



Holy Trinity Pewley Down Handbook

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1. Communication

The school/home partnership can only work well if we keep in touch with each other. Our main form of communication is the website www.htpd.surrey.sch.uk. This contains two vital weekly documents which come out on Fridays. These are the newsletter and 'Just to let you know', please ensure you check these each week. Paper copies are available on request. We will also email parents via parent mail and occasionally by text. Please keep in touch with us by pupil post, fax or e-mail. Our main e-mail address is hts@holytrinity.surrey.sch.uk or info@pewleydown.surrey.sch.uk.

At Holy Trinity our information and message line is on Guildford 451227. Please use it to hear daily updates of news and to leave short messages. It is checked each day at 9.30 a.m. and 1.30 p.m. However, if you need to contact us urgently or in the case of an emergency, please use the main school number (539033). We will answer the phone from 8am-6pm, but it may take a bit longer early or late in the day. Please try not to call at the beginning or the end of school time.

At Pewley Down the main phone number is 570038 and phones are answered between 8.30pm and 4.00pm. Outside of those hours there is an answer phone which is regularly listened to.

2. Uniform

The uniform at HTPD is a combination of navy blue, grey and white, but also includes fleeces and sweat shirts in House colours. Embroidered school wear also bears the school logo in house colours. It is very important that children are dressed in uniform in order to have a sense of belonging to the school, and a pride in it. A detailed list of agreed uniform and order form is available from the school office and via the school website. Both uniform are organised through the PTA organisations.

Rings, bracelets and necklaces may not be worn on the grounds of safety. Girls may wear small plain earring studs, but even these must be removed or covered during PE. We are unable to take responsibility for any valuables that the children bring to school.

3. Code of Conduct

Holy Trinity Pewley Down is a well-disciplined school and the children are usually polite, cheerful and respectful. We particularly emphasize the two virtues of respect and empathy. We regard bullying, racism, violence and bad language as completely unacceptable. We expect the full support from parents in these matters. Various sanctions may be imposed on children who show a lack of self-discipline. These could include loss of free time and ultimately 'in-house' suspension. However, the school has a purposeful atmosphere and all the children are very happy.

Children and teachers work as a team and a friendly attitude is very important to us.

4. What if my child is bullied?

A large majority of children do not think there is any bullying in our school. However, from time to time there can be problems.

Please inform us straight away if your child is being seriously teased or bullied and those involved will be dealt with quickly and efficiently. We are confident that the firm guidelines we have will curtail any problems. We also operate a "buddy system" whereby children in Year 3 have buddies in Year 6 and children in Year 4 have buddies in Year 5. Our anti bullying policy can be found on the website.

5. What if my child is injured?

If your child is hurt at school we will telephone you as soon as possible. If the injury is sufficiently serious we will not hesitate to call an ambulance and inform you at the same time. If there is a head injury we will send you a letter informing you of symptoms to watch out for. Nearly all the staff has been trained for first aid and know how to deal very effectively with minor bumps and cuts. We are always seeking to make the school as safe an environment as possible.

6. What if my child needs to take medicines?

We have decided that we will take responsibility to administer simple medicines. All such items should be very clearly marked and given into the main front office. Children with asthma should carry their own

inhaler and have a spare at the school office. Please inform us if your child has a more serious or on-going medical problem so that we are able to make arrangements to look after them should the need arise. We should also be informed of any serious allergies. Staff are trained in the use of epipens for anaphylactic shock.

7. Music & Drama

The school is very active both in music and drama. There is a full orchestra, recorder groups and a variety of different choirs. This is in addition to normal curriculum music. Music plays a very important part in our school life and children's successes are celebrated. Over 70 children receive individual or small group music lessons from the peripatetic music teachers. Please contact Judy Dickinson if you would like to talk about any aspect of music. All the children at school have an opportunity to be in our Christmas production. In addition to this a highly popular drama club is held. The school also has very close links with the Yvonne Arnaud Theatre.

8. Safeguarding

The Governors and staff at Holy Trinity Pewley Down School want to make sure, so far as possible, that the school is safe and that the health and welfare of every member of the school community is protected.

The school has in place a framework of safety and rules and procedures. The teachers will explain them to the children but it is important that everyone at the school acts sensibly and does nothing, which might put themselves or others at risk. Special care should be taken to be aware of, and avoid, the dangers from traffic near the school. Mary Booth is our Healthy and Safety officer.

The school takes a very firm stance against any form of child abuse. All staff are regularly trained in child protection issues. The school has three child protection liaison officers, Richard Rowe, Nicola Bridal and Mary Booth. If you have any concerns about any of these issues please do not hesitate to contact any of them. Parents who work regularly and/or attend a school residential trip will have a CRB check.

The 'Every Child Matters' Committee of the Governors, monitors safeguarding matters.

9. PTAs

Pewley Down parent body is called FOPS (Friends of Pewley School) and Holy Trinity's organisation is called HTSC (Holy Trinity School Community).

Every member of the parent body and every teacher is automatically a member of these. We have a thriving committee drawn from this group. They raise money for the school in many different ways. There are also a wide variety of social and educational events. They also control the sale of uniform and maintain a parent contact list. There is a very close and warm relationship between home and school.

Both organisations participate in the Sainsbury's voucher scheme.

10. Parent Partnership

We hope that all parents will see this as their school and become involved, if they are able to, in the life and work of the school. This can happen through helping in class, accompanying classes on school trips or being involved with the PTAs. Many parents are regular visitors to the school and we regard all parents as co-workers with the school staff in the education of their children. We are pleased to acknowledge that we regard parents as the experts on their children and we strive to be experts in their educational needs. As part of our drive to safeguard our children and promote a greater awareness of child protection issues we ask all parents working directly with children and without supervision, to obtain clearance from the Criminal Records Bureau. At the beginning of the school year there will be a meeting for parent helpers.

We are very fortunate to have an excellent Home School Link Worker, Sam Allen. She works with children and families regarding a variety of issues that impact on children and their schooling. She may be reached on 07525 324070 or via the school office.

11. What if I have a complaint?

If you have a complaint it is probably best to first approach your child's class teacher and then if it is not resolved they could speak to the Headteacher. If the situation is not resolved the parents have access to the Board of Governors who can be contacted either through Revd. Robert Cotton or Jane Bennett, Clerk to Governors. If none of these bodies sorts out the problems the parents are able to contact the Diocese at Guildford Cathedral or the local education officer.

12. Parking

This can be a major problem at school. There are certain rules that will improve safety and our good relationships with our neighbours. Please park with consideration for the local residents when picking up your children – **Never** park across driveways or on the Zigzag lines outside school. Please try to share lifts with other parents and ask your older children to meet you further down Cline Road, Addison Road or Pewley Way. Much of the parking around the school is now metered. Beware of Parking Tickets!

At Pewley Down:

- Do not park in Pewley Bank as it is a private road.
- There is an unofficial one way system which helps traffic flow. This is down the hill towards Pewley Way in the afternoon and up the hill towards Pewley Hill in the morning.

At Holy Trinity:

- Please use the playground car park (accessed via Cline Road) for main events, such as consultation evenings and school plays
- Please do not park on the inside bend of the top of Addison Road or on any double yellow lines as this obscures visibility and can block traffic.

13. What is my child unhappy?

If your child is not happy at school we want to know about it. Often problems can be resolved quite easily following a chat with your child's class teacher. If the problem goes deeper or involves children in other classes or year groups you may wish to talk to the Headteacher or Deputy Head teachers or home school Link worker.

If your child is unhappy due to home circumstances it is helpful if your class teacher is aware of this. They will take their advice from you regarding any discussion with your child.

Class teachers are always available to talk confidentially to children who are experiencing particular difficulties or you can contact one of our senior members of staff.

14. Sex Education

Sex Education will be taught within a moral, family orientated and Christian framework. At Pewley Down it is taught through PSHE, Circle time and self esteem groups. We also teach the subject through science and PE, which we feel contributes to the children's understanding of his/her own body. We teach the children how animals, including humans, move, feed, grow and reproduce, and we also teach them about the main parts of the body.

At Holy Trinity, aspects of Sex Education are covered in Years 3, 4 and 5 and in more depth in Year 6. It is always considered within the context of a loving and caring family. The dangers of AIDS are also discussed. Parents are told when lessons will take place and given an opportunity to preview the materials used. Parents in Year 6 are invited to a discussion meeting. There is a detailed policy on the school website.

15. Lunchtime Arrangements

At Holy Trinity Pewley Down we are fortunate to have excellent meals cooked on the premises. Credit cards for 5, 10 or 20 meals can be purchased from the serving hatch at HT each morning from 8.30 – 8.45am and from the office at Pewley. We hope most children will have school meals; however they may bring a packed lunch if they wish. At Holy Trinity, school packed lunches can be pre-ordered if children are going out on trips. Many children feel the need to have a snack at mid-morning break. Fruit is the most appropriate and healthy food. Pewley Down is part of the government's fruit and vegetable scheme.

16. How can my child get the most from school?

Holy Trinity Pewley Down not only offers an excellent education but we really do try to live up to our motto "Learn to Live". Children will particularly thrive if they play an active part in all aspects of school life. Joining after-school clubs and taking part in musical, dramatic and sporting activities all help. We do understand that some children will feel unable to succeed in these ways and we will always try to encourage the more reticent or shy child. All forms of success are celebrated either within year groups or by the child being given a "Head Teacher's Award."

All the children and teachers in school are members of one of our four Houses, Shackleton, Mandela, Nightingale and Keller. Throughout the year there is a wide variety of House activities for the children to be involved with.

17. Learning Difficulties

Although we have a higher than average ability intake at the school, we were particularly pleased that the OFSTED inspection recognised that we have one of the very best SEN departments in the county. We are able to help children whose reading age is below their chronological age. These children work in small groups and sometimes individually. Higher up the school we gather groups of children with similar problems together and address those in a very specific way.

18. Our Partners

International

International links are central to widening children's understanding and knowledge of the world they live in. We have a number of exciting initiatives including:

- A long-standing link with Namowojjolo Primary School, Mukono, Uganda
- A Comenius (European Union) partnership with six schools in Italy, Poland, Greece, Iceland, Spain and Turkey

Local

- We are very pleased to have good links with our church - Holy Trinity Church at the top of the high street. The Rector is our Chair of Governors and is a very welcome visitor at the school on many occasions
- We have also formed links with St Saviours and Christ Church and we also have visitors from churches of many denominations
- The Police – We have excellent relations with Guildford Police who often visit the school on a friendly basis
- Local infant, junior and Secondary schools

19. School Journeys

At Holy Trinity, each year the children have an opportunity to spend some time away from home. In year 3 the children spend one night at school in a sleepover. In the other year groups, the children go further afield. Year 4 camping in Shere, Year 5 to Dorset, and Year 6 to Shropshire. These trips are an integral and valuable part of school life and we hope that all children will be able to go on these journeys. If children or parents choose not to go away, an alternative programme is arranged. If the financial contribution asked for causes problems, please have a discreet word with Richard.

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20. Homework

At Holy Trinity Pewley Down we firmly believe that it is important that children have and enjoy their childhood.

Whilst there is no formal homework we do want the children to develop and improve core skills in reading, writing and maths. There are suggestions for extra support at home on 'Just to let you know' and we would ask that the children practise phonics, read regularly throughout the week, practise their tables and spellings and use mathematical concepts in a practical way at home.

When children reach the upper part of the school they will be asked to complete an extended project linked to their topic, running over three or four weeks. These projects encourage the children to draw upon their talents, develop their research skills and take ownership over the presentation of the work they do.

21. Religious Education

Our school motto, "Learn to Live" is taken from Jesus' words; "I have come that you may have life and have it to the full".

Assemblies are a high point of the day, expressing our general ethos of mutual respect, laughter and love. Religious Education is taught in line with the agreed Diocesan syllabus.

Parents do have the right to withdraw their children from religious education lessons and from acts of collective worship. Should you wish to do this, please contact the Headteacher.