

Chapelford Village Primary School Pupil Handbook

School Commitment

The commitment of every adult at Chapelford Village Primary School is to make sure that every pupil receives the best possible education and is ready for the next stage of their life long learning journey.

If you are worried or upset about anything please tell one of the adults within school, so that we can be there to support you.

In school

At Chapelford Village Primary we want your school day to be fun, engaging and educational. To help this happen there are some things you will need to remember.

Classroom

- Make sure that you produce work to the best of your ability.
- Always follow the school behaviour expectations
- If you need any help always ask.

Break times

- Listen to any instructions you are given.
- Never attempt to leave the school grounds.
- If there is something you are worried about report it.
- If you need a first aider, ask a member of staff.

Lunchtimes

- Make sure that you remember your lunch or money.
- Listen to the lunchtime assistants for information.
- If you need help, speak to an adult.

Curriculum

- If you need any help in different subjects just ask.
- Make sure that you report any concerns.
- Follow all of the rules—especially in subjects where risk is being managed, like PE or DT.

Special activities

- At Chapelford we respect everybody, so we need to make sure we show this at all time to everyone in our school community and during assemblies.

E-Safety

Keeping yourself safe online is very important. Here are a few tips to help you. Remember that our school website has lots of other links and support.

www.chapelfordvillageprimary.co.uk



Remember that age restrictions are there to support you and keep you safe, so please follow them. At Chapelford Village we will always try to keep you safe during computing so report anything which worries you!

Other useful links:

- www.thinkuknow.co.uk
- www.kidsmart.org.uk
- www.nspcc.org.uk

Getting to School and Heading Home

Making sure that you are safe at all times is very important to everyone. The journey to and from school can be a dangerous one with lots of hazards. Here are some tips to help stay safe.

Walking:

- Make sure that you walk with an adult, unless you have permission to make your own way to school.
- Walk with friends wherever possible.
- Do not walk home if it is dark, speak to school for assistance.
- Stay away from road edges and use crossing at all times.
- Tell your parents about the route you will take and test it first.

Cycling/Scooter:

- Make sure that you do not use roads.
- Always wear a helmet for your own safety.
- Travel with others where possible.
- Make sure that you have working lights and reflectors and stay visible.
- Always follow the rules of the road.
- Walk with you bike/scooter when crossing roads.

Car:

- Make sure that you exit your car onto a pavement; not the road.
- Make sure that you have a car seat if you need it.
- Speak to school if you have any worries.

Public transport:

- Always travel with others where possible.
- Make sure that you remain seated until your stop.
- Do not talk to members of the public if you do not know them, unless it is an emergency.
- Keep your money safe if paying your own fare.

Try to learn your own address and phone number in case you need to ask for help. Your school is Chapelford Village Primary and the phone number is 712554. If you have any concerns on your way to school find a trusted adult, this might be a police officer or you could ask for help in a shop.

Anti—bullying

Everyone at Chapelford is committed to stopping bullying. Here is some advice to help you if you are concerned for yourself or others. there to support you.

- Report anything which worries you to an adult.
- Remember to use the school website if you are worried about anything.
- Remember that it is bullying if:
 - It is happening more than once.
 - It is aimed at certain people.
 - It has an imbalance of power.
- We all fall out from time to time, but it does not always mean we are being bullied.
- There are lots of people in school and sources online where you can get support.
- It is always best to share your problems with others, friends, family, school or other professionals like Childline.

School Trips

Working outside the classroom is very important and your teachers will try to take you on educational visits throughout the year. This can be to local areas or even for residential visits. Your school will put lots of things in place to keep you safe at all times, but there are a few actions you can do to help you adults.

- Never leave your group on a visit without the permission or supervision of an adult.
- Don't talk to the public unless you have been told to do so.
- Make sure that you follow your adults instructions, particularly if there is a danger, such as near a road or when using equipment.
- Be sure to speak to an adult if you see something which worries you or which you think is unsafe.
- Remember that school trips are for learning, so try to have as much fun and remember as many things as possible.

Rewards

Your school values your hard work and always tries to reward the effort you put in. To do this we have lots of great rewards.

Friday Assembly

Star Learner

Reader of the Week

Head Boy Award

Head Girl Award

Ambassador Awards

Class Pet

House Points

Dojo's

You can receive Dojo's every day for kindness and hard work. When you receive lots of Dojo's you will gain credit to spend in the Dojo shop or save them for a class treat!

Better lunchtimes

We want your lunchtimes to be relaxing, so we have rewards for children who help make lunch breaks fun. Lunchtime assistants will give pom-poms to children who show great qualities, such as sitting and eating nicely. We also have special clubs at lunchtime run by our superb Teaching Assistants—ask your teacher what you can join to make lunchtimes fun enjoyable. On the playground look out for the Happy Lunchtime Zones and take part in activities each day.

Reports and Parent's Evening

Your teacher will use these to explain how well you are doing in school. They will talk about your lessons, books and how you get on with others. If you are concerned about anything make sure you tell your parents or teacher.

Sanction

We all have bad days sometimes, which may affect our behaviour. Remember that any sanctions at Chapelford are put in place to help you and to keep you and your classmates safe and happy. Our aim is to keep you learning.

Our Values

At Chapelford we place emphasis on learning to be good citizens—to do this we focus on a different value each month.

September - Courage

October - Peace and love

November - Kindness

December- Patience

January - Tolerance

February - Respect March - Trust and honesty

April - Responsibility

May - Pride

June - Friendship and co-operation

July - Perseverance

Moving On and Moving Up

Many things are put in place to help you make progress and to help every child reach their targets. These are some of the main ways in which you will be supported.

Marking

Your books will be marked regularly by your teacher to help you progress. The marking will celebrate your work and may include a Green for Growth comment which will either help you with something you found challenging or learn new things. You will respond in your Purple pen during MAD time

Verbal Feedback

Your teacher or Teaching Assistant might talk to you about your work to support you.

Transition

When you are moving to a new class Chapelford will help you get to know your new teacher, classroom and the expectations for the new year. For Year Six, this will mean spending time at your respective high school and working on transition projects.