

Fittleworth Church of England Village School



Prospectus 2024/2025

GENERAL INFORMATION

Contact us:

Fittleworth Church of England Village School
School Lane
Fittleworth
Pulborough
West Sussex.
RH20 1JB
Telephone: 01798 865419
e-mail: office@fittleworth.school
or the head: head@fittleworth.school



Fittleworth Village School is a Group 1 Church of England School in the Western Area of the West Sussex Education Authority.

Local Education Authority contact address:

Education Office (South)
Centenary House
Durrington Lane
Worthing
West Sussex
BN13 2QB

Tel: (01903) 839222

Chairman of Governors: Mr Jon Nodding

Headteacher: Mrs Debbie Burnett

Age Range: 4 to 11 years.



2. School Details

Accommodation

Fittleworth is a modern purpose built school, opened in July 1990. It comprises 5 classrooms, a library, a curriculum kitchen and additional work areas. There is also an administration area and a staff room along with ample toilet facilities, cloakrooms, and a small room for first aid. The school hall provides room for whole school assemblies, dance, drama, PE and hot school lunches which are served from an adjacent kitchen.

Outside, there is a large hard-surfaced playing area, a quiet area and two acres of field. We are fortunate in having the use of further areas of woodland within just a short walk or drive from the school which we also use for Forest School. There is a garden/potting shed in our allotment for growing fruit and vegetables as well and a pond and small forest school area. Our school chickens are a great favourite with the children who enjoy looking after them. We value outdoor, first hand experiences and further development of our grounds is ongoing.

The school has an outdoor heated swimming pool (10 metres x 15 metres x .76 m deep). This was built by parents and friends of the school and was opened in June 1992. The Fittleworth Village School Friends Association continues to fund and maintain it.

Admission Arrangements

Parents and children are encouraged to visit Fittleworth Church of England Village School prior to admission.

Children are admitted on a full time basis each September though we fully appreciate that some younger children will still want to start on a part-time basis. The legal requirement is that children must attend school in the term after their fifth birthday.

The Headteacher will use her discretion as to the proportion of time spent in school to begin with and flexible attendance can be arranged. Before starting the children have the opportunity to integrate in the classroom and to meet their new teacher. Parents have an opportunity to ask questions or to discuss their concerns with the teacher and the Headteacher.

Transfer

Most children transfer to Midhurst Rother College at the end of Year 6, however we do also have children who transfer to The Weald. There is close liaison with both schools and the children meet key staff and visit the school prior to their admission. The Principal welcomes visits from prospective parents to view the continuity and progression of their child's education. Special open days and evenings are also arranged for prospective children and their parents. We also liaise with other schools if parents make different choices.

School Organisation

Fittleworth CE Village School is currently organised into 5 classes as follows:

Beech	Year R and 1
Oak	Years 1 and 2
Maple	Years 3 and 4
Ash	Years 4 and 5
Cedar	Years 6

As in most smaller rural schools where the intake number is not large enough to support discreet year groups, every child will, at some point, need to spend more than one year in the same registration group. Rather than taking the easy option of drawing lines by age alone, we give a great deal of thought to the individual child in terms of attainment, confidence, friendship groups and social and emotional development. We always base our judgements on what would be best for the child. Children benefit from our ability to shift the dynamics of a class and to tailor their education to best fit their individual needs. While it is inevitable that numbers in some classes might be higher, children are often grouped and taught in much smaller groups. Learning Support Assistants play a very important part in the school and the children benefit greatly from the presence of additional adults in class. Parents are welcome to help within the classroom and their help and expertise are highly valued.

Members of Staff

Mrs D Burnett	Headteacher
Mrs N McKee	Beech Teacher YR
Mrs G Enticknap	Beech and Oak Teacher YR/1/2
Mrs S Blackwood	Oak Teacher Y1/2
Mrs C Westbrook	Maple Teacher Y3/4
Mrs I Murphy	Ash Class Teacher Y4/5
Mrs E Phillips	Year 3/4/5 Teacher
Mr J Russell	Cedar Teacher Y6
Mrs L. Ball	Bursar/Business Manager
Mrs L. Wilmshurst	Office Manager, EVC and Y6 Maths Learning Support
Mrs N Pike	Beech Class Learning Support and Mid-day Meals
Mrs T Tudgay	Oak Class Learning Support
Mrs S Bloomfield	Oak/Beech Class Learning Support
Mrs K Durrant	1:1 Learning Support
Miss L Tudgay	Maple Class Learning Support
Mrs C Allfrey	Ash/Maple Class Learning Support
Mrs C Watts	Lead Mid-day Meals Supervisor and Ash Class Learning Support
Ms S Holmes	Mid-day Meals Supervisor
Mrs S Parrott	Mid-day Meals Supervisor
Mr & Mrs. Sperring	Caretakers

Hours of the School Day

School begins	8.45am
Morning playtime	KS2 10.30 a.m. – KS1 10.45 a.m.
Lunch time	12.00 noon - 1.00 p.m.
Afternoon playtime for KS1	2.30 p.m. - 2.45 p.m.
School finishes	3.20pm

During the year there are five In-Service Training (INSET) days for staff training and we will notify you of the dates in good time. These dates are published on our website.

Beginning of the School Day

The staff arrives early to prepare for the school day but your child should only arrive at their start time. A member of staff will be at the top gate so children can enter the playground and line up ready for their teacher to greet them and lead them into school. Breakfast club is available and is run by members of our staff. As tempting as it might be to wait until the last possible moment to say goodbye, your child will settle much more quickly if you leave them to it. If you are late for school, please bring your child in via the office so that the registers can be marked accordingly. For safeguarding purposes Adults, other than members of school staff, must only enter and leave the school via the main office entrance where they will be asked to sign in and out.

End of the School Day

Children from Beech and Oak should be met from their classroom doors. Maple children and all KS2 children will be brought to meet you on the front playground. In order to safeguard your child we need to be informed in writing if you make alternative arrangements to have your child collected from school by somebody else.

School Meals

Hot school meals are available. Booking and payment takes place via the internet at <https://www.parentpay.com/> This process is operated independently of the school.

The School has a 'Food Policy' which is available to read on request and on the school website. www.fittleworth.w-sussex.sch.uk

Please note our school is a NUT FREE school.

Please also give special attention to your child's packed lunch to ensure quantities are appropriate and that the diet is balanced and healthy.

Playtimes

Children are asked to bring a water bottle to school and water is available. Fruit is acceptable for a snack but no crisps, biscuits or sweets are allowed. Children in YR and KS1 are provided with milk and one of their '5-a-day' nutritious snacks at break time. Milk is available for older children on request and children in KS2 may bring in their own piece of fruit for break time.

Absence

We ask parents to telephone us early on the day of an unexpected illness and, in accordance with Department for Education Regulations; the school requires an absence note from parents when their child returns to school after any absence. *Please ensure that your child has fully recovered before returning them to school. A minimum period of 48 hours is the recommendation after sickness and/or tummy upsets.*

The Government regulations which apply to taking your child out of school have been amended and make it very clear that Headteachers **may not** grant absence for holiday during term time unless there are such exceptional circumstances that the Headteacher is satisfied that the circumstances warrant the granting of leave. This will mean that the granting of holiday absence during term time is likely to be extremely rare and any leave taken will therefore be unauthorised. You should be aware that this could lead in some cases to a referral to the Educational Welfare Office which may then result in fines for some families.

We are very aware of the expense of family holidays during school holidays and that for some families it is their only affordable option. We remain sympathetic to these issues but the new regulations specifically state exceptional circumstances must be stated and it is unlikely that financial reasons will be considered an exceptional circumstance.

School Uniform

Our uniform looks smart, wears well and contributes to a feeling of belonging to the school. It also makes our children clearly identifiable when we take them out on visits which in turn helps us to keep them safe. We have a Uniform Policy which can be viewed upon request.

Our school uniform is blue and grey as follows:

Blue jumper or cardigan with school logo.

Grey trousers, shorts, skirts or pinafores

Grey or white sock or tights. (No stripes/multi colours etc)

White polo shirt or blouse.

Mid-blue gingham dresses

We would also ask that children wear sensible, safe (closed toe/low heeled) black or brown school shoes.

Book Bag

Jewellery items, other than small ear studs (children will need to be able to remove these for PE), are not permitted. We do not allow make-up or for creative variations of our uniform.

While we understand that children like to be fashionable we would ask that hair is kept tidy and conventional. Hair should be tied up if shoulder length or longer.

All uniform can be ordered and paid for online, along with other items such as book-bags. Black shorts, checked summer dresses, grey school trousers and white polo shirts can be purchased from any retailer. The school regularly reviews its suppliers for quality and price and we endeavour to offer you the best possible value for money.

P.E/ Games.

The children should wear their P.E. kit to school on their allocated days.

Basic P.E. kit comprises: Blue school logo T-shirt, White/black shorts, trainers and socks.

All children go bare-foot in the hall. **Please name all items of clothing and bags.** In line with County policy, earrings or jewellery may not be worn for P.E. This has been a legal requirement since September 2000.

Swimming

During the Summer Term swimming lessons take place. Swimming equipment comprises the following:

- Swimming costume/trunks [no bikinis please]
- Swimming hat – essential
- Towel – it is helpful if the children recognise their own towel
- Plastic sock – if your child has a verruca or a foot infection
- Old shoes or beach shoes [no laces]
- An old jumper or sweatshirt to wear after swimming

Please make quite sure that all clothing is clearly named.

Health and Welfare

You will be informed if the school nurse is due to visit your child. Checks are variously conducted for eyesight, hearing, weight and height. You have the opportunity to be present at these checks.

Head lice are a constant nuisance in schools. Please check your child's hair regularly. Frequent washing and fine wet combing with a conditioner proves to be as effective as most proprietary treatments.

The services of the Speech Therapist, Occupational Therapist and the Educational Psychologist are available to the school should the need arise.

If a child requires medication to be administered during the school day then the Parent/Carer must complete a 'Parental Agreement for School to Administer Medicine' form. The school is generally unable to administer non-prescription drugs. One exception is paracetamol which we are able to administer to children aged 4+ with parental consent. All necessary medicines must be sent to the office who will hand them to the first aider to store appropriately. If your child needs an inhaler or epi-pen, please contact your doctor to arrange for an extra one that can be kept in the school office for use as required. Please ensure that it is replaced before the expiry date. You will need to complete medical forms as your child requires and individual health care plan (IHCP). As with medicines, we ask that this is clearly named and that we receive clear instructions as to dosage. No medicines of any sort should be kept in bags or pockets including throat sweets, cough sweets or lip salve.

In line with legal requirements this school has designated persons, in our case the Headteacher and Sendco, who must be notified of any cases of suspected child abuse. It is the duty of the designated person to follow up and report cases of alleged abuse to the Social Services Department and to take further action in accordance with the Area Child Protection Committee Procedures.

Safety and Security

We have a School Travel Plan to raise awareness about issues of road safety. For the safety of our children we ask that all parents' cars are parked outside the school gates. **There is no pedestrian access through the staff car park.** Please use the main pedestrian entrance. By kind permission of Fittleworth Village Hall we are able to use their car park. Additional parking is available to the rear of the hall. Please be courteous in your parking. Further, we encourage as many parents as possible to either walk their children to school or to park away from the immediate school vicinity and walk. This not only eases congestion but is also a healthy lifestyle choice.

Safeguarding

Fittleworth Church of England Village School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children and we will carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment where children feel secure and are encouraged to talk to adults whom they can trust and who listen to them.

All staff and visitors must satisfy our rigorous safeguarding procedures prior to working or volunteering to work within our school.

Through training, all staff will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff will be updated in accordance with the most recent legislation and guidance.

Visitors

All visitors to the school must enter through the main entrance via the office where they will be asked to sign in and will be given a numbered Visitor's Badge which they are required to wear at all times. The only exception will be when visitors are from WSCC and have their own clear identification. They will still be required to sign in.

Regular visitors, volunteers or other adults working with children will be required to complete a DBS check. Mrs Linda Ball manages our single central record and will guide helpers through this process.

Designated member of staff

The designated senior member of staff for safeguarding in this school is:

Debbie Burnett

In her absence/to assist:

Sarah Blackwood

Legislation relating to safeguarding:

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework Act 1998

Keeping Children Safe in Education – September 2021

School Vision

We are journeying together, in partnership, to support and empower each other to live our lives fully as happy, confident, knowledgeable and compassionate people.

Our Christian values inspire us to serve one another and the wider community and value the world around us.

We aspire to be better than we were yesterday and for every child to feel they have achieved. We value the contribution every person makes, as unique individuals, wonderfully made in the image of God.

School Values

Our Christian Values are:

Love

Respect

Responsibility

Empathy

Forgiveness

Service

Our Learning Values:

Perseverance

Responsibility

Independence

Determination

Effort

We encourage all of our pupils to take **PRIDE** in everything they do

School Aims

- To provide a happy, healthy, stimulating and safe learning environment within which adults and children feel empowered to take risks and fulfil their potential.
- To provide high quality teaching and learning to help children achieve their highest possible standards.
- To provide a broad, balanced and relevant curriculum that is inclusive and promotes the intellectual, physical, emotional, social and spiritual development of each child.
- To help children develop a positive self-image and to encourage independence, self-motivation and self-discipline.
- To develop life long learners.
- To provide children with the knowledge, skills and understanding that will properly prepare them for their role as active participants and caring citizens in the workforce and society of the 21st Century.
- To develop a partnership of respect, understanding and mutual help between the home, the school and the community.
- To keep the children at the heart of all that we do.

Ethos

We believe in the importance of the individual. Our curriculum aids and develops learning by offering all children a wide range of first hand experiences and allows them time to reflect on these experiences. This allows children the opportunity to acquire the skills, concepts and knowledge relevant to their individual abilities and interests.

Through our established Christian Values of Love, Service, Empathy, Respect and Forgiveness we help children to develop self-respect, respect for their work and property, respect for other people, for the beliefs and cultures of other people, and for the environment.

We expect high standards of work and behaviour and healthy, enthusiastic attitudes to school and learning through our learning values.

We aim to create a teaching and learning environment which is happy, secure, stimulating and productive and one in which the children experience success, enjoyment and a sense of ownership and pride in their work.

- We expect everyone to act with courtesy.
- We try to understand other people's points of view.
- We move calmly and quietly, showing consideration and respect for others and for our environment.
- We aim to speak politely to everyone.
- We always try to make time to listen properly to people.
- We try to keep the school clean and tidy.

At Fittleworth CE Village School we know that children learn best when they are clear about what they are supposed to do and when they are continually and consistently supported, challenged, and encouraged to do their best.

THE CURRICULUM

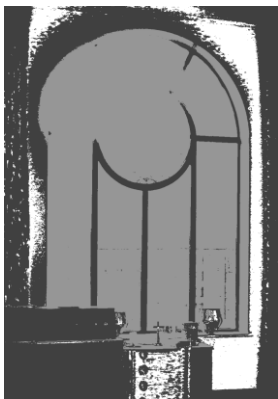
General

The school provides a creative curriculum to promote the intellectual, physical, social, emotional and spiritual development of the individual child. The National Curriculum is made up of the following subjects:

- **English**
- **Mathematics**
- **Science**
- **Religious Education (RE)**
- **Information and Communication Technology (ICT)**
- **Art**
- **Design and Technology (DT)**
- **Geography**
- **History**
- **Music**
- **Physical Education (PE)**
- **Personal, Social, Health and Citizenship Education (PSHE)**
- **Modern, Foreign Language**

The school is committed to first hand experience and learning. This experience is gained through events and practical experiences at school incl. visitors and visits to places of interest in the locality and the study of real artefacts and documents. The children's work is displayed and celebrated throughout the school. We encourage children to share and celebrate their work with their families and carers. Children are taught individually, in groups or as a whole class as appropriate to the context of the teaching and their individual needs.

Religious Education



Fittleworth Village School is a Church of England School and Religious Education is taught in accordance with the Trust Deeds and the West Sussex Agreed Guidelines for Religious Education. Our religious education lessons provide the opportunity for children to learn about Christianity and other faiths. The school is required by law to have a daily act of collective worship, which is wholly or mainly of Christian character.

The school's collective worship plays an important part in the school day. It offers opportunities for pupils to develop religious concepts, to pray and to reflect. It reinforces community values, instils the caring ethos of the school and allows us to celebrate the children's achievements.

The children participate fully and often write their own prayers and poems for special services in church or school. Classes lead their own special assembly called "Sharing and Showing", to which parents are invited.

Parents have the right to withdraw their children from the act of collective worship if they so wish. Any parent wishing to exercise that right is invited to discuss the reasons for their decision with the Headteacher and should then put their request in writing to the Governing Body.

Progress

The rate of progress made by pupils is jointly a matter of interest to parents and teachers. It is constantly monitored throughout each child's time at school. In order to develop a partnership between home and school an open door policy is promoted. Parents are welcome to discuss any concerns with staff as they arise, though please bare in mind that it will be necessary to make an appointment if you wish to address specific concerns. Please do not disturb teachers before school unless by prior appointment.

As a small school we find league table comparisons unhelpful since data that is based on such small cohorts of children is statistically unreliable and tends to see-saw from year to year.

Parent's consultation evenings are held each term. Towards the end of the summer term parents will receive an Annual Report. A record of achievement is sent on to new schools when children transfer so that there is continuity within the child's education.

Additional Educational Needs

The school follows the "Key Routes" Policy laid down by West Sussex Education Authority which complies with the Code of Practice issued by the Department of Education. The school has an established programme of support for less able children and of enrichment for more able children. We listen to children, parents and teachers in our efforts to provide individualised programs of learning. Children with Special Educational Needs are given extra help alongside their peers and are sometimes given extra help on a one to one or small group basis. Able children are actively encouraged to work at a higher level and are given appropriate extension activities. We provide a range of targeted opportunities to stimulate and extend the learning of our more able pupils.

All pupils share the same entitlement to a broad and balanced curriculum. It may be necessary to adapt the National Curriculum for children with Special Educational Needs and Disabilities. Those children assessed as having Special Educational Needs have an

Individual Education Plan written for them in accordance with the Code of Practice. Children with a statement of Special Educational Need receive additional teaching time and classroom support for a specified number of hours.

Equal Opportunities

We believe that all people should be treated equally and we subscribe to the Disability and Equality Duty. In order to achieve this we give all pupils equal access to all activities. We do not tolerate any negative discrimination on grounds of gender, race, religion, colour, social background, age or ability. We try to encourage children to appreciate and value differences as well as similarities. We have an Equal Opportunities Policy and a robust Inclusion Policy.

Homework Policy

Teacher directed homework takes much time to set and mark and research indicates that its value is limited. Your child's teacher will guide you in supporting your child's next steps and you will find all key information as well as a range of activities on our web site.

The National Curriculum demands a good deal of rote learning including tables, spellings, weights and measures and telling the time. All of these can be easily supported and practiced at home.

A ½ hour 'screen' curfew is often the best way to promote home learning.

We would suggest that the time spent reading to/with a child would be at least 10 - 15 minutes. Reading to your child and discussing the content of a story are all vital to the development of higher level reading skills. It is important that even the most accomplished readers continue to be given opportunities to share and discuss their reading.

It is very helpful to us if you record your child's reading in their reading diaries.

Educational Visits

We realise the importance of Educational Visits and these are incorporated into the curriculum every term. The school follows the guidelines laid down in the West Sussex County Council "Regulations and Notes of Guidance for Off-Site Activities". Each year, as well as day trips, we organise residential visits for children in Years 3/4/5/6.

Extra-Curricular Activities

To enrich the experience of our pupils we offer many clubs and extra-curricular activities. Recent examples include Football, Netball, ICT, Rounders, Gymnastics, Swimming, Athletics, Hockey, Basketball, Art, Choir, Cycling, Dance, Yoga, Home-crafts, Creativity, music and Gardening. Sports teams often take part in matches and tournaments with other schools in the area. Different clubs operate at different times of the year. We have fewer clubs for younger children simply because they tend to be tired at the end of the school day. If you have any skills or interests that you would like to share please let us know.

ADDITIONAL INFORMATION

Charges for School Activities

Voluntary contributions are requested to meet the costs involved in making the educational visits that so enrich the children's education. The Headteacher has the discretion to cancel

an activity if there is an insufficient level of funding. Occasionally, a charge may also be made for ingredients or materials for practical work, especially if the finished product is going home. Parents' co-operation will be sought before any event or activity that incurs expense for which they would be liable. In case of any difficulty parents should apply in confidence to the Headteacher for help towards charges. Every effort is made to secure best value for money and visits and enrichment activities are often generously subsidised by the 'The Friends of Fittleworth'

Complaints Procedure

Any concerns about school expressed by parents will be addressed informally in discussion with teachers in the first instance. If any parent is dissatisfied, the matter may be referred to the Headteacher. If any parent remains dissatisfied, the matter may be referred to the Board of Governors. If it is still unresolved, members of the Education Committee of the Local Authority may be approached, or the Standing Advisory Councils on Religious Education.

Documents Available At School by Arrangement

The following documents are available during office hours for parents, governors or any member of the public:

School Prospectus, school policies and schemes of work

Minutes of Governors Meetings

Local Education Authority guidance documents.

National Curriculum documents

DFES statutory instruments, circulars and memoranda relating to Education

School Office Hours

Monday to Friday 8.30am – 3.30pm

Friends of Fittleworth Village School

Recognising that our support network spreads far beyond the confines of the school and our parents and carers, we have recently re-branded our PTA so that it embraces the wider community. While all parents and families become automatic members on joining the school we know that there are many local resident, grandparents and 'friends' of the school who would like to become more involved.

A strategic group made up of parents, staff, and Governors oversees the work of 'The Friends'. Different groups of members are then encouraged to take on and lead our established fundraising ventures such as the Christmas Fair and Summer Fair. New ideas for fundraising, incl. the seeking of grants for specific projects, are always welcome.

'A caring village school at the heart of a caring village community'