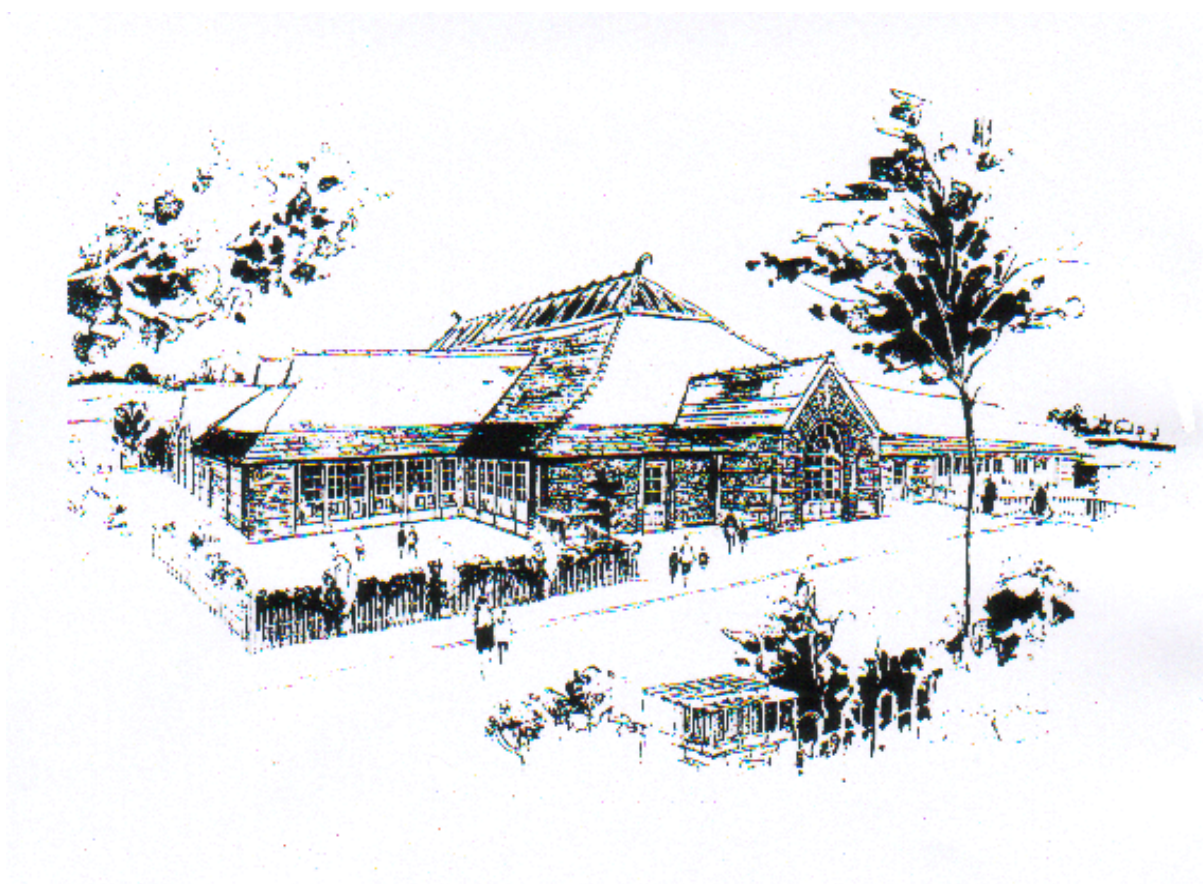


# **WELCOME TO THE PRINCE OF WALES SCHOOL**

The Governors, Executive Head teacher, Head of school and staff extend a warm welcome to you as parents of The Prince of Wales School, and hope that you will very rapidly feel part of our community.



Maiden Castle Road

Dorchester DT1 2HH

Tel: 01305 257120

Fax: 01305 257121

e-mail: [office@princeofwales.dorset.sch.uk](mailto:office@princeofwales.dorset.sch.uk) , website:  
[www.princeofwales.dorset.sch.uk](http://www.princeofwales.dorset.sch.uk)

Executive Headteacher: Rachel Horne  
Head of school: Clare Mewett

Chair of Governors: Mr Robin Potter

# *The Prince of Wales School*

*...where we are all inspired to learn*

Dear Parents,

The Prince of Wales School seeks to be responsive to the expectations of parents we hope that you will rapidly feel part of our community. We believe partnership between home and school is an integral part of education.

The School's mission is to create a climate where all learners are welcomed and are enabled to achieve their potential. We aim to provide a caring, disciplined, well-organised and stimulating environment in which all children will develop to their full potential. Our aim is for children to be excited by their learning and develop a positive attitude to learning now and for their future. The basics of literacy, speaking and listening, numeracy and computer skills are given a high priority. We also believe in the vital importance of a curriculum that is enjoyable, interesting and fun and genuinely engages the attention of young children.

This booklet provides information, but the best way to find out about a school is to visit to see the children and staff at work. You will always be welcome: just make an appointment.

Yours sincerely,

Head of school - Mrs Clare Mewett

## **THE SCHOOL AND ITS FACILITIES**

The school opened in September 1994 to provide additional accommodation for first school children in Dorchester. The school serves an area south of Queens Avenue and west of Weymouth Avenue as well as part of the new development of Poundbury, and hamlets to the south and west of the town. The school is designated a “Community” school and admits children from aged 4 to 9.

The purpose-built school has a particularly impressive design and is spacious and practical. It is set in its own extensive grounds which currently include play fields, playground, environmental studies area, orchard and outdoor teaching areas. There are hedgerows, imaginative play facilities and a reconstruction of an Iron Age settlement that is developed each year by the oldest children. We have also been developing gardening areas throughout the school grounds where all the children grow their own vegetables, which includes a poly tunnel.

Inside, the school consists of a large hall with music area, cooking room, library, an extensive ICT suite, a reception base for the youngest children, three other classroom bases and an outside classroom for the oldest children. At the moment the school can accommodate 150 children.

The Prince of Wales Unit is an integral part of the school and has additional facilities for children with physical disabilities. These children are fully included in the life of the school whilst also meeting their individual needs. The Unit is staffed with teachers, care assistants, physiotherapists, speech therapists and occupational therapists.

The head of school and SENCo would be happy to provide details of the way the unit provides individually planned programmes for children with a broad range of special needs.

The Pre-School Centre has teaching rooms, speech and occupational therapy rooms, a physiotherapy room, a hydrotherapy pool and a kitchen providing the option of a hot lunch. There is an area for children to learn cookery skills. Facilities include a soft play room and high-tech and low-tech sensory rooms. There is a specially designed outdoor play surface.

There is also a pre-school assessment nursery for children attending on a part-time or full-time basis. Children can be admitted from the age of 2½.

Children attend the unit from all over Dorset.

The school also employs its own site management and cleaning staff, teaching assistants, administration team and lunchtime supervisors.

We are fortunate in having a Community Pre-School Group on the site which shares playrooms with the Opportunity Group for pre-school children with special needs. Both groups take children from the age of 3 until school admission.

Close contact exists between the school and the pre-school groups. Our Reception team and the staff in the Pre-school make up a coherent Early Years provision

providing all aspects of the Foundation Stage curriculum.

## **P.O.W.S.A.**

### **THE PRINCE OF WALES SCHOOL ASSOCIATION**

(Parent Teacher Association)

The Prince of Wales School Association was formed in February 1995. It was set up as a way to welcome parents to the school, to develop a sense of community within the school, and to give our children our full help and support to enable them to develop their full potential at school.

POWSA is also a useful tool for fundraising, whether for equipment, books or toys, and our fundraising events are also good social occasions!

Information about POWSA can be found on the notice board just outside the front doors of the main entrance. This information includes news of events and fundraising activities.

All parents are welcome to attend any or all of the POWSA committee meetings, details of which will always be found at the end of the meeting minutes. Any parent who is interested in becoming a committee member may be nominated at the yearly AGM (Autumn Term), or may be co-opted by the existing committee at any time.

# ***The Prince of Wales Pre-School***

***Maiden Castle Road, Dorchester, Dorset, DT1 2HH Telephone: 01305 751940***

*We aim to provide a safe, secure, stimulating environment for children from around 3 years of age to the time they start school.*

*We wish to enable children to develop their potential at their own pace providing learning through play, with emphasis on first hand experience. We have available a wide range of appropriate play activities and enjoy a high level of adult input.*

*The “Pre-School” takes children from the families of children at the Prince of Wales School and its catchment area. The pre-School is managed by the governors of the school and the head teacher.*

*We work closely with staff from The Prince of Wales School in order to plan the curriculum and ease the transition from pre-school to school. We also encourage positive interaction between the pre-school children and the Dorchester Opportunity Group.*

***It must be stressed that a place at the Pre-School does not guarantee a place at the school and also that a place at school is in no way reliant on your child having attended the Pre-School.***

## ***Session Details:***

*Daily Monday - Friday*

*9.00am – 12.00pm (morning session)*

*12.30pm – 3.30pm (afternoon session)*

*Lunch club 12.15pm – 12.50pm*

***Cost:*** £10.95 per session, in addition to this there is an Extras Fee of £1.50 per session, the Extras fee covers extra facilities at the pre-school including snacks, cooking and gardening activities etc. (Prices are reviewed annually). Invoices are sent home at the beginning of each half term for all sessions and are payable regardless of illness, holidays or not turning up. Lunch club is £2.75 payable on the day a child attends.

## ***Staff Members:***

<i>Julia Nineham</i>	<i>Senior Childcare Manager</i>	<i>CACHE Diploma &amp; BA Combined Honours Degree</i>
<i>Kathryn Smith</i>	<i>Senior Childcare Assistant</i>	<i>CACHE Level 3 Diploma in Childcare &amp; Education.</i>
<i>Helen deSouza</i>	<i>Childcare Worker</i>	<i>NVQ3</i>
<i>Sharon Potter</i>	<i>Childcare Assistant</i>	<i>NVQ2</i>
<i>Alex Godfrey</i>	<i>Childcare Assistant</i>	<i>Working towards NVQ level 3</i>
<i>Karen Briant</i>	<i>Childcare Assistant</i>	<i>Working towards NVQ level 2</i>
<i>Caroline Trim</i>	<i>Administration Officer</i>	

The adult/child ratio is always at least 1:6. Students from The Thomas Hardy School with a CACHE Diploma or Certificate come in to assist as part of their course for one or two terms.

***FOR ADMISSION DETAILS PLEASE CONTACT:***

***Caroline Trim – 01305 751940***

# ***DORCHESTER AREA SCHOOLS PARTNERSHIP***



***The Prince of Wales School is proud to be part of the Dorchester Area Schools Partnership. All of the local schools are committed to working together to***

- ♦ provide a coherent education for all children***
- ♦ share expertise and resources***
- ♦ use common systems of recording children's progress***
- ♦ ensure a smooth transition between schools.***

***Children will normally transfer to The Dorchester Middle School at age nine and to The Thomas Hardy School at age thirteen.***

***Particularly close relationships exist with other First Schools in the Dorchester pyramid and staff and children benefit from this mutual sharing of experience and expertise.***

***This partnership is recognised as a beacon of good practice.***

**[www.dasp.org.uk](http://www.dasp.org.uk)**





## HOME-SCHOOL AGREEMENT



This document embeds values and expectations shared by all DASP schools. It is the outcome of consultations involving school children and adults in the DASP community. The Prince of Wales School wishes to adopt this agreement with parents and follows the principles outlined below.

### ***The School will try to provide:***

- ◆ A safe, caring, disciplined and stimulating and happy environment in which learning is fun
- ◆ Teaching and support which will enable all children to do the very best they can
- ◆ Teachers and staff who respect children and parents and show this in all aspects of their behaviour
- ◆ Regular information about your child's progress and behaviour
- ◆ Information about the broad and balanced curriculum provided and the "Class Charter", outlining Rights and Responsibilities of every child.
- ◆ A positive welcome and a genuine response to parental concerns
- ◆ Home learning appropriate to the age of your child

### ***As parents we will try to:***

- ◆ Make sure our child arrives at school on time (between 8.45 and 9.00am)
- ◆ Ensure our child attends school regularly
- ◆ Support the school in reinforcing its expectations for behaviour
- ◆ Share with the school any concerns or problems
- ◆ Attend consultation evenings, etc.
- ◆ Support our child's development in ways we feel to be most appropriate
- ◆ Read regularly with my child

### ***As a pupil I will try to:***

- ◆ Follow my class's agreed Class Charter at all times
- ◆ Try to be as good a DASP citizen as I can:
  - caring
  - considerate
  - co-operative
  - confident
  - conscientious
  - communicative
  - courteous

Please remember that this is an important agreement which is at the heart of an effective relationship between home and school. The wellbeing and progress made by children depends on its principles being FULLY SUPPORTED.

Signed \_\_\_\_\_ (child)

Signed \_\_\_\_\_ (parent)



## The Dorset Family Information Service.

The Dorset Family Information Service was launched in October 1999. Our aim is to provide accurate, impartial and confidential childcare information, advice and assistance which is of a high quality, free and accessible to all parents, carer's, young people and professionals.

This information is available through a telephone helpline, postal, fax or e-mail delivery of requested information, the national direct.gov website, our local website, and via the Outreach service.

In addition we aim to provide an accurate and up-to-date signposting service to specialist support services, and information for parents about provision that is not registered ie. holiday activities, children's clubs, play parks and activities for under 5's.

We continually work to develop new access points across the county, and establish and maintain supportive links with providers and local statutory and voluntary organisations, Schools and Children's Centres so that they can work with us to further support parents in Dorset.

We are working with your school to assist them in fulfilling the parenting support element of the Extended Services core offer. Our goal is to ensure that parents and carers have the information and guidance they require to make an informed decision on the type of care, support or provision they need to meet their child's and family's needs.

For further information about the Dorset Family Information Service please contact us on:-

**Helpline:**     **01305 221066**

**Web:**            **[www.dorsetforyou.com/fis](http://www.dorsetforyou.com/fis)**

**E-mail:**         **familyinfo@dorsetcc.gov.uk**



## **CURRICULUM STATEMENT**

The school aims for the development of the whole child. By this we mean the development of the child academically, socially, emotionally, physically, spiritually and morally, to achieve the highest standards for each individual.

This will be attained by setting the highest expectations and by providing a broad and vibrant curriculum. The basics of literacy, speaking and listening, numeracy and computer skills are given a high priority. We also believe in the vital importance of a curriculum which is enjoyable, interesting, fun and genuinely engages the attention of young children.

We want all our children to develop positive attitudes to learning, as well as to improve their skills and increase their knowledge.

Since children learn in different ways the school will adopt a wide variety of teaching and learning styles and organisational strategies to suit the purpose of different activities.

Our mission is to start children on the road to becoming:

- keen and willing learners
- fluent readers with a love of books
- expressive and accurate writers, able to communicate for a variety of different purposes
- clear and correct speakers of English
- mathematicians with the basic skills, knowledge and strategies to solve problems
- curious scientists full of wonder about the world
- confident users of computers
- lovers of music
- participants in physical activity, stretched to their individual limits with opportunities to compete against others
- innovative and creative designers and artists, able to handle a wide range of materials
- responsible citizens with an awareness of other people, places and beliefs, now and in the past.

Our responsibility is to meet the special needs of all children, including the very able.

We take great pride in the large number of children achieving well above expected levels of attainment in national tests.

## **ETHOS STATEMENT**

The school aims to develop self motivated, self controlled and responsible individuals.

We aim to do this by engaging children's interest by the provision of an exciting curriculum which is broad, balanced and relevant.

Every member of the school staff has a responsibility to value, respect, care for, praise and listen to each individual in order to encourage such attitudes in our children.

We aim to encourage children:

- to treat other people with care and consideration

- to be sensitive to the needs of others
- to appreciate each others' strengths and to understand each others' weaknesses
- to work hard
- to develop pride in their work, their achievements and their school
- to be polite, well-mannered and courteous.

There are clear guidelines for acceptable behaviour.

Children have a fundamental right to come to school to work and play without being disturbed or disrupted.

## **RELIGIOUS EDUCATION and COLLECTIVE WORSHIP**

Although the school is not affiliated to any denomination or church we do seek to introduce children to the basics of Christianity. Love, tolerance, understanding and care are given high priority.

We have regular visitors from a wide variety of local faith communities at our assemblies.

We have a carefully thought out scheme of work for Religious Education in which other major world faiths, including Judaism, Hinduism and Islam, are also introduced to children.

Parents are welcome to see our policies for RE and Collective Worship and are reminded that their children have the right of withdrawal from these activities. We stress, however, that beliefs are not forced on to children: rather we encourage a reflective and tolerant attitude based upon understanding.

If children are withdrawn from RE or Collective Worship, alternative arrangements are made for them to be busy, in consultation with parents.

## **SEND POLICY**

The Prince of Wales School is an inclusive school. The school has a detailed policy for meeting the needs of all children with Special Educational Needs. This policy is available to all parents.

Staff follow the National Code of Practice and are committed to keeping parents fully informed of the support and help given to individual children.

We have a Special Educational Needs governor, a Special Educational Needs Co-ordinator and Special Educational Needs support teachers. We pride ourselves on the way in which we meet the individual needs of children with SEND both with and without statements.

Every year we review the progress of children with SEND, the views of parents and the perceptions of staff, in order to monitor the success of the policy.

We are committed to the full participation of children with special educational needs in the life of the school and to ensuring that children are adequately supported according to their individual needs.

We are proud of the progress individual pupils make towards their targets and in overcoming difficulties.

The school's SEND Policy is available on the school website.

## ACCESS FOR THE DISABLED

The school is fully accessible for disabled pupils and we welcome children with physical disabilities or impairments and seek to find ways to ensure that they experience a broad curriculum alongside their peers.

Our unit of course, ensures that we have access to a range of expertise and resources for the disabled, but admissions by the disabled are positively welcome into the mainstream school.

The school's Equality Scheme and Accessibility Plan are available on the school website.

## THE UNIT'S AIMS

For children on the Unit roll we aim:

- to work towards a situation in society where children are accepted in their own right, regardless of disability
- to be aware of each child's family situation and provide help, support, information and a listening ear
- to promote each child's self-esteem
- to work actively towards independent, functional mobility
- to provide an individual programme for each child with any appropriate resources, whilst maintaining each child's right to a broad and balanced curriculum.

## INCLUSION OPPORTUNITIES

Our Unit for physically disabled pupils can offer a flexible programme entirely suitable for individual children, after consultation with parents, therapists and other professionals. All inclusion is adequately supported and planned and discussed with parents. This means we can balance the need for an intensive individual programme with the need for a wide curriculum experience alongside able-bodied peers.

### **The Prince of Wales School provision for children who have physical disabilities. (Our Special Unit or Base)**

Our school has significant additional funding to enable us to cater for the needs of children with a wide range of physical disabilities.

We work in close partnership with NHS staff from West Dorset who provide therapy services based upon individual need. This includes physiotherapy, occupational therapy and speech and language therapy. Our staff are specially trained to understand the additional needs of children with physical disabilities and we provide individually tailored programmes to enable children to be as functional independent as possible.

Funding is used to enable our children to thrive within our mainstream classes. They are fully included in the life of the school. At the same time, they benefit from specific additional facilities.

These include a hydrotherapy pool, sensory room, physiotherapy room, soft play room and access to riding for the disabled provided by the charity of the same name.

We are experienced in meeting the needs of children with cerebral palsy, muscular dystrophy, spina bifida and other conditions which require intensive additional therapy support. We are also experienced in ensuring that children's complex medical needs can be met within a mainstream inclusive environment.

Our school employs senior teaching assistants with specific responsibilities for medical needs and liaison with the therapy team and we ensure that all members of staff are fully supportive of our commitment to ensuring high expectations for all our children.

Most of our disabled children move on with their peers to The Dorchester Middle School and The Thomas Hardy School where similar facilities are provided. We are very proud of the way in which our philosophy of inclusion has facilitated pupils to succeed academically as well as ensuring functional mobility.

Admission to this provision is subject to the provision of a statement of special educational needs and involves parents, therapists, educational psychologists and SEN officers determining that the special unit is the most appropriate for a child's physical and educational needs. Admission to the Special Unit can only be via an admissions panel. Admission can take place at any age from 2.5, with placements in our Pre School setting, as well as at school age.

Transport is provided for all children admitted to the special unit and children come to us from all over the county of Dorset.

Further details can be obtained by visiting the school and discussion with the Head of School or our SENCo who leads our SEN Team.

## **GENERAL INFORMATION**

1. All school documents are available on request, as will be any external reports on the school's performance, such as OFSTED inspections, the most recent being February 2008.
2. Copies of the minutes of the meetings of the Governing Body are also open to parents.
3. If you have a complaint about the National Curriculum and related matters, under Section 23 of the Education Reform Act, copies of the local arrangements procedure to be followed can be requested from the Headteacher, or alternatively are available at local libraries or from the County Education Officer.
4. The Governing Body has a policy for dealing with complaints which is available on request. Parents are always advised to share concerns with class teachers and the headteacher.

## **EXTERNAL AGENCIES**

In their first year children will have a routine hearing and sight check from the school nurse.

The school is able to call upon the services of Educational Psychologists, Special Needs teachers or Educational Social Welfare Officers. Parents will always be informed of this in advance.

Children are no longer checked for headlice. Please examine your child's hair regularly and seek immediate advice from your doctor or pharmacist as to the current solution. It would also be helpful if you could inform the school of the problem. Please make sure that long hair is tied back. Regular combing with a special comb (available from pharmacists) can help. Parents are requested

to keep children at home until an infestation is fully treated to avoid the problem spreading to other children at school.

## **ADMISSIONS POLICY**

### ***Admissions to the main school***

The governing body is subject to Dorset County Council's arrangements for admissions to schools. Dorset County Council determines admissions to the schools according to an agreed procedure that prioritises children with statements of Special Educational Need, children living in the designated catchment area, children who live outside the catchment area who have siblings at the school and finally children who live outside the catchment area with places allocated according to distance. The school has an admission number of 30 which means that this is the maximum number of children that can be admitted into the reception class in one year.

### ***Children Starting School for the First Time***

Full time attendance is Monday to Friday 9.00am to 3.30pm. Parents will be expected to decide whether full time or part time attendance is most appropriate for their child. Children do not legally have to attend any educational setting until the term following their fifth birthday and parents must decide whether early education, in whatever setting, is right for their child. Parents can request that their child attends part-time initially until one of the following

- after the Autumn half term
- after the Christmas holiday
- the child reaches compulsory school age.

Part time attendance at the Prince of Wales School will be attendance Monday to Friday 9.00a.m. to 12.15p.m. Parents will not have the option of picking afternoons they want their child to attend.

Government guidance suggests that part time attendance will be the exception, not the norm.

### ***Deferred Entry***

It is expected that most parents will choose the September admission date for their child. However, 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. Parents are advised to contact the appropriate school/s to discuss this. The place is held for that child and is not available to be offered to another child unless the parent confirms they no longer want the place or do not take up the place by the agreed/appropriate date, i.e. their fifth birthday or the end of the academic year. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday or beyond the academic year for which admission is sought. For a child born in the summer term, if parents decide to postpone application until the term after the child's fifth birthday, the child will start school in Year 1 on a full time basis and must apply on a separate application half a term in advance of when the place is required.

## **LUNCHES**

From September 2014, all children in Reception, Years 1 and 2 will be provided with hot nutritious and locally sourced lunch completely free of charge. All other children are encouraged to choose the option of a tasty nutritious hot meal which is cooked at the kitchens of The Dorchester Middle School using local seasonal and fresh ingredients. At £2.30 per meal they are also extremely good value. You may qualify for free school meals, application forms and

information available from the school office.

If you choose to send a packed lunch we ask that you provide a well-balanced, nutritious meal with the minimum of packaged snacks which are high in fat, salt and sugar. Please send drinks in leak-proof plastic containers and provide a straw or a cup. Drinking water is always available. Food should be in a small lunch box (named please!). Please do not send sweets or chocolate bars with the meal. If you send a yogurt please don't forget a spoon!

We will provide a calm civilised atmosphere at lunchtime, with a prayer of thanks, quiet conversation and an insistence on good table manners. Children will be encouraged, but never forced, to eat all their food. There will be plenty of time provided and speedy finishers will be required to wait patiently before being allowed out to play.

## SNACKS and MILK

The school provides items of fruit or vegetables every day, in sufficient quantities for all children to enjoy, free of charge. If these are not to individual children's liking, then they are encouraged to bring in their own fruit, vegetable or other healthy alternative. All other items are positively discouraged for the sake of fairness. Any items that are in packaging that is potential litter are not allowed.

The school also provides free milk at morning playtime to any child who wishes to drink it.

Please see the school's Food Policy available on the website.

## TIME OF THE SCHOOL DAY

8.45 am:	Children able to come into school
9.00 am:	Registration
10.10 am:	Act of collective worship
10.25-10.45 am:	Break
12.15/12.30-1.15/1.30 pm:	Lunch
3.30 pm:	Home time

This means a total lesson time (excluding assembly time) of over 24 hours per week.

## Attendance and holidays

Children whose attendance falls below 95% at any time are monitored closely by the school. Attendance below 90% is now deemed to be "persistent absence" and parents will be contacted to discuss its reasons, such as illness.

As regular attendance is essential, particularly in the delivery of the National Curriculum, it is a requirement that parents will take their holidays during school holiday times. The government has recently made amendments to The Education (Pupil Registration) (England) Regulations 2006. These amendments make it clear that headteachers may not grant leave of absence during term time **for any reason**, unless there are *exceptional* circumstances. The amendments make it very clear that the government does not consider taking family holidays in term time as meeting the criterion for being "*exceptional*".

*Dorset County Council fully supports schools in expecting parents and carers to make sure that children attend school on a regular basis. Any time away from school can have a significant impact upon educational attainment, success in later life and longer term health and well being.*

*Dorset County Council supports schools in ensuring the law is upheld. In law parents are*

*committing an offence if they fail to ensure the regular and punctual attendance at school. Therefore, any unauthorised absence, such as taking holidays in term time, can result in a Fixed Penalty Notice.*

## **ABSENCE**

If your child is absent please let the school office know by note or telephone on the first day of absence. Clearly, if your child is ill, they must not be in school as there is a risk of infection spreading and it is unfair on the child. However, any unexplained absence is deemed 'unauthorised'. Children arriving at school after 9.00am miss an important part of the day and disrupt the smooth running of the class. Lateness is also deemed as 'unauthorised absence'. Your child needs to be signed into school in the school office if you arrive after registration at 9.00a.m. If your child has an appointment at the dentist, hospital etc. please inform the school office.

If your child comes into school during the day for any reason, or you collect him/her from school please ensure that you inform the office and sign your child in/out.  
(This is important in case of fire).

Parents will be contacted immediately if your child does not turn up at home and there is no explanation by telephone or email to explain the absence.

Children achieving 100% attendance are rewarded each term with a certificate.

## **JEWELLERY**

The wearing of jewellery is not allowed for safety reasons. If your child has pierced ears please ensure that only small studs are worn at school. Children must be responsible for looking after their own watches if worn. If long hair is worn then hair tied back is appropriate again for safety reasons.

## **UNIFORM**

We believe very strongly that a school uniform encourages pride in the school, a sense of belonging and good discipline. It is the governors' clear expectation that parents will ensure that their child conforms to our sensible, practical, smart and inexpensive school uniform. Grants are available for necessitous cases. Please see the school office staff for details.

### **The uniform consists of:**

Jade sweatshirt with school badge\*

Jade polo shirt with school badge\*

Navy blue trousers, shorts, skirts or culottes

School shoes (black) , Navy or white socks

*Summer uniform for girls:*      Green striped or checked dress  
Jade cardigan with school badge\*

### **for PE:**

Jade T-shirt with school badge\*

Navy shorts\*

Gusset plimsolls

## **All items of clothing should be clearly named so that they can be safely returned when lost!**

PE kit should be kept in a named draw-string bag.\*

Your child will also need a swimming costume (one piece for girls, and a swim hat) and a towel (both named) when swimming is part of the curriculum in Years 3 and 4.

To protect clothing all children need an old shirt or overall for messy activities.



*\*These items are available from the school office. School book bags, PE bags, fleeces and school hats (for summer wear) are also available from the school office.*

*There is also the opportunity to purchase second hand items of uniform, available from the school office.*

## **MEDICINE AT SCHOOL**

If a child is unwell it is obviously unfair on them and the teachers to be sent to school. Once they have recovered they should return to school even if they are completing a course of treatment. It would be appreciated if every effort could be made to administer medicines at home. However, if it is essential for a child to receive medication during the day the following options are available:

1. A parent comes into school at lunchtime and gives the medicine to the child in the school medical room.
2. If this is not possible, parents should complete one of our medical forms, available from the school office and a member of staff can administer the dosage.
3. The school can only be responsible for the administration of medicines that have been prescribed. Medication that can be purchased across the counter such as calpol, cough mixtures, paracetamol, ibuprofen and antihistamines cannot be administered by school staff.
4. Children with more significant health needs such as those with epilepsy, diabetes, anaphylaxis or asthma will have an Individual Health Care Plan. Parents should help to complete this form providing details of the child's condition.

***All medicines must be in their original container and clearly marked with the child's name and dosage.***

Please make sure you keep us informed of medical problems on the admission form. If your child is ill at school we will try to contact parents as soon as possible. Your child will be cared for in the medical room.

If your child has an accident they will receive First Aid from a qualified member of staff. All such incidents are recorded in an accident book. If we feel it necessary parents will be informed via a First Aid report, (eg a bang on the head).

We follow medical guidance from the Health Protection Agency for recommended periods of absence from school to prevent the spread of infection following illnesses. For example after a bout of diarrhoea or sickness you should keep your child off school for 48 hours after the last episode. Please contact the office for advice about recommended periods of absence for specific illnesses.



Please see the school's Medication Policy available on the website.

## **PARENTAL INVOLVEMENT**

*Education is a partnership between home and school and we value your opinion and knowledge. There are many ways to get involved in the life of the school.*

### **School Association**

We have established The Prince of Wales School Association for parents, staff and friends of the school. POWSA organises events which will not only raise funds for the school but also provide social opportunities and contact between parents and with the staff.

### **Help in the classrooms**

If you are interested in helping in school on a regular basis there are plenty of ways: listening to children reading, supervising a craft activity, doing cookery with the children, helping a group in the classroom, etc. You will need to complete a Disclosure and Barring Scheme check. Please see the office staff for information on volunteering.

### **Curriculum information**

Each term we share information with parents about our teaching plans so that you are aware of the activities and learning that the children will be engaged in. Each class runs its own BLOG which you can access from the school website. This will inform you of what key events are happening; reinforce some aspects of Home Learning as well as giving you an insight into what learning is occurring so you can discuss this with your child at home. Also on the website are class maps and timetables which will give you a summary of what topics and subjects are being covered daily and weekly.

### **Voluntary contributions**

We are committed to providing an extensive variety of activities both in and out of school to enrich the curriculum, eg a trip to a museum or place of interest, a puppeteer or musicians visiting the school. In order to pay for such events we have to rely on parental voluntary contributions. We hope that parents will agree that such activities provide significant learning experiences for children and are therefore very worthwhile. We stress that contributions are voluntary and the costs for children whose parents choose not to pay is met by the school

### **Talking to teachers**

You are always welcome to come into school to talk about your child. The teachers will always make time available for you. Please pop in if your child lets you know about a pleasing piece of work or if you have a little worry. There will be two formal opportunities to review your child's progress with the teacher each term and you will also receive an annual written report. The Head of school is also available for consultation. ***This is your school; please do not hesitate to come in.***

### **Communication**

The school sends out regular newsletters, usually on a Friday to keep parents informed of dates,

events, celebrations and news. These are sent via E-Schools, our preferred method of paperless communication which sends documents to your email. All classes also regularly blog details of events and things happening in the classroom.

The governors publish a report and year book in the summer of each year which reflects their work and also celebrates the achievements of children and the work of children in year 4.

Each year the school seeks feedback from parents through questionnaires and invites suggestions for improvement.

At the beginning of each term parents are invited to an information Session run by the classteacher to explain what will be happening each term. This is reinforced by a termly class newsletter.

## **On entry**

The knowledge that you have of your pre-school child and his/her experiences will be used by the teacher in making an initial assessment so that the child's learning can begin by building upon previous knowledge. Please complete and return the "Getting Together" document as your child comes into the reception class.

## **Governors**

If joining our governing body is of interest then please do not hesitate to contact the school via the school office.

## **Special events and assemblies**

On occasion you will be invited to attend assemblies and celebrations such as Christmas concerts, Harvest celebrations and Leavers' services. Each term every class leads a school assembly to which parents are invited, which the children love doing. These are held at 9.20a.m in the school hall.

At these events you are welcome to take photographs and video on the understanding they are used only for personal use and are not uploaded onto social networking sites such as "Facebook" or any other online facility. This is an essential aspect of our E-safety and Safeguarding Policies.

## **Extra-curricular activities**

There is an extensive range of lunchtime and after school clubs, run by teachers, teaching assistants, parents and external coaches and experts. Clubs currently include: recorders, netball, soccer, art, ICT, gardening, sewing, choir, performance arts and cookery.

We have links with local sports coaches who come into school on a regular basis to work with children of all ages and run after school clubs through our 'Extended schools programme'.

There are opportunities for the older children to compete against other schools in sports including soccer, netball, athletics, swimming and cricket. We actively encourage children to engage in sporting activities out of school and welcome opportunities to celebrate their achievements.

We are also able to offer weekly music lessons from peripatetic music teachers to children in Year 1 and above. A variety of instruments are currently available: flute, violin, keyboard, percussion, brass etc. Please contact DASP Music office, or alternatively speak with Mrs Mewett.

Children entitled to free school meals may be eligible for some financial assistance in meeting the costs of music tuition.

## **The Prince of Wales School Breakfast Club and After School Club**

The school provides a daily Breakfast Club from 8.00am until 9.00 am and a daily After School Club from 3.30pm to 6pm.

These clubs are run by members of the school staff and provide a healthy breakfast and evening snack as well as a range of interesting activities, both indoors and outdoors. The After School Club staff includes qualified sports coaches running sports, fitness and games activities.

The breakfast and after school club are priced at an affordable rate. Details and booking forms are available through the school office. The club posts blogs through the school website about activities planned each week.

The clubs are designed to provide affordable childcare for parents who require this service and also to provide enhanced sporting and learning opportunities for any child who may benefit!

## **Home Learning Policy**

The Prince of Wales School is fundamentally committed to the idea of education as a partnership between parents and school.

Parents are the first educators of their children and their role in their children's continuing education in the early years is vital.

Teachers at The Prince of Wales School are committed to welcoming parents into school and to sharing information about the curriculum and children's individual progress.

At The Prince of Wales School we believe that parents have the right to

- a welcome at the school
- regular, honest, professional and accurate information about their child's progress
- help in the classroom
- ask questions about how we do things at The Prince of Wales School
- express concerns and worries to classteachers and the headteacher
- receive open and honest information or the promise and delivery of action on their concerns.

We equally believe that parents have the responsibility to

- support the school
- reinforce our high standards of behaviour and discipline
- support their children through talking to them, encouraging them to join clubs and to take up hobbies and to develop sporting interests, spending quality time with them and by taking an interest in their work at school
- share books with their child, listen to their child reading or encourage their child to read on their own, on a regular (preferably daily) basis
- support their children (from Year 1 to Year 4) in completing home learning activities through discussion, encouragement and positive attitudes. These include spellings and the learning of multiplication tables
- children are encouraged to bring in examples of their own learning at home and younger children receive praise certificates to acknowledge their effort.
- Children in Years 2, 3 and 4 are regularly given home learning challenges about topics being covered in class. There is usually an element of choice for the children in the way they interpret these tasks which can be accomplished by writing, art work, 3 D models,

videos etc.

- inform the classteacher if they feel the given homework is too easy or too difficult.

*Parents are welcome to see the full Home Learning Policy 2016, available from the school website.*

## **THE CURRICULUM**

The curriculum will be set out in the school's policy documents and schemes of work which will be under constant monitoring, evaluation and review.

These are linked directly with the new requirements of the National Curriculum from September 2014.

Copies of these documents are available for reference by parents.

Details of all subjects set out in year groups are available through the school website.

### **The National Curriculum**

The National Curriculum sets out what is to be taught in all state schools from 5 to 16 years.

English, mathematics, science and Computing are the four CORE subjects.

Design Technology, history, geography, music, art and physical education are the six foundation subjects. Religious education is also taught. French is taught in Years 3 and 4.

There are five stages in the National Curriculum for different ages, known as KEY STAGES.

The Foundation Stage is from 3–5, including Pre-School and Reception

Key Stage 1 is from 5-7, ie Years 1 and 2

Key Stage 2 is from 7-11, ie Years 3 and 4 at first school and Years 5 and 6 at middle.

For each subject there are PROGRAMMES OF STUDY which set out what children should be taught.

At the end of each key stage there is a formal ASSESSMENT of how children are progressing which must be reported to parents.

It is up to individual schools to determine how children should be taught.

At The Prince of Wales School we deliver the National Curriculum through a mixture of rigorously planned cross-curricular topics and specific subject teaching. Children will be taught as a class, as individuals and in groups. They will be grouped by friendship or by ability, depending upon the particular activity. A great deal of importance will be given to matching work to children's abilities, both to stretch the able and to support those with learning difficulties. There is a policy for meeting the needs of gifted and talented children, which parents are welcome to see. Individual records of progress are kept by teachers to act as a developing picture of each child's progress, achievements, strengths and weaknesses and to set targets for improvement.

There are two parents' evenings each year. The Home Reading book will provide a link to school, staff will write in when hearing your child read, it is also a place for you to communicate with staff too, each term a reading target is placed into these books. You will receive a full annual report in the summer term.

### **Early Years**

Parents are referred to our booklet which provides information about the first year in school – the Reception Year. We follow the new Foundation Stage Curriculum and its seven key areas:

Physical Development

Communication and Language

Personal and Social Development

Literacy (including reading and writing)

Mathematics

Knowledge and Understanding of the World

Creative Development

It is important to develop the three key characteristics for children to become effective learners:

Playing and exploring

Active learning

Creating and thinking critically

## **The Weekly Timetable**

Every class has a daily literacy session, a daily maths lesson, a science afternoon and an RE lesson. Computing and ICT will be taught through all the core subjects and the other areas of the curriculum and also is a designated timetabled slot using our ICT suite, iPads and other devices. Each class also has an art afternoon, three PE and one music lesson. Design technology, history and geography are allocated blocks of time but are not taught in every term. Additional time is also provided for the teaching of reading, especially the teaching of phonics in the early years.

We also teach Personal, Social and Health Education through a weekly lesson using a scheme called Jigsaw. In the summer term each class is introduced through a short series of lessons in the “Changing Me” unit to Relationships and Sex Education in an age appropriate way.

Children in Years 3 and Year 4 have a weekly swimming lesson at the Thomas Hardy Leisure Centre. In Years 3 and 4 the children are also taught French in a weekly lesson.

## **Provision for the Arts and Cultural Opportunities**

We try to provide a regular programme of events for the children which have included: puppet theatre, shadow puppets, live theatre, dancers, classical, jazz and rock musicians, choirs, authors, artists, storytellers, etc.

To enhance the RE and history and geography curriculum we visit places of interest such as churches, museums, sites of interest, the beach.

We welcome visitors to the school to further develop the children’s interest in the world around them.

Every year we organise a range of themed weeks such as Art Week, Maths Weeks, Health & Safety Week to enhance the curriculum.

We organise one short residential experiences for the older pupils. In Year 4 we take the children away for three days (two nights) and they enjoy a range of outdoor adventure activities such as canoeing and rocket making. Year 4 also participate in a “sleepover” in the Iron Age Roundhouse area.

All children have an opportunity to learn a musical instrument of their choice and in recent years we have displayed the musical talent of our children at a summer concert involving up to 50% of the school. We ensure that children entitled to free school meals can access these opportunities by

covering some or all of the costs. In Year 4 all the children have a block of ten free instrumental lessons and 6 children are selected to continue for a further two terms.

## **Sport**

PE is given a high profile at the school and children's interests in a variety of physical activities are positively encouraged both in and out of school. Links are being developed with local sports organisations. There are opportunities for older children to compete against other schools in football, netball, athletics and swimming. In 2013 to 2015 we are using our Sports Funding in partnership with other local DASP schools to employ two sports coaches to enhance curriculum and extra-curricular activity. The action plan for use of this Sports Funding is available on our website.

## **Curriculum Drivers**

UNICEF Rights Respecting School status

Eco School status

Trips and visits out of school

Global citizenship

Links with other schools in UK and abroad

The school grounds, including the garden and roundhouse area

Food for Life with an emphasis on cooking.

The local environment and local history

Positive attitudes to differences, including physical disabilities

## **Procedures for dropping off and collecting**

***In the interests of children's safety you are urged to walk to school if at all possible.***

Please cross Maiden Castle Road at one of the designated points opposite Forum Green and Caesar Green. Please use one of the pedestrian gates to enter the school.

Children in Reception should enter the enclosed outdoor learning area at the front of their classroom.

Children in Crown (Year 1), Cornwall (Year 2) and Poundbury (Year 3) should enter the enclosed area at the front of the school. Children in Duchy (Year 4) should wait at the bottom of the ramp to their classroom.

Parents are welcome into the cloakrooms and teaching areas to say goodbye to their children or talk to the teachers. The time from 8.45 to 9.00am is especially for this informal contact to occur.

At the end of the day please wait for your child in the areas outside the teaching bases. If you adopt your own little space your child will be able to find you easily. In the event of rain you are welcome to shelter in the cloakroom or under the veranda. Please try not to arrive too early as seeing you can distract children from tidying up!

***Please refer to the Collection of Children Policy on the school website.***

Children are welcome to cycle or scooter to school and bicycles and scooters may be left in the cycle racks. Supervision whilst cycling and security of the bicycles left at school are obviously

parental responsibilities. Please ensure your child wears a cycling helmet.

***If you have further to travel to school and you arrive by car you have three options:***

Park some distance away from the school and then walk in.

Drive into the school, using the vehicle access furthest down Maiden Castle Road and drop your child off in front of the main entrance to the school. Drive out of the school using the vehicle access next to the pedestrian gate. Please do not park for any length of time in the pull through area.

Drive into school and park in one of the allotted visitors' spaces between the two gates. This option may be suitable if you are staying to help in the classroom or you need to see a member of staff. Parking space is very limited. Please do not park in the staff car park.

When you collect your child at the end of the day, it will be best if you park away from the school.

On no account should parents use the pre-school as a parking area. Parents are expected to respect our neighbours by not parking in front of the farmer's gate opposite the school.

The driveway to the left of the school is for disabled access only and should not be used.

## ***APPENDIX I***

### **CHARGING & REMISSIONS POLICY**

**January 2015**

The governors are committed to the provision of a wide range of activities which involve extra costs to the school which cannot always be sustained by the delegated budget. Such activities include day trips and residential trips for educational purposes and visitors, such as musicians or theatre groups. Extra costs include transport, entry fees, etc.

#### **Charging Policy**

The school may charge for extra-curricular clubs, individual music tuition and the board and lodging element of residential trips.

The school may not charge for the educational element of trips and visits to school, nor for the transport for trips, but may request voluntary parental contributions for such events and activities taking place during the school day, stressing that non-contribution will not result in individual children being excluded from the activity.

The school budget will be used to manage voluntary contributions and charges. It is accepted that some activities may run at a slight loss. Where there is a remission of fees the costs incurred will be met by the school budget, and not by other parents.

#### **Remissions Policy**

The school's Single Equality Policy states that a commitment to Equal Opportunities should permeate the whole curriculum and find expression in all aspects of school life. The Policy also recognises the link between disadvantage and achievement. The governors' aim is to find a way to ensure that all children can benefit from every opportunity offered at the school.

In accordance with statutory provision, remission of fees for the board and lodging element of residential trips must be offered to parents in receipt of the following benefit (this is the same criterion as would give entitlement to Free School Meals:

- Income Support;
- Income Based Job Seekers Allowance;
- Support under part vi of the Immigration and Asylum Act 1999;
- Child Tax Credit, where the parent is NOT entitled to Working Families Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the current Government guidelines.

In addition, a discretionary remission of fees for the board and lodging element of residential trips, extra-curricular clubs and individual music lessons may be offered to parents in cases of hardship. Any applications from parents will be assessed by the Headteacher on an individual basis. This discretion will be exercised having regard to the school's Single Equality Policy.

The head teacher is empowered to use discretion to use the school's Pupil Premium funds to support children entitled to free school meals. This is in order to provide equality of opportunity for all our pupils.

This might cover some or all of the costs of:

- participation in music tuition.
- school uniform
- attendance at breakfast and after school clubs
- residential experiences in Years 4



- other costs associated with opportunities provided for children at the school as determined by the head teacher.

The governors also give the headteacher discretion to provide items of school uniform to parents whose children may have special needs that require them to have additional uniform.

The Headteacher's discretionary decision will be final.

## **CHILD PROTECTION POLICY**

At The Prince of Wales School we are committed to safeguarding children. Our first priority is your child's welfare we usually discuss any concerns we might have about your child with you. There might be rare occasions, however, when we have to provide information to or consult other agencies such as Children's Services Social Care before we contact you. Our responsibility to do so is determined by Bournemouth, Dorset and Poole Inter-Agency Safeguarding Procedures, 2006. If you want to know more about these procedures, or the school's child protection procedures, please speak to Peter Farrington, Designated Safeguarding Lead for Child Protection. The Deputy Designated Safeguarding Lead is Clare Mewett. The designated governor for Child Protection is Mr Roger Jarvis. All records concerning Child Protection are strictly confidential.

## **SAFEGUARDING POLICY**

The Prince of Wales School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

An agreed definition of safeguarding is: 'All agencies take all reasonable measures to ensure that the risks of harm to children's welfare are minimised. Where there are concerns, all agencies take action to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies' - Joint Chief Inspectors' report 2002.

Promoting welfare involves 'creating opportunities to enable children to have optimum life chances in adulthood' – Framework for the Assessment of Children in Need and their Families (Government guidance 2000).

The Governing Body/Proprietor will act in accordance with Section 175 (or Section 157, for Independent Schools) of the Education Act 2002 and the supporting statutory guidance 'Safeguarding Children and Safer Recruitment in Education' (2006) to safeguard and promote the welfare of children in this school.

All children have the right to be safeguarded from harm or exploitation whatever their

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors, staff and volunteers in this school understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

The purpose of this policy is to:

- afford protection for the students at The Prince of Wales School
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

This policy applies to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of The Prince of Wales School.

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing'
- dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance

### **SEX AND RELATIONSHIP EDUCATION POLICY**

Sex and relationship education is a lifelong learning about physical, moral and emotional development. It is grounded in the importance of family life, stable and loving relationships, respect for oneself and other people, and love and care.

The aim of the sex and relationship education at Prince of Wales First School is not concerned with formal teaching about sex but is grounded in the wider concept of personal, health and social education (PHSE) and Citizenship. This is the foundation for formal sex education at Middle and Upper School. This Policy has been revised in conjunction with PHSE Co-ordinators at DASP Middle Schools in order to ensure continuity and progression.

The aim of PHSE and Citizenship is the development of general life skills such as being able to communicate, listen, negotiate and ask for help and advice. Therefore sex and relationship education will be taught as part of our PHSE scheme of work.

The aim of this work is to develop:

- the recognition of the value of family life, stable and loving relationships and marriage
- respect for oneself and others, loving and being loved and caring for oneself and others
- tolerance of differences between people, values attitudes and lifestyles.
- the skills to be able to explore, consider and understand moral dilemmas.
- respect for moral and spiritual values which reflect the ethos of the school.
- Preparation for puberty
- Awareness of correct terminology for body parts
- Respect for everyone's right to privacy and control over their own body

## **GOVERNORS' POLICY FOR COMPLAINTS**

*Written procedures for dealing with complaints about the curriculum are agreed by the Governing Body and are available from the school office.*

### ***What if I have concerns about aspects of my child's education?***

There is a separate statutory complaints procedure for dealing with your complaint. It cannot be dealt with under the school's complaints procedure. Dorset LA telephone numbers for guidance, if you wish to make a complaint relating to these areas, are as follows:

Admissions:	01305 224200
Curriculum:	01305 254022
Exclusions:	01305 225134
Special Educational Needs:	01305 224888

### ***What do I do if I have a concern about my child's education?***

You should discuss your concern with the school.

### ***What if my child is no longer on the school roll?***

The school will set aside your complaint and take no further action under this policy. The headteacher of Chair of Governors will write to you closing the matter on behalf of the school

### ***What if I take my child off the school roll during the time my complaint is being considered?***

The school will set aside your complaint and take no further action under this policy. The headteacher of Chair of Governors will write to you closing the matter on behalf of the school.

### ***Who should I contact at the school?***

It would be sensible to contact the headteacher in the first instance. This should be by letter, telephone or in person (by prior appointment). He will know from clear, written internal procedures how to deal with the matter.

### ***What if my concern is to do with an individual employee of the school?***

If your concern is to do with the conduct or competence of an individual employee it will be looked into by the school. If necessary it will be dealt with under the school's disciplinary procedures. It cannot be dealt with under the school's complaints procedure.

### ***Should I contact a school governor?***

The governor should advise you to raise your concern with the headteacher. In the interests of fairness, governors can only be involved if the matter becomes a formal complaint.

### ***Should I contact the Local Authority (LA)?***

The LA will advise you to raise your concern with the headteacher

### ***What if my concern remains unresolved?***

What happens next depends on the nature of your concern. Provided your child is still on the school roll there are formal procedures dependent on the nature of the concern.

### ***What if my complaint is about the way the school is run, its policies or procedures, and/or their effect on my child?***

You should put your complaint in writing, using the appropriate complaints form, which can be obtained from the school office.

## ***APPENDIX II***

### **ATTENDANCE REPORT FOR ACADEMIC YEAR 2014/2015**

Attendance data for the year 2014/2015

95.4%

### **National Curriculum Assessments, Key Stage 1, 2015**

### **YEAR 2 PROGRESS TEST RESULTS 2015**

Percentages achieving each level

These assessments are based on a combination of test results, teacher assessments and agreement trialling with senior colleagues.

	<b>3</b>	<b>2A</b>	<b>2B</b>	<b>2C</b>	<b>1</b>
<b>Reading</b>	38%	25%	25%	9%	3%
<b>Writing</b>	19%	22%	25%	25%	9%
<b>Maths</b>	34%	22%	41%	0%	3%

	<b>Reading</b>	<b>Writing</b>	<b>Maths</b>
<b>Level 3</b>	38%	19%	34%
<b>Level 2B and above</b>	88%	66%	97%
<b>Level 2C and above</b>	97%	91%	97%

There are two children with a Statement of Special Educational Needs in this class. (6%)

*Level 2B is the expected level for children in Year 2, with Level 3B being that expected at the end of Year 4.*

## **Appendix III**

### **Privacy Notice - Data Protection Act 1998**

We The Prince of Wales School are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

**We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.**

We are required by law to pass some information about you to the Local Authority (LA), and to the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact Kerry Bates, Support Services Manager.

If you require more information about how the LA and/or DfE store and use your information, please go to the following websites:

<http://www.dorsetforyou.com/privacynotice>

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or the DfE as follows:

- Data Protection Officer  
Records Management Unit  
Dorset County Council  
Colliton Park  
DORCHESTER  
Dorset  
DT1 1XJ

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

website: [www.dorsetforyou.com](http://www.dorsetforyou.com)  
email: [d.j.wilson@dorsetcc.gov.uk](mailto:d.j.wilson@dorsetcc.gov.uk)  
tel: 01305 225175

[www.education.gov.uk](http://www.education.gov.uk)  
<http://www.education.gov.uk/help/contactus>  
0370 000 2288

