

The Abbey  
Church of England  
Voluntary Aided Primary School

# PROSPECTUS

## 2023-24

The Abbey School is set within its own beautiful grounds. We have well resourced classrooms, an ICT suite, library and wonderful hall. We are a happy and successful school where children enjoy their learning and achieve high standards. We hope you will be able to visit and take a look at the work of our school.



The Abbey CE VA  
Primary School,  
St James Street,  
Shaftesbury  
SP7 8HQ

01747 852620

Website: [www.abbeyschool.org.uk](http://www.abbeyschool.org.uk)



## THE ABBEY CE VA PRIMARY SCHOOL

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## 1. Welcome to our School

Address: Shaftesbury Abbey Church of England Voluntary Aided Primary School  
St. James' Street  
Shaftesbury  
Dorset  
SP7 8HQ

Telephone/Fax: 01747 852620

Email: [office@shaftesburyabbey.dorset.sch.uk](mailto:office@shaftesburyabbey.dorset.sch.uk)

Website: [www.abbeyschool.org.uk](http://www.abbeyschool.org.uk)

Head Teacher: Mr Michael Salisbury

Chair of Governors: Mr Antony Streets

- Shaftesbury Abbey Church of England Voluntary Aided School was opened in September 1987 following the closure of Enmore Green VC First School and St James VA First School. The re-organisation of schools in the Shaftesbury area resulted in our status changing from First School to Primary School in September 2003.

Some of the buildings date back to 1872, but there have been later additions which now provide a total of 7 classrooms, a computer room, library and a well-equipped hall. The school's catchment area is part of Shaftesbury including St. James and Enmore Green and the villages of Cann, Melbury, East and West Orchard, Guy's Marsh, Hartgrove, Margaret Marsh and part of Twyford. Many children from outside the catchment also attend the school. The school caters for children between the ages of 4+ years and 11 years. After this they will normally transfer to Shaftesbury School. There is close co-operation between the schools and, in their last term at the Primary School, the children will have the opportunity to spend some time at Shaftesbury School and find their way around.

## 2. Aims of the School

- To develop the whole child through providing for the mental, spiritual, physical, social, moral and cultural growth of each child through the curriculum and other activities in partnership with parents.
- To serve its community by providing an education of the highest quality within the context of Christian belief and practice.
- To encourage an understanding of the meaning of faith and promote Christian values through the experience it offers to all its pupils.
- To provide equal opportunities for all children.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and Diocesan level.

The ethos of the school underpins the mental, spiritual, physical, social, moral and cultural development of children through the curriculum and other activities, with breadth and balance in the teaching of all subjects and in partnership between the school and parents. We wish children to develop lively, enquiring minds with a range of desirable personal qualities, interests, attitudes and an aesthetic awareness of everything around them.

### **Withdrawal from Religious Education**

Parents may withdraw children from all or part of the religious education and collective worship provided. Parents are encouraged to discuss any questions they may have with the headteacher to support the school in making appropriate provision for the child. Arrangements will be made for the supervision of any child so withdrawn.

## **3. Involving Parents in School**

### **Parent, Teacher and Friends' Association**

There is an energetic and sociable PTFA at our school. All parents of children attending the school are automatically members. Meetings and events take place throughout the year, details can be found in school newsletters and on the school website. A wide range of activities take place - some to raise funds for additional resources for the school, some social events for parents and children and some groups to gather a parental perspective and support the future development of the school.

### **Partnership with Parents**

We encourage parents to participate in school life whenever possible. Parents are invited to sign a home-school agreement when their child starts school. Parents with particular skills, interests and time to offer can become involved with helping in class or with reading on a regular basis or in supporting school visits or special activity days, cooking with children or in looking after the outdoor environment.

### **Discipline**

**Discipline in school is based on the expectation that everyone will behave well and with respect towards each other and the school.** Pupils are asked to obey the Golden Rules, these are discussed at the beginning of each school year and evolve into a set of classroom rules for each year group. If, after a warning, children break one of these rules they will lose some "Golden Time" on Friday afternoon. Time lost can be regained by improvement in the unacceptable behaviour. Children are rewarded with team points for good behaviour and good learning and may also receive stickers in the younger classes. Children are expected to behave well at lunchtime when they are looked after by our midday supervisors - those not doing so may have their playtime restricted. Children travelling on the bus are also expected to behave well and to remain belted in their seats whilst the bus is moving. Ultimately bad behaviour affects the safety of other passengers and could result in a child not being able to travel on the bus.

If misbehaviour continues to be a problem, we invite parents into the school for discussions with the teacher and child - and if necessary the Headteacher - and hope for your co-operation in dealing with the situation. The school may ask for the cost of replacing broken property or a defaced, damaged or lost book where this is a result of a pupil's behaviour.

### **Behaviour Policy**

Parents can see a copy of the Behaviour Policy on the school website.

### **Equality and Equal Opportunities**

We are committed to the ideals of equality of opportunity and good relationships. Any racially motivated incidents are recorded and reported to Children's Services (Dorset LA). Parents may see copies of the relevant policies in the office.

## **4. The School Day**

### **School Session**

School sessions are from 8.50am until 12 noon and from 1.00pm until 3.20pm. We would appreciate it if your child does not arrive at school before 8.40 am and is collected by 3.25 pm unless prior arrangements have been made, as staff may not be available for supervision outside these times.

### **Lunchtime**

Children can go home at lunchtime, sit down to a cooked school meal or bring a packed meal. If your child brings lunch to school, please put drinks in a plastic re-sealable container. The school encourages Healthy Eating and parents are asked to pack a balanced meal and not to include chocolate, sweets, anything which includes nuts or fizzy drinks in lunchboxes. Midday staff will encourage children to eat the food provided for them. Any food not eaten will be left in the lunchbox so that parents know what their children are eating - or not! Hot lunches are available free for children whose families are in receipt of qualifying benefits, and for KS1 children - please speak to the office staff if you are not sure how to claim. Hot lunches may be ordered online, full details available at <https://dorset.mealselector.co.uk>.

There are short playtime breaks in the morning, and afternoon sessions for the younger children. Children in Reception, Year 1 and Year 2 are provided with free fruit or vegetables for the morning break. Children in Years 3-6 are encouraged to bring their own fruit for break. Other snacks are not allowed. There is provision for milk to be available each day - it is free for children under 5 years old and thereafter the cost is approx. £4-£6 per half-term. If you wish to register for milk please go to [www.coolmilk.com](http://www.coolmilk.com) or email [registrations@coolmilk.com](mailto:registrations@coolmilk.com). Drinking water is available for all the children throughout the day and they are asked to bring a named water bottle every day.

### **Parking**

Parking in the school grounds is for staff only. Please respect the yellow zig-zag markings for the school bus. The school driveway at the end of the day is for taxis only. Parents should not use the driveway to pull in and drop off children at either end of the day. The school is situated on a very difficult road junction so parking is problematic, there is always parking in St. James. Please show consideration for our neighbours and do not obstruct their exits. Our community police officers periodically come to keep all the children safe. We encourage parents to walk with their children if at all possible.

### **Access to School**

All children should enter through the front courtyard and into their classrooms via the top door or side gate. Visitors enter via the main driveway and front door where there is direct access to the School Office.



## **5. Admission to School**

### **Admission Dates**

A full-time school place in the Reception class is available for children from the September following their 4th birthday. Legally children are required to attend school full time following the term in which they become 5 years of age. Parents have the discretion to determine whether attendance should be full-time or part-time during the term(s) before the children attain the age of 5. Before your children start school they will be invited to join the reception class to help them to get to know us.

### **Applications within Catchment and by Parental Preference**

Applications for entry to Reception are made in the Autumn prior to entry the following September. Applications should be made online through the Dorset For You website [www.dorsetforyou.com/educ/admissions](http://www.dorsetforyou.com/educ/admissions). There is an information booklet "Admissions to Dorset Schools".

### **Arrangements for Visits from New Parents**

We welcome visits from prospective new parents to the school. Please telephone to make an appointment at a mutually convenient time.

### **Admissions Policy**

A copy of our policy is attached at Appendix A.

## **6. Arrangements for the Admission of Pupils with Disabilities**

The school operates an inclusive admissions policy. Where children have needs additional to or different from the majority of their peers, the school will work in close collaboration with parents and other agencies involved to provide a learning environment which meets the child's needs. Where this may require other than minor alterations the school will liaise with the diocese and the Children's Services Authority to ascertain the funding and feasibility.

The school wants all children to have access to a broad and balanced curriculum and will provide both physical and human resources to support access for children with additional educational needs. This may be achieved through specialised training for staff for example in sign language, additional staff time to support attendance at extra curricular activities or adaptations to offer aspects of the curriculum at an appropriate level.

The school has disabled toilet facilities and access to the majority of the school for wheelchairs. Access to the upper classrooms is possible but not easy. A copy of the school's Accessibility Plan is available in the office.

The Governors' policy on pupils with special educational needs is reviewed annually. The policy is available in the office.



## **7. Teaching Policies**

### **The Curriculum**

During their first year the reception class will be taught in accordance with the Early Years Foundation Stage curriculum (EYFS).

The National Curriculum subjects will be taught from Year 1 onwards. There will be emphasis on English, mathematics and science as well as computing. These will often be taught with history, geography, design technology, art, Languages, music, physical education and, of course, religious education. The children are also given some health education, giving a broad and balanced curriculum. Many subjects are taught through topics. Typical lessons include a combination of whole class teaching, group teaching and individual work.

Older children may have the opportunity to learn to play a range of musical instruments. Parents and children will be informed when there are available vacancies. A charge may be made for this tuition.

### **Governing Body Curriculum Responsibilities**

The governors maintain an overview of all school development matters including curriculum. Subject leaders also give presentations to the governors. The School Development Plan is available and is reviewed at regular intervals. If you would like to see any documents, or copies of the minutes from full governing body meetings, please ask at the school office.

### **Special Educational Needs (SEND)**

In line with the principles and targets set out in the SEND policy, our aim is for all children with special education needs to be identified as early as possible and assessed and monitored in partnership with parents and, where necessary, with external agencies.

These children's needs are met through adapted teaching styles and differentiated activities, with the children continuing to access the broad and balanced curriculum. Depending upon their ability, they follow programmes of study that may be above or below the age-related programmes of study laid down in the National Curriculum. They are also given individual help within class in the first instance. Their progress is continually monitored and regular review meetings are held between teaching staff and parents.

We also recognise that children with high abilities have special educational needs. Such children are continually monitored and assessed within the classroom in order to ensure that they are provided with tasks matched to their needs.

SEND policy documents are available to parents in the school office.

### **Sex Education**

Relationships and Sex education (RSE) is covered in a broad cross-curricular manner, spanning such topics as families and family relationships, reproduction in plants and animals other than humans, and in health education. Specific sessions about human reproduction are introduced as children reach the top of the school.

### **School Records**

Children's records at school are open at all times to inspection by parents. Results of tests are also discussed with parents. A report is written for each child during the Summer Term, showing progress throughout the year. There are also parents' evenings during the Autumn and Spring Terms when parents can discuss their child's progress.

The school is registered under the Data Protection Act and meets its requirements.

### **Sport - PE and Games**

There is a wide-ranging sporting programme. The school plays football, tag rugby, netball, handball, tennis, tri-golf, athletics, rounders and cricket. Matches are played against local schools. Athletics is included in the sporting programme during the Summer Term and annual Sports Days are held. Children have swimming lessons in Years 3 and 4. All classes have two hours of PE a week - this includes games, gymnastics and dance.

### **8. Homework Guidelines**

A copy of the school's Homework Guidelines can be found on the school's website or a copy can be obtained from the school office. It is a great help if children can read or share a book with an adult on a regular basis, but it **must** be enjoyable. Children will always benefit from parents helping them to learn their spellings and tables.

Parental support for children's learning is the most significant contributor to children's success in school.

### **9. School Uniform**

This consists of:

Grey trousers, skirts or shorts. (Gingham dresses in the summer)

Black shoes (not boots or trainers)

White polo shirts

Royal blue sweatshirts or cardigans

For PE: Blue school T-shirt or plain blue T-shirt

Black plain shorts or plain blue or black joggers in colder weather.

Children who have pierced ears may only wear "studs" and no other jewellery.

All items of school uniform may be obtained from sources other than our provider. Items with the school logo can be ordered by email, phone or mail order from PMG Schoolwear as can many other items of uniform. We ask that all children have at least one of each of the pieces of clothing with a logo, there is always lots of pre-loved uniform available.

To order from PMG Schoolwear, Telephone 01895 809321 or follow the link from the school website.

**Please** name all your child's clothing, footwear and bags (including any non-uniform items).

For Physical Education the children will also need some slip-on PE shoes or trainers. Children with long hair need a band in order to tie it back during PE lessons.

### **10. School Transport**

If you live more than two miles from the school, your child may be entitled to free school transport. If you do not live within the distance for free transport, concessionary places are sometimes available on school buses on payment of a termly fee. For enquiries about school transport please contact Dorset Direct Admissions at County Hall on 01305 221060. You can view DC's School Transport Policy on:

<https://www.dorsetcouncil.gov.uk/documents/35024/3125034/Home+to+School+Transport+Policy+2022-2023.pdf>

The main bus routes for the school covers Cann Common, Melbury and Twyford via East and West Orchard.

## **11. Charging and Remissions Policy**

### **Provision of Education**

Education provided by the school will be free of charge if it takes place wholly or mainly during school hours. There are certain exceptions as follows:

#### **Instrumental Music Tuition**

Where individual tuition in the playing of a musical instrument is available to pupils, parental agreement must be obtained before a pupil is given that tuition. A charge may be made to include the cost of the teacher giving the tuition as well as the cost of the sheet music and the hire and insurance of a musical instrument.

#### **Charging for Practical Subjects**

The school may charge for ingredients or materials if parents have indicated in advance a wish to own the finished product.

#### **Board and Lodging**

Where a school activity involves pupils in nights away from home, the governing body will make a charge for board and lodging for each pupil. The school believes that all children benefit from taking part in residential activities and will endeavour to subsidise children where the cost would prevent their attendance.

#### **Remission Policy**

Pupils who are eligible for Pupil Premium will have board and lodgings remitted if the activity takes place mainly during school hours or is out of school hours but is provided specifically to fulfil statutory duties relating to the National Curriculum (imposed by section 10[2] of the 1988 Act).

#### **Voluntary Contributions**

Restrictions on charging for school activities do not prohibit the school from seeking a voluntary contribution for the benefit of, or in support of, any school activity. The terms of any request for contributions must make it clear that there is no obligation to contribute and that pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If the activity cannot be funded without voluntary contributions then it may not take place at all.

## **12. Absence from School**

### **Authorised and Unauthorised**

When children are absent from school we require an explanation by letter or a telephone call from parents for our records. For children's safety we will contact parents where a child is absent and no reason has been given.

When no explanation is given, the entry in the register is recorded as an unauthorised absence.

Unauthorised absences will also be recorded where a child is more than ten minutes late, or where an acceptable reason is not given for absence from school.

## **13. Administration of Medication**

### **Parental Responsibility**

At times some children may have medical conditions which require the regular administration of medicine during the day. The governors have agreed that children receiving medication may continue to attend school. However, they must emphasise that the ultimate responsibility for the administration of any prescribed medicine lies with parents who should, if at all possible, come into the school to give the medication to their children; this is the only safe and guaranteed method for parents to ensure that their children receive the prescribed treatment.

### **School Staff Involvement**

Should it be impractical for a parent to make such visits to the school, the governors have also agreed that medication may be administered by a member of staff, on the following conditions:

- Medication may be administered in school by a member of staff only in response to a written request by parents and with the staff member's agreement. Please contact the office for an official agreement form.
- Medication must be labelled with the child's name and be handed personally by the parent to a member of staff, usually Mrs Fahie, the secretary.
- While staff will certainly endeavour to administer medicine in response to such a written request, it cannot be guaranteed that they will always be available to do so. In view of their many commitments and duties, giving treatment at the appropriate time could be overlooked.

### **Asthma**

We are keen to encourage children suffering from asthma to play a full and active part in all school activities. Parents are asked to keep the head teacher fully informed about their child's asthmatic condition. Unlimited access to inhalers is permitted on condition that:

- Any inhalers brought into school are fully labelled with the child's name and dosage.
- Written guidance is given by parents about access required by the child

### **Allergies**

Parents are asked to inform the school if their child suffers from any allergy, e.g. peanuts, bee-stings, together with their doctor's details and emergency telephone numbers.



#### **14. Complaints Procedure**

**Concerns and Complaints** expressed by parents/guardians about curriculum or any other matters will be considered and, so far as is possible, dealt with in an informal discussion with the teachers and head teacher in the first instance. Should this procedure fail to result in a satisfactory agreement, a formal complaint will be considered by the Grievance and Discipline Committee; if considered necessary it may be referred to the full governing body. The Complaints policy is available on request to the school office.

**External Referrals:** should agreement fail to be reached by these "in school" procedures, the complaint may be referred to the Diocese or Local Education Authority, through the relevant designated officer. Details for contact of the local authority officer are available on the county website.

#### **15. Child Protection Procedure**

Our first priority is your child's welfare and we will usually discuss any concerns we might have about your child with you. There might be occasions, however, when we have to provide information to or consult other agencies before we contact you. Our responsibility to do so is determined by Keeping Children Safe in Education. If you want to know more about these procedures, please speak to the Headteacher.

We are members of Operation Encompass, which is the notification to schools when a child or young person has experienced any domestic abuse, this information will be shared with the schools.

Operation Encompass will ensure that senior safeguarding members of the school staff, (DSL/DDSLs) known as Key Adults, are trained to allow them to receive information from the police and to use the information that has been shared, in confidence, while ensuring that the school is able to make provision for possible difficulties experienced by children, or their families, who have been involved in a domestic abuse incident.

#### **16. Staff List**

|                              |                                                                                                                                                                                                                                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Headteacher</b>           | Mr. M. Salisbury                                                                                                                                                                                                                                                        |
| <b>Assistant Headteacher</b> | Mrs S Howard - SENCO                                                                                                                                                                                                                                                    |
| <b>Teachers</b>              | Mrs M Sanderson - Reception Class<br>Miss C Dymock - Reception Class<br>Mrs Lorraine Stone - Year 1<br>Mrs C Marshall - Year 2<br>Ms A Saunders - Year 3<br>Mrs L Chalke - Year 3 and 5<br>Mrs H Bastable - Year 4<br>Mrs S Ferre - Year 5<br>Miss V Wonnacott - Year 6 |

## **Teaching Assistants**

Mrs B Harris - Year 1  
Mrs S Adams - Rec and Year 1  
Mrs L Cowling - Year 2  
Mrs N Compton - Year 5 and Year 3  
Mrs R Shortman - Year 1  
Mrs R Beveridge - Year 2,3,4,5 & 6  
Mrs K Gaertig - Year R  
Mrs K Brockway - Year 3/SEN Interventions  
Mrs K Brown - Year 6  
Mrs P Mowbray - Reception  
Mrs J. Isaacs - Year 1 and Year 4  
Mrs E Mitchell - Year 5/Year 6  
Mrs R Steele - Y6 SEN 1:1  
Mrs K Cole - Yr R/Yr 2 and ELSA

**School Secretary**  
**Finance Officer**  
**Receptionist**

Mrs G Fahie  
Mrs S Stevens  
Mrs S King

**Clerk to the Governors**

Mrs Karen Hudson

**Cleaners**

Churchill Cleaners

**Lunchtime Supervisors**

Mrs P Mowbray, Mrs R Kemp, Mrs S King, Ms Elford,  
Mrs K Cole, Mrs Pyke, Mrs B Harris, Mrs S Adams,  
Mrs R Shortman, Mrs E Hiscocks,  
Mrs Brockway, Mrs Steele

## **18. Dates for the School Year 2023-24**

### **Autumn Term Dates**

|                     |                                                 |
|---------------------|-------------------------------------------------|
| <b>Inset Day</b>    | <b>Friday 1 September 2023</b>                  |
| <b>Inset Day</b>    | <b>Monday 4 September 2023</b>                  |
| Children start back | Tuesday 5 September 2023                        |
| Autumn half term    | Monday 23 October - Friday 27 October 2023      |
| Autumn term ends    | Friday 15 December 2023                         |
| Christmas holidays  | Monday 18 December 2023 - Monday 1 January 2024 |

### **Spring Term Dates**

|                     |                                              |
|---------------------|----------------------------------------------|
| <b>Inset Day</b>    | <b>Tuesday 2 January 2024</b>                |
| Children start back | Wednesday 3 <sup>rd</sup> January 2024       |
| Spring half term    | Monday 12 February - Friday 16 February 2024 |
| Spring term ends    | Thursday 28 March 2024                       |
| Easter holidays     | Monday 1 April - Friday 12 April 2024        |

### **Summer Term Dates**

|                             |                                      |
|-----------------------------|--------------------------------------|
| Summer term starts          | Monday 15 April 2024                 |
| <b>May Day Bank Holiday</b> | <b>Monday 6 May 2024</b>             |
| Summer half term            | Monday 27 May - Friday 31st May 2024 |
| Summer term ends            | Friday 19 July 2024                  |
| <b>Inset Day</b>            | <b>Monday 22 July 2024</b>           |
| <b>Inset Day</b>            | <b>Tuesday 23 July 2024</b>          |





| First Name | Surname   | Ind Resp/Group                         | Category         | Office Commenced | Office Expires |
|------------|-----------|----------------------------------------|------------------|------------------|----------------|
| Sarah      | Adams     | EYFS, Music                            | Parent           | 22/02/2021       | 21/02/2025     |
| Ed         | Denham    | Safeguarding, MFL                      | Foundation       | 07/10/2019       | 06/10/2023     |
| Margaret   | Derrett   | SEND, English                          | Foundation       | 20/10/2021       | 19/10/2025     |
| Jennifer   | Duncombe  | RE, Art/DT                             | Foundation       | 04/12/2020       | 03/12/2024     |
| Robert     | Knauer    | Computing                              | Associate Member | 31/03/2022       | 30/03/2026     |
| Charlotte  | Marshall  | PE                                     | Staff            | 29/04/2020       | 28/04/2024     |
| Karen      | Ralph     | Vice Chair of Governors,<br>PHSRE      | Parent           | 08/10/2021       | 07/10/2025     |
| Michael    | Salisbury | Headteacher                            | Ex Officio       | 03/09/2018       |                |
| Antony     | Streets   | Chair of Governors,<br>Health & Safety | Foundation       | 06/12/2021       | 05/12/2025     |
| Katie      | Thompson  | Maths, Science                         | Local Authority  | 15/05/2019       | 14/05/2023     |

#### Previous

|           |                  |                                                     |                  |            |                                        |
|-----------|------------------|-----------------------------------------------------|------------------|------------|----------------------------------------|
| Wendy     | Tindall-Shepherd |                                                     | Foundation       | 01/10/2020 | Resigned October 2022                  |
| Rachael   | Gosling          |                                                     | Staff            | 04/07/2017 | 03/07/2021                             |
| David     | Preston          | Heath & Safety                                      | Foundation       | 22/03/2016 | 21/03/2020                             |
| Bridgette | Browne           | English                                             | Foundation       | 26/06/2019 |                                        |
| Kirsty    | Clarke           | RE                                                  | Foundation       | 09/09/2019 |                                        |
| Tertia    | Goodricke        | Vice Chair of Governors,<br>SafeGuarding & Literacy | Foundation       | 23/09/2015 | 22/09/2019                             |
| Daniel    | Roberts          | Year 2                                              | Parent           | 21/11/2018 | Removed by the Board<br>17th July 2019 |
| Simon     | Chambers         | Religious Education &<br>Year 1                     | Foundation       | 01/09/2018 | Resigned April 2019                    |
| Charles   | Dowson           | Maths & Science                                     | Foundation       | 21/11/2018 | 07/03/2019                             |
| Janet     | Wilson           | English, PSHE & Year 2                              | Foundation       | 17/12/2014 | Resigned October 2018                  |
| Louise    | Sandy            |                                                     | Associate Member |            | Resigned July 2018                     |
| Tim       | Bennett          | Maths                                               | Parent           | 04/07/2017 | Resigned July 2018                     |
| Judith    | Wade             |                                                     | Foundation       | 06/12/2013 | 05/12/2017                             |



## **18. Dates for the School Year 2023-24**

### **Autumn Term Dates**

|                     |                                                 |
|---------------------|-------------------------------------------------|
| <b>Inset Day</b>    | <b>Friday 1 September 2023</b>                  |
| <b>Inset Day</b>    | <b>Monday 4 September 2023</b>                  |
| Children start back | Tuesday 5 September 2023                        |
| Autumn half term    | Monday 23 October - Friday 27 October 2023      |
| Autumn term ends    | Friday 15 December 2023                         |
| Christmas holidays  | Monday 18 December 2023 - Monday 1 January 2024 |

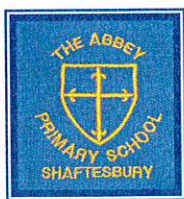
### **Spring Term Dates**

|                     |                                              |
|---------------------|----------------------------------------------|
| <b>Inset Day</b>    | <b>Tuesday 2 January 2024</b>                |
| Children start back | Wednesday 3 <sup>rd</sup> January 2024       |
| Spring half term    | Monday 12 February - Friday 16 February 2024 |
| Spring term ends    | Thursday 28 March 2024                       |
| Easter holidays     | Monday 1 April - Friday 12 April 2024        |

### **Summer Term Dates**

|                             |                                      |
|-----------------------------|--------------------------------------|
| Summer term starts          | Monday 15 April 2024                 |
| <b>May Day Bank Holiday</b> | <b>Monday 6 May 2024</b>             |
| Summer half term            | Monday 27 May - Friday 31st May 2024 |
| Summer term ends            | Friday 19 July 2024                  |
| <b>Inset Day</b>            | <b>Monday 22 July 2024</b>           |
| <b>Inset Day</b>            | <b>Tuesday 23 July 2024</b>          |





## Shaftesbury Abbey CE VA Primary School,

### Admissions Policy 2023-2024

#### **Introduction**

This document sets out the Policy of Shaftesbury Abbey Church of England Voluntary Aided Primary School, with respect to Admissions. For the purposes of this policy, the Governing Body of Shaftesbury Abbey Church of England Voluntary Aided Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school's Reception Class in September 2023, must complete the Common Application Form in line with the Local Authority Co-ordinated Admission Scheme and state Shaftesbury Abbey Church of England Voluntary Aided Primary School as one of their preferences. Application can be made online at <http://www.dorsetforyou.com/school-admissions/apply-for-a-school-place>. Parents or guardians will receive written notification of the outcome, from the Local Authority, on a date determined in the Dorset Council Co-ordinated Primary School Admission Scheme. An offer of a school place should be accepted by the deadline date, which is also set out in the Scheme.

Parents who wish their children to be admitted to the school at any other time should contact the school direct for an admission form and further details. An application may also be made through the Dorset Council Parental Portal - <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place/apply-for-a-school-place.aspx#/>

Every year the governing body will review the Shaftesbury Abbey Church of England Voluntary Aided Primary School Admissions Policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Pupil Admissions Number (PAN) which is currently 30 and explain how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority and other local schools in respect of the admissions policy.

#### **Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parish of St James' and Enmore Green, Shaftesbury. Designated area means the area of benefit as defined in the school's Trust Deed (a map of the designated area can be viewed at the school). The school's catchment area is part of



Shaftesbury including St James and Enmore Green and the villages of Cann, Melbury, East and West Orchard, Guy's Marsh, Hartgrove, Margaret Marsh and part of Twyford.

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

A full-time school place in the Reception class is available for children from the September following their 4th birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

### **Deadline for application**

Applications for Reception Year entry for the academic year starting September 2023 need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the admission authority – 15 January prior to the September of admission to reception.

Shaftesbury Abbey Church of England Voluntary Aided Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry, or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Key Stage 1 and 32 pupils in Key Stage 2. Legislation states that no infant class may exceed 30 pupils.

A decision on the admission of new entrants will be made on the 16 April 2023 (or the next working day should it fall on a holiday or weekend). The parents or guardians will receive written notification of the outcome from the Local Authority on the date determined in the Dorset Council Co-ordinated Primary School Admission Scheme.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed. Further information can be found online at <http://www.dorsetforyou.com/school-admissions/apply-for-a-school-place>.

### **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the Oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in 2023-2024 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the Oversubscription Criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close on 31<sup>st</sup> December 2023. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list which will remain open until 31<sup>st</sup> March 2023. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **Applications outside the normal admissions round**

Applications for 2023-24 entry outside the normal admissions round should be made directly to the school. The governors will process the application according to the following policy and will inform the parents and the LA of the outcome. An application may also be made through the Dorset Council Parental Portal - <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place/apply-for-a-school-place.aspx#/>

### **Policy**

The admissions policy of the Shaftesbury Abbey Church of England Voluntary Aided Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. This school participates in the Local Authority's Fair Access Protocol.

**Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.**

### **Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>1</sup>. 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 (see the definition in section 22(1) of the Children Act 1989).

**In accordance with the Admissions Code 2021, those children that are deemed as 'Internationally Adopted Previously Looked After Children' (IAPLAC) will also be considered under this criterion with effect from September 2021.**

2. VULNERABLE CHILDREN
  - i. children of families with confirmed refugee status
  - ii. children with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school rather than any other. Details of this must accompany the initial application.
  - iii. Children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such

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<sup>1</sup> An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

as a doctor or social worker will be required. Details of this must accompany the initial application.

#### LIVING WITHIN THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

3. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. OTHER CHILDREN

Children resident within the designated area who do not qualify under one of the criteria above.

#### LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

5. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the designated area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

6. OTHER CHILDREN

Children resident outside the designated area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission, live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority.

Registration at any nursery or pre-school unit will **not** be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the school.

Parents must accept the offer by the date set out in the Local Authority Co-ordinated Primary School Admission Scheme. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

### **Enquiries about this policy should be addressed to:**

Chair of Governors, Shaftesbury Abbey Church of England Voluntary Aided Primary School, St James's Street, Shaftesbury, Dorset SP7 8HQ.

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body. This policy is reviewed annually.**

### **Equality**

*This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.*





# THE ABBEY CE VA PRIMARY SCHOOL SHAFTESBURY

## **Home School Agreement**

We believe success is built upon an open and supportive partnership between our pupils, parents, carers, staff and governors. The aim of this agreement is to make clear that all parties have an equally important part to play in helping each individual pupil make the best use of the opportunities available at our school.

**Parents and Carers** will do everything possible to:

- Make sure your child arrives on time, attends regularly and inform the school of any absence.
- Keep the school informed of anything which you believe might affect your child in school.
- Support the school rules and behaviour policies.
- Take an interest in your child's schoolwork and give encouragement to complete any homework.
- Attend parents' evenings.
- Support your child by participating in the life of the school.
- Read all written communications from school and reply when requested.

Signature.....(Parent/Guardian)

## THE ABBEY CE VA PRIMARY SCHOOL SHAFTESBURY

**The School will:**

- Aim to develop the whole child in a caring environment.
- Provide a high quality education based upon a broad and balanced curriculum with diverse extra curricular activities.
- Encourage all pupils to reach their full potential.
- Ensure equality for all.
- Keep parents/carers informed of their child's progress and report any concerns.
- Keep parents/carers informed about general school matters.
- Meet with parents/carers to ensure the pupil's best possible education and welfare.
- Be open and welcoming and acknowledge any concerns voiced by parents/carers or pupils.
- Maintain close links with the church and Diocese.
- Welcome children from all faiths and backgrounds.

Signature.....Headteacher

## THE ABBEY CE VA PRIMARY SCHOOL SHAFTESBURY

**The Governors** will carry out their legal responsibilities to the school and ensure:

- That the school policies provide care for every pupil.
- That funding received by the school will be used responsibly and appropriately.
- That they will meet regularly.
- That they will visit the school regularly.

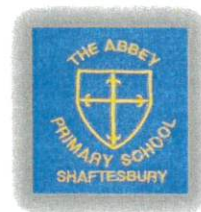
Signature.....Chair of Governors

**Pupils** will do their best to:

- Be kind, gentle and helpful.
- Work hard.
- Listen to others.
- Be honest.
- Look after their own, others and school property.

Signature (or mark) .....Pupil





## Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, parents names and contact details)
- Medical information
- Special educational needs information
- Characteristics (such as ethnicity, language, free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Examination results
- Behavioural records
- Exclusions records
- Photographic and video images

### Why we collect and use this information

We use pupil data:

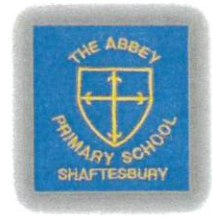
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to monitor equality of opportunity
- to promote the school

### The lawful basis on which we use this information

We collect and use pupil information in accordance with the Data Protection Act and the General Data Protection Regulations. The lawful basis on which we collect that information will be at least one or a combination of the following:

- To comply with a legal obligation (this may be a statutory obligation we have under the law such as school census returns which allow the Department for Education to monitor how well a school is performing and the amount of funding it should receive)





- To carry out a task in the public's interest (to provide the pupils in our schools with an education)
- To protect the vital interests of a pupil or another person (for example collecting medical information about our pupils to ensure we can take appropriate action in case of an emergency)
- If we have been given consent from a parent/guardian to collect and use that information. If we have gained consent to use this information, we will always explain the reason we are requesting consent and the result of consent not being granted. Consent can be withdrawn at any time.

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We hold pupil data for a limited amount of time and in accordance with our Data Retention Schedule which can be viewed upon request. This should be requested from the school office.

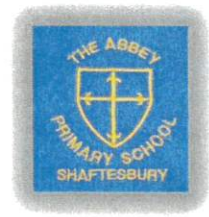
### Who we share pupil information with

We routinely share pupil information with:

- a pupils family or guardians
- schools that a pupil attends after leaving us
- the Department for Education (DfE)
- the local authority
- NHS nursing service
- Ofsted
- service providers

### Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.



We will share information with parents and guardians to meet our legal obligations, acting in the public interest regarding the education of the pupil and to protect your vital interests should they arise.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share information with the local authority to meet our legal obligations to share safeguarding concerns, and exclusions. We share special educational needs and medical information with the local authority to meet our legal obligations to our pupils so that appropriate support can be provided to pupils who need it.

We share pupils' data with the NHS nursing services to provide health services for our pupils such as vaccinations and health checks as we have a legal obligation to do so.

We share information with our regulator, Ofsted, when our school is inspected so that they can evaluate our performance in delivering our service as we have a legal obligation to do so.

We share pupil information with our service providers who we have engaged in a contract to assist us in carrying out a task in the public interest.

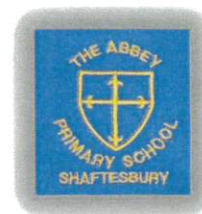
### Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.



To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

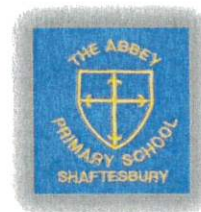
To contact DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact

The Headteacher  
Shaftesbury Abbey CE VA Primary School





St James's St, Shaftesbury SP7 8HQ  
[office@shaftesburyabbey.dorset.sch.uk](mailto:office@shaftesburyabbey.dorset.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Martin Long  
Data Protection Officer

[office@turniton.co.uk](mailto:office@turniton.co.uk)

Unit 3  
78 Blandford Road  
Corfe Mullen  
Wimborne  
BH21 3HQ



## Admission Form

### A. INFORMATION ABOUT THE CHILD

- Legal name of Child: Surname: ..... Boy ☐ Girl ☐  
 Other Names: .....
- Known as (if different): .....
- Date of Birth: .....
- Child's Address (inc postcode): .....  
 ..... Home Tel No:.....
- Names and ages of brothers and sisters.....

Birth Certificate seen  
And checked:

### B. INFORMATION ABOUT THE CHILD'S PARENTS OR OTHERS RESPONSIBLE FOR THE CHILD

Who has parental responsibility for the child? Mother ☐ Father ☐ Other Person(s) ☐  
 Please tick box if child is adopted ☐

Does the child live with: (a) Both parents ☐ (b) Mother ☐ (c) Father ☐

(d) Other Person(s) (please give name and relationship to child) .....

- Mother's Name:.....

ADDRESS & CONTACT NUMBERS (if different from A above): .....

..... Home Tel: .....

Mobile: ..... Work Tel: ..... Email:.....

Are you happy for correspondence to be sent via email? Yes/No

Are you happy for urgent messages to be sent via mobile? Yes/No

Father's Name:.....

ADDRESS & CONTACT NUMBERS (if different from A above): .....

..... Home Tel: .....

Mobile: ..... Work Tel: ..... Email:.....

Are you happy for correspondence to be sent via email? Yes/No

Is either parent a member of the armed forces? Yes/No

- Name of Other Person(s) having responsibility for the child AND with whom the child lives:

(i)..... (ii).....

Relationship:..... Tel No..... Relationship:..... Tel No.....

Please inform the school if duplicate copies of newsletters and reports are to be provided where the child does not live with both parents.

(iii) Under the 1989 Children's Act, if the child living with you is not your own but is your responsibility, the School must be informed what arrangements have been made for the child's care.

On a separate sheet of paper, attached to this Form, please give details of Care Order/Court Order/Guardianship or any other legal provisions for the child's care and where appropriate the Local Authority concerned. The legal documents confirming the arrangements must be shown.

Arrangements noted and documents seen:



C. OTHER HELPFUL INFORMATION

Please inform the school if there are any family circumstances which could affect the child's learning or which the teachers should be aware of if teaching about family relationships.

- Emergency Contacts in Daytime (other than parent at home/on mobile whom we always try first):

Name: ..... (Relationship): .....

Tel Nos (home/work/mobile as applicable): .....

Address (inc postcode): .....

(please attach sheet with additional emergency contacts if necessary)

Is your child entitled to Pupil Premium? Yes/No

(if you are unsure about your entitlement please contact the School Office for more information)

- 
- Family Doctor: ..... at ..... Tel. No.....
- Date of your child's last tetanus injection.....
- Any Medical Conditions/Allergy details we should know about: .....

**IMPORTANT:** PLEASE **DO NOT** SEND ANY NUT PRODUCTS INTO SCHOOL WITH YOUR SON/DAUGHTER AS THERE ARE SEVERAL CHILDREN IN SCHOOL WITH SERIOUS NUT ALLERGIES.

- Position regarding Religious Education: .....Child's Religion: .....
- Ethnicity: ..... Home language if other than English:.....
- Previous School Address and Tel No (if applicable) or Playgroup/Nursery for Reception admissions:  
.....
- Proposed Date of Entry to Abbey Primary School: .....
- Permission to leave School Premises: We would like your permission to be able to take your child walking around the local area from time to time as part of their lessons. They are always accompanied by their teacher and one or more responsible adult. Please tick box to give permission: ☐
- Permission to take Photographs/Video: As part of their work both children and staff may use photographs and video clips to record and present what they have done. We would like permission to display such photographs/video as part of the school record on the website. It is policy that where images are shown children are not named. This policy also applies to photographs which are occasionally taken for the local press. Please indicate below if you are happy for your child's photographs to be used:  
  
My child's photograph/image may be used in school and on the website: Yes/No  
My child's photograph may be used in the local press: Yes/No
- Permission to use ICT Equipment including access to the Internet: Yes/No  
Please note: The school has developed guidelines for safe Internet use by pupils and this is contained in the E-Safety Policy (copy available from the School Office).

Are you happy to receive school publications, eg. school newsletters?: Yes/No

Are you happy to receive 3<sup>rd</sup> party marketing, eg holiday clubs?: Yes/No

Are you happy for extended use of photography for 2yrs after leaving, eg school website photos Yes/No

D. SIGNATURE OF PARENT(S), OR PERSON(S), HAVING PARENTAL RESPONSIBILITY:

Signed: ..... Relationship to Child: ..... Date: .....

**NOTE:** 1. Please will parents or those responsible for the child inform the School if any of the details above change at any time.

2. The details provided in this form will be available to the school office staff for appropriate record purposes and to the Headteacher and the staff who are involved with your child.

If you would like this form to be translated into a language other than English please let us know.