conversant with the procedure detailed in this document.

#### **Absence from School**

If your child is absent for any reason, please notify the school office immediately. This can be done by telephone with our answering service or via a note with another child or sibling. If any child is absent from school without a letter or telephone call, we will contact parents or carers to enquire after the child. We are required by law to record a reason for absence and to report any unauthorised absences. We would encourage you not to take term-time holiday, but if you wish to take your child on holiday during school time, you will need to complete an absence request form for approval; these are available from the school office.

#### **Educational Visits**

Outside visits in connection with work in school make a valuable contribution to children's educational and social development. We also regularly welcome visitors with a range of talents and skills.

For safety and insurance purposes, parents/carers must sign a consent form before any educational outing.

#### **Charging Policy**

Under the 1988 Education Act, the school is unable formally to charge for any school activity. However, in order to enable us to fund such activities as educational outings, visiting theatre groups etc, we do ask for voluntary contributions from parents (please come and talk to us if this is a challenge). Unfortunately, if insufficient funds are received, it may be necessary to cancel a planned activity or visit.

#### **Financial Aid to Pupils**

We would like to draw your attention to the schemes of financial aid to pupils from families on Family Income Support. The range of assistance covers free school meals, milk and the Pupil Premium (extra government funding). Further details and application forms can be obtained from the Education Department, County Hall, Chichester, West Sussex PO19 1RF or the school office.

### **School Nurse**

The School Nurse is able to carry out some health checks on the children concerning vision, hearing and weight. The facility for checking children's heads for head lice no longer exists. Please check you own child's hair regularly and inform the school of any head lice. Regular combing with a special comb does help to keep head lice at bay; we can give you guidelines to help you with this matter.

### **Administration of Medicines**

We can only administer prescribed medicines in school at the Headteacher's discretion, and after the appropriate documentation has been completed. In cases of asthma, we ask that your child brings an inhaler and spacer that is clearly named that can remain in school, and that you complete the appropriate documentation.

### **Governors' Maintenance Fund**

As a Church of England Voluntary Aided School, the Governors are responsible for financing part of the cost of providing the school buildings, maintaining and improving the school environment, and insuring them.

### **Our Staff**

#### **Rainbow - Reception Class**

Mrs A Ferrier and Mrs V Southwood

#### **Dove - Year One**

Mrs J Slater and Mrs V Southwood

#### **Butterfly - Year Two**

Miss A Gander

#### **Eagle—Year Three**

Mrs V Willavise

#### **Phoenix- Year Four**

Mrs H Meyer

#### **Unicorn- Year Five**

Mr J Cox

#### **Ichthus - Year Six**

Mrs H Simpson

### **Music**

Music Teacher - Mr M Hawke and Miss A Gander

### **Teaching Assistants**

Mrs Grimwood

Mrs Burchell

Mrs Jones

Mrs Twaites

Miss Richardson

Mrs Ward

### **Other Members of Staff**

Mrs Tracy Spencer - School Business Manager

Mrs Lucy Tipton - Administrator

Mrs Hayley Meyer—Special Educational Needs Co-ordinator (SENCO)

Mr B Heather - Premises Officer

### **Our Governing Body**

The Board of Governors is made up of fourteen members, currently under the Chairmanship of Dr Andy Mott. The Board has the responsibility for the running of the school and making final corporate decisions in all matters.

**Dr Andy Mott** – Chairman of Governors

**Mrs Heather Howlett** – Vice Chairman of Governors

**Mr Andrew Simpson** – Headteacher

**Mrs Bella Burchell** – Staff Governor

**Mr Richard Dyer** – Authority Governor

**Father David Twinley** – Ex officio

**Mrs Sue Hine** – Foundation Governor

**Mr Colin Heriot** – Foundation Governor

**Mr Wayne Morgan** – Foundation Governor

**Mr Miles Ockwell** – Foundation Governor

**Mr John Paton** – Foundation Governor

**Mrs Elizabeth Cairns** – Co-opted Governor

**Mr Andy Rainer** – Parent Governor

**Mrs Sara Guiel** – Parent Governor

### **School Uniform**

We believe a uniform looks smart, wears well and contributes to a feeling of belonging to our school. We therefore request that parents ensure their children are dressed in the correct school uniform and encourage their children to wear school ties.

Grey or black trousers or shorts  
Grey skirts or grey pinafore dresses  
White shirts or blouses  
(In summer, open necked short sleeved white aertex shirts)  
In summer, girls wear red and white gingham check dresses  
Scarlet pullover, cardigan, v necked or school sweatshirt  
Black, grey or white socks  
Scarlet, grey or black tights  
Scarlet and grey tie

Trousers must be smart in appearance, jogging bottoms are not acceptable. It is requested that children wear black shoes rather than trainers. Uniform can be bought from Ricara of Littlehampton. Ties can be purchased from the school office. All items must be clearly labelled.

For Physical Education, all children need a pair of black shorts and a T-shirt with the appropriate house colours (Norfolk - Red, Howard – Blue, Fitzalan - Green, Maltravers - Yellow).

School uniform is available from Mrs Kingshott (parent), Felix Dancewear and Ricara.

For outside activities a pair of trainers is necessary as is a tracksuit or other warm clothing during cold weather. It is recommended that children should go bare-footed for indoor P.E. – this is for safety and for grip on the apparatus. However, if you suspect that your child is suffering from a foot infection, such as verrucae, your child should wear plimsolls until the infection has cleared.

Ideally this clothing should be brought to school in a named drawstring bag and taken home for washing at the end of each week.

### **Complaints Policy**

The complaints policy is available from the school on request.



**Application Form for Arundel Church of England Primary School**

<b>Child's Details:</b>	
Surname:	Forename:
Middle Name(s)	Date of Birth:
Boy or Girl:	
Address:	
Post Code:	
Home Telephone No.:	

<b>Mother's Details:</b>	
Surname:	Forename:
Address ( <i>if different from child's</i> ):	
Post Code:	
Home Telephone No.:	

<b>Father's Details:</b>	
Surname:	Forename:
Address ( <i>if different from child's</i> ):	
Post Code:	
Home Telephone No.:	

<b>Please give detail for your application</b> (e.g. moving into area, siblings, starting school):

Previous Nursery/Playschool/School:
Requested date or term of admission:

Requested date or term of admission: .....
<b>Names &amp; dates of birth of siblings already attending Arundel CofE (Aided) Primary:</b>
Name..... Date of Birth: .....
Name: ..... Date of Birth: .....
Name: ..... Date of Birth: .....

<b>Please state under which category you wish to make your application. Please circle one category only:-</b>							
LAC	1	2	3	4	5	6	7

I understand that this form is **not** an offer of a place and I confirm that the information given above is correct

Signed: .....

Parent/Guardian Date: .....

If you wish your application to be considered under category 1, 2, 4 or 5, please pass this form to Father David Twinley of St Nicholas Church, Arundel for verification. If in the case of category 5, please pass to your priest for verification.

I can/cannot confirm that this family have regularly attended the Church of

.....

Signed: .....

Print Name: ..... Date: .....