

# Pevensey & Westham Church of England Primary School

## Our vision

**“By nurturing their exceptional talent, children at Pevensey and Westham School will be self-assured, inquisitive learners who embrace challenge, celebrate success and exceed their expected potential. This inclusive, respectful and encouraging school will deliver excellence for all and by upholding the Christian faith and beliefs will build an environment in which all children will flourish and grow into amazing individuals.”**





### Our Values:

We have 6 school values which we live our school lives by; children are rewarded for displaying these values:

Truth, Faith, Perseverance, Generosity, Compassion, Forgiveness.

### Learning Knights:

At Pevensey and Westham School we aim to help the children to become independent learners. We believe that the children can excel in all areas of the curriculum by developing their learning skills. To help the children achieve this, we use our Learning Knights! Each Learning Knight teaches the children a key skill which will help them to take responsibility for their learning and to overcome any barriers and challenges to their progress and achievement. The Learning Knights are:

 <p><b>Rodney Resilience</b></p> <ul style="list-style-type: none"><li>▪ I don't give up.</li><li>▪ I don't mind being wrong.</li><li>▪ I have another go.</li><li>▪ I don't get distracted.</li></ul>	 <p><b>Rhianna Relationships</b></p> <ul style="list-style-type: none"><li>▪ I listen carefully.</li><li>▪ I ask for help.</li><li>▪ I help others.</li><li>▪ I'm a good team player.</li></ul>
 <p><b>Rita Resourceful</b></p> <ul style="list-style-type: none"><li>▪ I am independent.</li><li>▪ I use displays.</li><li>▪ I use resources.</li><li>▪ I use books.</li></ul>	 <p><b>Ralph Reflective</b></p> <ul style="list-style-type: none"><li>▪ I check my work.</li><li>▪ I learn from mistakes.</li><li>▪ I challenge myself.</li><li>▪ I set my own targets.</li></ul>

The perfect learner will embody all four of these knights and we have recently appointed our Learning Knight Leaders as part of our pupil leadership roles to help us to support all of the children in our school to become excellent learners!

**School Houses:** We have 4 school houses in our school: **Normans (Red)** **Romans (Blue)** **Saxons (Green)** and **Vikings (Yellow)**. The children can earn house points for their house and receive rewards and acknowledgement throughout the year.

## **Uniform List**

All children are required to wear full school uniform. The school colours are red, and the essential uniform list is as follows:

Red School Jumper or Cardigan (purchase from school only)  
PE T Shirts (available in the 4 house colours Red, Green, Yellow, Blue) (purchase from school only)  
PE Bag (available in the 4 house colours Red, Green, Yellow, Blue) (purchase from school only)  
White polo shirts (at least one must have the school logo)  
Black/Grey school trousers/skirt/pinafore dress (skirts must be knee length)  
Black/Grey Socks/Tights  
Black leather type school shoes (no trainers, sandals or plimsolls)  
Black PE shorts/tracksuit bottoms  
Black plimsolls for PE  
Water Bottle (one bottle per child is provided free)  
In summer red checked summer dresses can be worn.

Optional:

White Logo Polo Shirt (purchase from school only)  
Red Fleece (purchase from school only)  
Red Summer Cap (purchase from school only)  
Book Bag (strongly recommended for all pupils from Foundation Stage to Year 2) (purchase from school only)

Please make sure your child has a coat in colder weather, and a sun hat in the warmer months.

Our full uniform policy can be viewed [here](#) and our current price list is available on the Parentmail Shop.

## **School Day**

The main school gate is located at the end of the drive next to St Marys Church, this is open from 8.30-9.00 and 14:55-15:15. If you need to come into the school outside of these times please come to the school office. A member of staff will be available on the playground every morning.

### **Mornings:**

Classroom doors are open at 08:40, children are to be in class ready for registration by 08.45 (in Foundation the doors are open from 08.45 - 08:55)

All teachers are available in their classrooms at the beginning of the school day to welcome the children and get them settled in to their morning learning. Children (except Foundation Stage) are encouraged to say goodbye in the playground and take themselves into school. Any urgent messages can be relayed to class teachers via a member of the leadership team on duty in the playground, or a member of the office team.

### **Break:**

Children may have water and a healthy snack (ideally a piece of fruit) at morning break. Children in Foundation Stage – Year 2 are provided with a piece of free fruit or vegetable every day.

**Milk:** Children under the age of 5 are entitled to free milk, this is provided at break times, if you would like your child to continue to have milk you can register at [www.coolmilk.com](http://www.coolmilk.com).

### **Collective Worship:**

The act of collective worship at Pevensey and Westham CE School fosters a sense of community and fellowship by bringing pupils together to draw on the life and shared values of our school and of the wider community. This is why we encourage children to lead and participate. We base our Collective worship on values which reflect Christian beliefs, once a week we hold worship in St Mary's Church. We aim to foster a sense of wonder and give time for reflection on spiritual and moral issues. We sing worship songs and provide times when children can celebrate school life and their achievements. Visitors to the school are encouraged and parents and friends are welcomed at different times of year to join the children in Collective Worship.



**Lunch time:**

Your child can choose to bring a packed lunch from home or have a hot meal, cooked fresh on site every day. School dinners cost £2.10, pupils in Year R-2 are entitled to universal free school meals. Dinners must be paid and booked in advance using Parentmail. For the latest menu click [here](#). There are various lunch clubs on throughout the year, the clubs timetable is available to view [here](#).

**Free School Meals:**

If you are in receipt of benefit you may be entitled to pupil premium, meaning your child will get free school meals, one set of uniform from our uniform shop (this includes Jumper/Cardigan, polo shirt, PE t shirt, book bag and PE bag), no cash substitute will be given, and as a school we will be given extra funding. This is used by us to support individuals and help with your child's education. If you think you are eligible please fill in a [form](#).

**End of the day:**

The school day ends at 15:00, your child will be handed over at the appropriate door by a member of staff. Please collect your child promptly, if an unexpected situation arises and you will be late collecting, please ring the school office.

**After school clubs:**

We run a variety of after school clubs, the timetable is updated 3 times a year, and can be viewed on the [clubs](#) page.

## **PaWS Xtra (breakfast and afterschool provision:**

**Xtra Flexible** – Our breakfast and after school clubs provide wrap around provision to suit all your childcare needs

**Xtra Peace of Mind** - The highest levels of care and safety from our experienced DBS checked school staff mean that you can rest assured that you are leaving your children in the safest and most welcoming environment possible.

**Xtra Reliability** - Guaranteed childcare each morning and afternoon that the school is open provided at the same outstanding level.

**Xtra Value** - As a not for profit club, our prices represent the best possible value while providing top range sessions.

**Xtra Fun** - Our club motto is to provide “boredom busting brilliance” and every session is planned to provide a huge range of exciting and action packed activities to suit all the children’s likes and needs.

Breakfast Club opens each morning from 7.30, and costs £3 per day when booked in advance. The After School Club runs until 17:45 and costs £8 per session for advanced bookings.

Registration packs and booking forms can be accessed on Parentmail. For any queries contact PaWS Xtra: [pawsxtra@pevenseyschool.org.uk](mailto:pawsxtra@pevenseyschool.org.uk).



## **Health, Illness & Absence:**

**Medicines:** If your child is prescribed medicine that is required 4 times a day, then we can administer a dose at school, please fill in a medicine form and hand the medicine in directly to the office, we cannot administer non-prescription medication such as Calpol.

**Illness:** If your child is absent from school through illness, please either call the absence line on 01323 465175, or inform us using the 'Notify Absence' tool on Parentmail before 09:15. If your child is unwell with diarrhoea or vomiting we request they be kept at home for 24 hours after the last episode.

**Absence:** Any parent requesting leave of absence for their child will be required to fill in an Absence Request form, these are available at the school office. Please complete and return to the school office, giving as much notice as possible.

**Appointments & requests to leave early:** Please attempt to make all appointments outside of the school day or in school holidays. Where this is not possible please inform the office, you may be asked to produce proof of such appointments.

**Accidents & first aid:** Minor accidents will be dealt with by a trained first aider and recorded in the accident book. Bumps to the head will be notified with a 'bumped head sticker' and 'bumped head note'. If we have any concerns for a child's health or well-being we will contact you. Please make sure we have up to date contact details for you.

## Who to contact:

The school office is open from 08:30 – 16:30 daily

Telephone: 01323 762269

Absences: 01323 465175

Email: [admin@pevenseyschool.org.uk](mailto:admin@pevenseyschool.org.uk)

Role	Contact Details
Secretary & Admissions	Mrs K Richardson <a href="mailto:krichardson@pevenseyschool.org.uk">krichardson@pevenseyschool.org.uk</a>
Secretary	Mrs R Walters <a href="mailto:rwalters@pevenseyschool.org.uk">rwalters@pevenseyschool.org.uk</a>
Head Teacher	Mr R Thomas <a href="mailto:rthomas@pevenseyschool.org.uk">rthomas@pevenseyschool.org.uk</a>
Deputy Head Teacher Teaching & Learning Lead	Mrs J Campbell <a href="mailto:jcampbell@pevenseyschool.org.uk">jcampbell@pevenseyschool.org.uk</a>
School Business Manager	Mrs S Wootton <a href="mailto:swootton@pevenseyschool.org.uk">swootton@pevenseyschool.org.uk</a>
Assistant Headteacher – Behaviour Lead	Mrs L Delaney <a href="mailto:ldelaney@pevenseyschool.org.uk">ldelaney@pevenseyschool.org.uk</a>
Assistant Headteacher	Mrs K Kerr <a href="mailto:kkerr@pevenseyschool.org.uk">kkerr@pevenseyschool.org.uk</a>

## Classrooms and Staff

We have 14 classrooms, all themed around books, and 14 full time equivalent class teachers, along with specialist teachers, teaching assistants and support staff. For a detailed list of all staff please visit the staff pages, under the **'About Us'** tab on the website.

Miss Beal is our Special Education Needs Co-ordinator (SeNCO), she co-ordinates support for children with additional needs. If you have any concerns about your child's needs in the first instance talk to the class teacher, they may refer you to Miss Beal for an appointment.

Our classrooms are:

Early Years Foundation Stage are known collectively as 'The Enchanted Forest', their classes are 'The Pixies' and 'The Elves'.

Year 1: Paddington & Emerald City

Year 2: Fantasia & Wonderland

Year 3 100 Acre Wood & Neverland

Year 4: Middle Earth & The Black Pearl

Year 5: Narnia & Hogwarts

Year 6: Chocolate Factory & Kenzuke's Castle

## **Communication: Parentmail, Class Dojo, and Tapestry (EYFS only)**

Please speak to Mrs Walters in the school office for information on how to set up any of the school apps, help guides are available on the [parents](#) tab of the school website.

**Parentmail:** You can download an app for Apple & Android devices, or access via the web: <https://pmx.parentmail.co.uk> You will have one account where you will receive information, newsletters, details of trips, book parents evenings, pay for trips, pay for school dinners, notify absences and purchase uniform, etc.

**Class Dojo:** There is also an app for the Class Dojo, or you can access via the web: [www.classdojo.com](http://www.classdojo.com) The Class Dojo is used by the class teacher to communicate more informally with parents, the Class Story part of this updates you on what has happened in class each week. House points are also recorded on Class Dojo so you can celebrate your child's success on a daily basis.

**Tapestry:** Tapestry is used by the Early Years Foundation Stage (EYFS) only, it is an online learning journey, used to assess your child and share their progress with you. You will be given login details and a password shortly after your child starts school.

**Calendar & Events:** The school calendar is available on the website and is regularly updated. You will be notified of events via Parentmail and Class Dojo.

**Policies:** All of our school policies and documents are available to view on our website under 'About Us', alternatively you can request a paper copy from the office.



### **Curriculum:**

At Pevensey and Westham CE Primary School, we use 4 Cornerstones to structure our termly learning. The first corner is 'Engage' where we immerse the children in their new learning and find out what they already know and what they need to learn. We then 'Develop' a wide range of skills using exciting learning opportunities. Pupils have the opportunity to apply their new learning in the 'Innovate' phase and then they reflect on their learning during their final 'Express' event. Curriculum plans and resources to enable you to support your child's learning at home can be viewed [here](#).



### **Parent Fundraising Team**

The PaWS Fundraising Team (The PFT) would like to welcome new children and parents to Pevensey and Westham School.

We are a group of parents whose aim is to raise additional funds for the school, by way of fun events throughout the school year. In recent years we have helped the school with the Den in the playground, outdoor learning equipment, leaver's hoodies and many smaller contributions.

We have 3 discos a year, split into two age groups, a Summer and Christmas fete and have recently taken on quiz nights, bingo and private screenings at the Curzon cinema. Additionally we help support the school at book week and making drinks at parent meetings.

All are welcome and we have regular meetings at The Heron pub. People can do as much or as little as they like, from becoming fully involved in helping to set up an event, to baking a cake for bingo night. No reasonable offers refused.

If you would like more information, or find out when the next meeting is, please e mail us at [pawsfundraisingteam@gmail.com](mailto:pawsfundraisingteam@gmail.com) you can also follow us on facebook: <https://www.facebook.com/PAWSFundraisingteam/?fref=ts>

### **What people say about us:**

"My son has had an amazing time and has experienced some great teaching. He has had the perfect start to his schooling years"

"Thank you for the positivity in our beautiful school, the future is very exciting." A parent

"I love coming to school every day. It's a brilliant place." A pupil

"Pevensey and Westham school goes above and beyond to provide for it's students and employs fantastic individuals" A parent