

Mundella Primary School

Prospectus



Together We Shine

Mundella Primary School
Mundella Place
Sheffield S8 8SJ
Tel: 0114 2551348
www.mundella.sheffield.sch.uk





Sheffield City Council

Mundella Primary School

A primary school for pupils aged 4+ to 10+

Mundella Place
Sheffield S8 8SJ

Website: www.mundella.sheffield.sch.uk

Email: enquiries@mundella.sheffield.sch.uk

Telephone: 0114 2551348

Headteacher: Mr William Smith

Deputy Headteacher: Mrs Hannah Woodward

Chair of Governors: Mr Paul Hirst

The information published in this prospectus, which is intended to relate to the school year 2023/2024, is accurate at the time of publication. The school is constantly developing and changing; therefore, certain statements in this prospectus may be superseded or modified due to altered circumstances during the year.

SCHOOL GOVERNORS

Headteacher	Mr W Smith
Staff Rep	Mrs E Hardaker
Parent Rep	Mr P Hirst (Chair of Governors)
Parent Rep	Mr C Stokes (Vice Chair)
Parent Rep	Mrs R Stammers
Parent Rep	Mrs K Peake
Co-opted	Mr M Cummins
Co-opted	Mrs F Lavender
Co-opted	Mrs V Jones (Staff)
Co-opted	Miss L Lawrence
Community	Miss M Phelan
LA	Mrs K Harrison

School governors can be contacted by email: **governors@mundella.sheffield.sch.uk** or by telephoning the School on 0114 2551348

CURRICULUM STATEMENT FROM THE GOVERNORS

The curriculum is at the heart of learning. Its purpose is to enhance the life chances of each individual, equipping them with the skills and knowledge required to play a full and informed part in a modern democratic society. Equally important, it develops an appreciation in the aesthetic, artistic and spiritual dimensions of life and promotes conceptual understanding of tolerance and fairness and respect for others.

Every pupil at Mundella School is entitled to a curriculum which sets high standards and expectations and which:

- is coherent, broad and balanced in terms of content, experiences and processes;
- ensures access to a range of challenging and stimulating learning experiences;
- provides feedback on individual progress which ensures the continuous development of learning and learning skills.

The Governors and Staff are committed to encouraging the widest possible partnership in the educational process.

A full Learning and Teaching policy and other information is available in School or on the website www.mundella.sheffield.sch.uk

SCHOOL STAFF

Mr W Smith

Mrs H Woodward

Ms K Wright
Mrs R Stocks
Miss H Glossop
Miss H Bould
Miss S Riches
Mrs J Kleeli
Mrs R Stocks
Miss M Constantinou
Mrs H Wetherill
Mrs K Hawksowrth
Mrs E Hardaker
Miss K Smitton
Mrs B Sarich
Mrs L Tye
Miss E Cundy
Mrs V Jones
Miss A Farrell

Mrs R Trindade
Miss S Booker
Mrs S Barnsley
Miss K Cheetham
Miss G Browes
Mrs K Brownell
Mrs C Dickinson
Miss E Dunham
Mrs C Eatch
Miss S Ellis
Mrs J Fellowes
Mrs L Frost
Miss H Grocott
Mrs L Hunt
Mrs L Kitson
Mrs S Marshall-Rixham
Mrs J Middleton
Miss E Needham
Mrs C Patel
Mrs J Roberts
Mrs D Timmins
Mrs K Ulyett
Ms J Vandervlies

Mrs B Kotak
Miss C Caseley
Miss W Harrison
Mrs K Johnson

Mrs S Barwell
Mrs R Godden
Miss L Hewitt
Mr S May

Mrs R Symonds
Miss L Horsfield
Mrs V Linett
Mrs V Savage
Ms L Smith
Mr N Jones
Mrs C Nicholls
Miss J Hirst
Mrs S Minnis

Headteacher

Deputy Headteacher/ Class Teacher Y2

Class Teacher FS & EYFS Lead
Class Teacher FS & Y2
Class Teacher FS
Class Teacher Y1
Class Teacher Y1
Class Teacher Y2
Class Teacher Y2
Class Teacher Y2
Class Teacher Y3
Class Teacher Y3
Class Teacher Y4
Class Teacher Y4
Class Teacher Y5
Class Teacher Y5
Class Teacher Y5
Class Teacher Y6
Class Teacher Y6

Teaching Assistant
Higher Level Teaching Assistant
Higher Level Teaching Assistant
Higher Level Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant/Senior Lunchtime Supervisor
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Higher Level Teaching Assistant
Teaching Assistant
Higher Level Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Higher Level Teaching Assistant

School Business Manager
Clerical Officer Finance
Clerical Officer
Clerical Officer

PE Curriculum Specialist
SENCO
Learning Mentor
Buildings Supervisor

Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor/ Cleaner
Lunchtime Supervisor
Lunchtime Supervisor/Cleaner
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor

Dear Parent or Carer

Thank you for choosing Mundella Primary School. This is an excellent school committed to ensuring your child is happy, secure and confident to reach their maximum potential. We have a dedicated, effective staff and we all believe that by working in partnership with parents we can achieve the best for your child – both socially and academically.

I hope you find the information in this booklet both interesting and informative. After reading it you may like to visit Mundella to find out more and see us all at work. You are welcome at any time.

Parents of new admissions children are welcome to visit the School. Please telephone to make an appointment.

I look forward to working with you.

Yours sincerely

William Smith
Headteacher

Our Vision

Together We Shine



SCHOOL AIMS

Provision

At Mundella School we aim to:

- provide a friendly, supportive, safe environment which encourages a positive attitude towards learning and allows all children to achieve their full potential
- provide a broad, balanced and challenging curriculum in a stimulating learning environment
- provide an enriching programme of extra-curricular activities and visits

Outcomes

At Mundella School we aim to:

- ensure all children leave here as numerate and literate individuals
- foster children's awareness of their responsibilities as a learner and a citizen – showing respect for one another and their environment
- provide opportunities for children to co-operate and work harmoniously together
- value each member of our school so that a strong self image and esteem are promoted

Ofsted come to inspect schools every four years. We were last inspected in January 2020. Here are some of the things Ofsted said about our school:

'This is a warm, friendly and welcoming school. Pupils are happy here and they feel safe.'

'Expectations of what pupils can achieve are high across the board, from the Foundation Stage to Year 6.'

'Leaders want their pupils to grow into well-rounded young people, ready to take their place in the world.'

'Standards of behaviour are high. The pupils respect the school's rules and are proud of the school.'

'There is a strong sense of 'the Mundella family' and the 'Mundella way of doing things', which runs through the school.'

'Pupils experience a broad and balanced range of subjects.'

'Teaching across the school is strong. From the early years to Year 6, teachers explain the topics and ideas clearly. They check that pupils have 'got it.' They, and the teaching assistants, help out when pupils get stuck.'

'The school is well led and managed. Staff feel valued and supported. Leaders' decisions are driven by what is in the best interests of pupils.'

SHEFFIELD ADMISSION POLICY

The admission policies of Sheffield Primary Schools are outlined in the Education Service's brochure 'A guide for parents is available to download from - [Entry into Primary School 2023/24 - A Guide For Parents \(sheffield.gov.uk\)](#)

Information about admission arrangements and schemes is also available on their website <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>. If you are unable to download an application form and would like to view a paper copy, please ask at the school office.

- all children will have the option to start school from the September after their fourth birthday but, dependant upon the month in which the child's birthday falls, parents may be able choose for their children to start school in January or April or the following September (please see the brochure mentioned above for details).
- there is no absolute right of admission to a particular school but normally admission to a particular school will be given to children who live with a parent/guardian within the catchment area of that school and whose parent/guardian apply for admission into that school by mid-January. There are also sometimes places available at Mundella which go to children who live outside the catchment area. Please refer to the - [Entry into Primary School 2023/24 - A Guide For Parents \(sheffield.gov.uk\)](#)
- the standard number or agreed admission limit, specified for the school, will not normally be exceeded and never without the approval of the Director of the Children, Young People and Families Service. Our standard admission number is 60.
- if more parental requests for admission are received than there are places at a particular school, the places will be allocated by the Sheffield City Council Admissions Authority according to the normal policies and procedures of the Authority – outlined in the Guide for Parents.

Please contact the School on 0114 2551348 or email enquiries@mundella.sheffield.sch.uk if you wish to visit.

THE SCHOOL

Mundella Primary School was opened in 1873. It has some original buildings of stone with later additions of brick. The name Mundella commemorates the name of Anthony J. Mundella, M.P. who was involved in the 1870 Education Act. The school is situated in the south of Sheffield in the suburb of Norton Woodseats. It is near to Graves Park and also has easy access to the Peak District.

The school has 420 children on roll at present. Mundella is a popular school, taking in many children from outside the catchment area. The school enjoys excellent relationships with the parents who value the caring and positive ethos which the school provides. The pupils are enthusiastic learners who enjoy the friendly working atmosphere of the school. This atmosphere, created through a whole school approach, is epitomised in our genuinely polite, well-behaved children.

We currently have 6 classrooms housed in the main building and 8 classrooms in the new build. We have a well-stocked library and quiet room for teaching small groups. There is also a

computer suite and a food technology room. We have two separate yards and a separate dining room, as well as a hall which is used for PE and assemblies.

The teaching staff is comprised of both highly experienced teachers and others who are new to the profession. All are committed to promoting the achievements of our children. The school is supported by an active group of Governors who play an integral part in school life.

The school benefits from our enthusiastic Friends of Mundella School who organise both social and fund-raising activities. If you wish to contact them please phone school or email friends@mundella.sheffield.sch.uk. Both school and pupils are supported by parents who recognise the importance of the school's role in the growth of their children.

Mundella is an inclusive school – this means we are continually working on ways to improve learning and support for all.

We welcome all children, including children with disabilities. We have disabled access to the main building, FS/KS1 building and new Pod, with a disabled access toilet and changing facilities in the main building. We have a rigorous equal opportunities ethos in the school which ensures no child is treated less favourably than any others.

We have a Home-School Agreement which we ask all parties to sign. This clearly states our expectations of what we expect from the children and their families; and what you can expect from us. Please ask to see a copy.

General Organisation

Children are organised into class units, usually on a chronological basis. We have 2 classes in each year group. All classes are assisted by a Teaching Assistant. For parents of children starting school in Foundation Stage there is a meeting to explain school policies. This takes place in the term before the child starts school.

Mundella Foundation Stage



Our successful and established Foundation Stage embraces a child centred and play based approach to learning with an environment which is full of organised and engaging learning spaces. We have spaces for 60 children and there are two classes who share one big classroom environment; inside and out. Within this classroom there are two experienced teachers and at least two full time teaching assistants who support children in their development socially and emotionally as well as academically.

Children's progress is assessed through observation and planning is adapted to suit and meet the needs of all children.

We work hard to build close links with parents and families and encourage parents and grandparents to take an active role in school life.

We feel privileged that all of our children have benefitted from the Foundation Stage at Mundella. Our youngest often says 'I love learning,' which must mean learning feels fun and safe- thank you!

He loves school and is always eager to get in to class each morning.

Thank you for such a fantastic start to my child's education and for making us feel so welcome and at ease. It's really hard, as a parent, leaving your child but straight away we felt part of a team



What does a day look like in Foundation Stage?

Every day is different but there is a balanced amount of child initiated and adult led learning, indoors and out. Each day children would have a group phonics session and a 'number thinking' session. For each day, there would also be an adult led focussed group activity which could be literacy or maths related or have more of a creative, physical or discovery theme.

Children have a milk and snack session in the classroom. Children who are full time have lunch in the dining room and play in the big yard. When children first start school the staff in Foundation Stage support them through these new routines.

We also access the school hall, food technology room and computer suite on various days.

Children learn the skills needed to succeed at school and they have a great time doing it!



Entry into the Foundation Stage

Starting school is a major step in a child's life and it is vital they feel secure and happy in their new environment. To ensure this happens, we have a phased induction into the Foundation Stage classes which enables staff to support all children as they get used to the new routines within a school day. Further details regarding this will be made available once your place at Mundella has been confirmed.



The School Day

The school is open between the following times:

FS/KS1 (Infants)	8.45am - 11.50am
FS/KS1	12.50pm - 3.15pm
KS2 (Juniors)	8.45am – 12.15pm
KS2	1.15 pm - 3.20pm

Hours teaching (excluding assemblies, breaks and registration):

KS2	24 hours 10 minutes weekly
FS/KS1	23 hours 45 minutes weekly

Please be aware that, at present, there are no Crossing Patrols on Warminster Road or on Derbyshire Lane.

Parents should not send their children to school before 8.40am as the school gates will not be open. Children are considered as being late if they arrive after registration 8:45am.

Before and After School

Kids Kabin run a Before School from 8am and an After-School Club at Mundella until 6pm. For more information phone Nydia Beckingham 07815 805 009 or 07796 560 820.

Bad weather

In the unlikely event of the school being closed (eg for lack of heat or water), information would be broadcast on Radio Sheffield and via a school email and website as early as possible. Severe weather would not, in itself, be sufficient reason to close the school. You can also check our website www.mundella.sheffield.sch.uk.

THE CURRICULUM

We are constantly striving to teach children to be:

- Resilient – persevering and not giving up; being able to manage distractions
- Resourceful – being ready, willing and able to learn in different ways
- Reflective – thinking about how to be a good learner and how to solve problems
- Reciprocal – being able to work with others
- Respectful – being tolerant and considerate towards others

By being aware of, and developing these characteristics, children learn to become better learners.

For further details, please see our Curriculum Policy on our website.

Special Educational Needs

A new Special Needs Code of Practice was introduced in September 2014. Further information regarding the changes is available on our website.

Homework

Children are expected to read at home three times a week and a homework grid is sent out each term. We have homework celebrations in class which parents are invited to attend. Our Homework Policy can be found on our website.

Planning, Preparation and Assessment Time

All teachers are entitled to 10% of their time as non-teaching time. This is to give them time for planning, preparation and assessment. When your child's teacher has this dedicated time, the class will be taught by another adult – a teacher or a Higher-Level Teaching Assistant. We are confident that their learning is not disrupted and that quality provision is maintained.

Concerns or Complaints

If you have any concerns or complaints about the curriculum delivered at Mundella School please contact the Headteacher or Chair of Governors so that procedures can be discussed.

OTHER INFORMATION

Attendance

Excellent attendance is vital to a child's learning. We reward the classes achieving 100% attendance.

We realise that some absences are unavoidable. In these cases, a telephone call explaining a child's absence is expected by 9.20am on the first day of absence and every consecutive day unless otherwise advised by the office. This also applies in the case of an appointment at the doctors or dentists so we know not to expect the child. If no telephone call is received, a member of staff will contact you to ask for an explanation for the absence.

On no account will children be released from School during the School day without an accompanying adult. **Do not request that your child be released alone.**

At Mundella we encourage Excellent attendance. We are sure you appreciate that regular school attendance is essential if your child is to maximise their educational opportunities. Interruptions in school attendance not only disrupts your child's education, making it difficult for them to catch up on work they have missed, it can also affect their social life within school.

It is our responsibility to provide the best education possible. We can only do this if the children attend regularly.

Government legislation states that all leave of absence (including holidays) during term time will no longer be authorised and in some circumstances parents will be liable for a Penalty Notice issued by the Local Authority.

Please complete a leave of absence request form if you need to ask for leave.

If you need to collect your child from school for an appointment please ensure that you inform the school office and if possible try to ensure that all appointments are made out of school hours.

School Lunches

All children who are in Reception, Year 1 and Year 2 are entitled to receive a free school lunch through the Universal Infant Free School Meal scheme.

Years 3-6 - School meals are available daily. The current cost of this meal is £2.30 and is payable online or at a Pay Point (both through ParentPay). Please also refer to our **Lunch Money Debt Policy** regarding prompt payment of school lunches. Parents are given their own login details or a barcode for this. The school meals service can arrange for special diets to be catered for. Menus are developed around the need for healthy food. A choice of menu is available each day. Menus are displayed on a notice board near the school office and are emailed out to parents.

Mundella is a Healthy School. This means we encourage a healthy lifestyle – including a healthy diet. If your child is having a packed lunch, please try to ensure it is a healthy lunch. We also have rules about appropriate snacks at break time (please see below) as we have some pupils with a **severe nut and seed allergies, no food containing these are allowed in school.**

Packed Lunches

If children have sandwiches at lunchtime, we request that they DO NOT bring glass containers or fizzy drinks. PLEASE LABEL sandwich boxes and drinks containers with your child's name. **We also request that not food is brought into school which contains nuts or seeds due to allergies.**

Children are supervised throughout lunchtime. We ask that they observe the manners normally expected of the home and to keep the dining room and School free from food remains and litter.

School Milk



Milk is free to children under five, and we shall assume that it is wanted unless we are notified in writing to the contrary. Milk may be purchased for older children on a termly basis. The cost is notified to parents towards the end of each term and this is paid through ParentPay (either online or at a Pay Point).

Snacks

Children in FS/KS1 receive a piece of fruit each day through the Government "Fruit and Veg" scheme. They eat this each morning around break time.

KS2 children may bring a snack – but only fruit, vegetables, breadsticks or unprocessed cheese as we are a healthy school.

All pupils: Please do not send your child in to school with anything containing nuts/seeds due to allergies.

Water Bottles

Drinking water is available in the corridors of both buildings. All pupils should bring a water bottle in to school which should be clearly labelled with their name and class. Only water is allowed in water bottles. Bottles should be cleaned regularly.

Clothing

After parental consultation the Governors have made the wearing of uniform compulsory.

Uniform is as follows:

Burgundy sweatshirts or cardigans (with or without the logo) white blouses, shirts or polo shirts.

Grey or black trousers, skirts or pinafore dresses – not jogging bottoms or jeans. In summer red or blue check dresses can be worn. Shorts may be worn in the summer but these need to be smart and in grey or black.

Grey, black, white or dark blue tights and socks. Plain leggings can be worn with skirts instead of tights.

Brown, grey or black shoes or trainers – sensible sandals may be worn in summer (sandals in vivid colours need to be avoided – but dark red would be acceptable). Boots of any colour can be worn during bad weather but children then need to change into shoes or plimsolls when they are in school.

For PE, dark shorts, plain white T shirts (without a collar so they are easily distinguishable from the everyday polo shirts) and plimsolls or trainers. A sweatshirt for outside PE lessons (not burgundy).

The only jewellery allowed at school are small stud earrings. Children are not allowed to wear earrings during PE and they must be removed and not covered by a plaster. If your child cannot remove their earrings themselves, they should be removed before coming to school.

We ask for your co-operation in ensuring that all items of clothing be CLEARLY MARKED with the owner's name. Personal property is NOT covered by insurance. Name labels that stick to clothes, shoes, lunch boxes, water bottles etc can be bought from www.stickins.co.uk If you tell Stickins the school fundraising number 13953 when you purchase labels, the school will receive some commission.

Lost property will be disposed of after a period of half a term at the end of each term.

Behaviour

We are proud of our school's reputation – both for its friendly atmosphere, and for the good conduct of its pupils. Care, courtesy and consideration for others and for property is expected at all times. Children are encouraged to develop responsibility, both individual and corporate, as they progress throughout the School.

The School rules deal mainly with safety measures. Where a child's conduct gives us continued cause for concern, our policy is to inform parents, and try to find a solution by working together. We use a lot of praise but occasionally punishments may be necessary - this usually takes the form of loss of privileges.

We have a Behaviour Policy which is available on the website. Parents are deemed to have accepted these policies when they enrol their children.

Bullying is not tolerated. Please inform the School of any problems.

Medical Facilities

In the case of emergencies, it is essential that we have a telephone number where we can contact you should the need arise. Foundation Stage parents are requested to complete Contact forms at the first meeting at school. However, if you were unable to attend this meeting or you are joining our school part way through a term, these forms are available from the office. Please inform us of any change of address or telephone number, both for home and work. Parents are always contacted should their child require expert medical attention.

Sheffield School Nursing Service

Every child deserves to be as fit and healthy as possible, to gain the maximum benefit from their education. The school nursing team comprised of qualified nurses and health care assistants visit all schools.

Routine screening of your child's height, weight, vision and hearing is offered to all children within the first year of school. Where any problems are identified appropriate follow-up and referral can be made.

Annual nasal flu vaccinations are routinely carried out in primary schools. If you have any questions regarding vaccinations that you feel your child may be due, please contact your school nurse or your GP surgery.

Administration of Medicines in School

- Parents should be aware that a three-times-daily dosage of medicine can usually be spaced evenly throughout the day and does not have to be taken at lunch time. However, where timings have to comply with food intake school can administer medication during the school day.
- Parents should ask their family doctor if it is possible to adjust the medication to avoid school-time doses.
- In special circumstances cases will be discussed with the school nurse and educational staff.
- When parental consent is given children in Y5 and Y6 will be allowed to carry their own inhalers. These **MUST** be labelled and registered with the office. Younger children's inhalers will be stored in the child's classroom and a recording made if staff have facilitated an administration. Inhalers **MUST** be clearly labelled. Most asthmatic children have an inhaler at home and at School. We have all registered asthma sufferers on our pupil database.
- We ask parent/carers to consent to the use of the emergency inhaler
- When necessary, specified staff will administer medicines. However, an adult must come into school to complete the paperwork.

For obvious reasons we do not allow children to leave unaccompanied, during the school day. An adult should meet children who have outside school appointments.

Normal first aid facilities are available at School. If a child is feeling unwell during the day, we try to contact parents so that the child can be looked after.

WE HAVE NO MEDICAL ROOM FOR CHILDREN WHO ARE ILL.

If your child has been ill please make certain that your child has COMPLETELY recovered from the illness before returning to school.

Sun Burn

On hot sunny days in Summer we recommend that children wear clothing which covers the skin and a hat so that burning is prevented. We also recommend parents apply sun cream before children come to school.

Safeguarding

Child Protection and safeguarding is our prime concern. To this end we have a comprehensive Child Safeguarding policy. All visitors to school have to sign in and wear identification badges. All staff and volunteers at school are police checked to ensure no-one has convictions which mean they are banned from working with children. Staff in schools have a duty to report any concerns that they may have that any child may be suffering significant harm, particularly as a consequence of possible abuse. It is a DfE requirement that each school in the country nominates a senior member of staff who will have special responsibility for Child Protection. In Sheffield, this member of staff, known as the Designated Safeguarding Lead, has been in receipt of training in this area, and can be trusted to deal with all these matters with professional confidentiality. In this school Mr Smith is the Designated Safeguarding Lead, with Lisa Hewitt as Designated Safeguarding Deputy.

The School has a responsibility to collate basic information such as who has parental responsibility for a child, and to pass this information to the relevant agencies if so requested. In the event of an investigation into possible child abuse, the School has a duty to co-operate with the investigating agencies to the best of their ability to promote the welfare of the child. Whilst the School will always attempt to work in partnership with parents, and try to ensure that parents are fully informed of, and participate in, any action concerning their child, if there is a conflict of interest, the welfare of the child must be the paramount consideration.

Should you wish to discuss Child Protection and the safety of your child, or indeed, any other topic involving your child, please feel free to contact the School.

Lisa Hewitt works in school as Learning Mentor. Her role means she is available to help parents in any way – whether you have concerns about your child's behaviour at home; whether you are worried about them settling into school or you need some support or advice. Please do not hesitate to ask to speak to her.

Operation Encompass

Our school is involved in a project that runs jointly between schools and South Yorkshire Police. This project is known as Operation Encompass.

Operation Encompass is the notification to schools that a child (under 18) has been exposed to, or involved in, any domestic incident.

Operation Encompass ensures that a specifically trained member of the school staff, known as a Designated Safeguarding Lead (DSL), is informed. The DSL can then use the information, in

confidence, to ensure the wellbeing of the child. The school may be able to make provisions or adjustments to assist the young person and their family.

At Mundella we are keen to offer the best support possible to all of our young people and we believe this will be extremely beneficial for all those involved.

Privacy Notice - GDPR

Mundella Primary School is a 'data controller' under the Data protection Act. As a data controller we determine the purposes and means of processing personal data.

Being transparent and providing accessible information to individuals about how we will use personal data is a key element of the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR).

Please see our website for our Privacy Notice, this aims to identify personal data we gather, who uses this data, who we disclose the data to and how we manage this data.

Parental Involvement

We emphasise that we try to be available for parents to talk about their children whenever conveniently possible. However, please remember that the school day for children begins at 8.45am and teachers will not be available at this time. Please arrange an appointment with the teacher or Lisa Hewitt for any lengthy discussion. This will usually occur after 3.15pm for Infants and 3.20pm for Juniors.

Teachers and parents can meet during the year, at parent evenings. The autumn term meeting is an opportunity to find out how your child has settled into their new year group and in the spring, we have a main meeting to discuss progress.

Written reports will be sent home at the end of each academic year. It should be noted that pupil records will be maintained on computer.

Charging Policy

The School's Charging Policy follows that laid down by the government. Parents will be informed about the cost of and the reasons for a proposed visit. A voluntary contribution will be asked for to cover the costs. The visit will not occur if a substantial number do not contribute.

Charges are made for residential visits. The costs for these can be partly funded for children in receipt of income based free school meals.

The School reserves the right to charge for breakages which are the result of pupils' behaviour.

Private piano, keyboard and guitar lessons during school hours can be arranged with and paid for directly to/with our outside providers. Please see the school website for more information.



Educational Visits

At various times throughout their time at Mundella school children will be involved in school visits. This is an opportunity for us to consolidate learning and provide enrichment experiences. However, whenever children leave the school premises they are exposed to situations not encountered in school. It is essential, therefore, that children are sensible.

It is assumed that the behaviour of children at the place visited, and during the transport to and from that place, will be that expected of the children at school. **We expect high standards of manners and behaviour.** The children of Mundella are frequently praised by others for politeness. We are sure you would wish this to continue.

In the unlikely event that a child's behaviour puts themselves or others at risk, they may not be allowed to participate in visits outside of school. Risk assessments are carried out prior to school visits and all visits follow CYPF guidelines on safety.

Dropping Off and Collecting Children

Whilst we encourage children to walk to school as much as possible, we appreciate that there are times when a car journey is necessary. However, Mundella Place is a small cul-de-sac with owner-occupied houses one on side and the school on the other. We ask that parent/carers **do NOT park on Mundella Place as parking here causes congestion and is potentially hazardous to our children.**

Please use the gates into the playgrounds when delivering or meeting children.

Bikes

Y6 children who have undertaken their Bikeability training may ride their bikes to school. They are expected to wear a helmet. There is a bike storage area on Mundella Place where pupils can lock up their bikes. Please note that the school takes no responsibility for bikes / scooters etc and they are not covered by the school insurance.



Gates

Gates will be locked at 8.45am. We have to assume that all people delivering children will have left the premises before that time. If you wish to see a teacher please arrange a meeting with them at another time.

The gates will be unlocked at 3.10pm for people to enter the playgrounds ready to meet children. When meeting your child at the end of school please remember that school is in progress until 3.15/3.20pm. Noise in the playground disturbs working classes. Please keep pre-school children out of situations where they may disturb others. Please make every effort to be in time to collect your child as they can become very upset if you are late. However, please ensure you have instructed your child to wait outside the office if you are ever unavoidably delayed. This way they will know what to do in the event of you not being present at the end of the school day.

DOGS SHOULD NOT BE BROUGHT ON TO THE PREMISES.

PLEASE LEAVE PUSHCHAIRS OUTSIDE SCHOOL.

PLEASE DO NOT ALLOW CHILDREN TO RIDE BIKES AND SCOOTERS IN THE PLAYGROUND.

IT SHOULD BE NOTED THAT A TOTAL BAN ON SMOKING EXISTS ON THE PREMISES.

PLEASE REFRAIN FROM USING MOBILE PHONES WITHIN THE SCHOOL GROUNDS.