



# **Prospectus 2023 – 2024**

## **Message from the Executive Head Teacher**

Dear Parents and Guardians

On behalf of the staff and governors of Churchdown Parton Manor Schools' Federation (CPMSF), I extend a warm welcome to you. Our Federation includes our thriving and successful Pre-school and Children's Centre, the Infant School and the Junior School.

I have worked at CPMSF since January 2016 and I became the Executive Head Teacher of the Federation in May 2018. It is my mission to drive the school on its journey to Outstanding and it is my aim to make the school a Centre for Excellence.

Throughout this prospectus, I hope to introduce the Federation to you, describe what life is like at our schools and show you what a fantastic place it is for your child/ren. We hope that you and your child/ren will soon feel part of our happy and friendly school community and that this prospectus will give you a flavour of the education and learning experiences we aim to provide for our pupils.

Our strong ethos of a positive mindset underpins everything we do. It is a core belief of the Federation that children need to feel happy and secure to value mistakes and to take risks in their learning. Our passion to encourage a growth mindset is at the centre of what we want our young citizens to achieve and our Learning Gem Powers support all that we do:



Celebrate independence and self-reliance – **DIAMOND POWER**



Be kind and respectful to the school community and beyond – **RUBY POWER**



Being ready to learn with a positive learning attitude – **SAPPHIRE POWER**



Collaborate and learn from each other – **AMETHYST POWER**



Be resilient learners and value mistakes – **EMERALD POWER**



Value everyone's ideas and celebrate achievement – **TOPAZ POWER**

At Churchdown Parton Manor Schools' Federation we encourage our pupils to be considerate, act responsibly and demonstrate initiative and independence so that they have the skills they need to meet life's demands and challenges. We aim to give each and every child the very best start in life to enable them to go on to be confident, successful and responsible adults.

We actively promote the British values of democracy, rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs. As a result, we aim to help our pupils show tolerance and understanding of others as they progress through the school and onto secondary education.

Opportunities to work closely with parents and guardians to support and enhance all aspects of the children's learning are welcomed. It is essential we develop a trusting and caring partnership between home and school and strive together to better the opportunities for your child/ren.

Thank you for taking the time to read our prospectus. Further information about the school is available on our website <https://www.partonmanorfed.co.uk>. Please do not hesitate to contact the school office/s if you would like to visit us in order to see for yourself everything that we have to offer. I look forward to meeting you and your child/ren.

Yours sincerely

**Mr Darren Preece**  
**Executive Head Teacher**

## **About Churchdown Parton Manor Schools' Federation**

Churchdown Parton Manor Schools' Federation serves the village of Churchdown which is situated between the town of Cheltenham and the city of Gloucester. The shared school site comprises of three buildings; One for the Pre-school and Family Centre, one for the Infant School and one for the Junior School. Some of the school buildings date from 1976 with the main teaching accommodation being built in 1988.

The Pre-school comprises of two rooms; Pre-school 1 supports the learning of two- and three-year-olds while Pre-school 2 caters for three- and four-year-olds. A dedicated outdoor play area allows children to go outside and explore the natural world. The Children's Centre is also located here which serves a base for health services in the community with development checks, midwife drop-in clinics and a weekly baby hub.

The Infant School has seven classrooms, two of semi-open plan design (Early Years Foundation Stage) and 4 classrooms (Y1/Y2) plus one converted classroom where the Parton Manor Out of School (PMOOS) Club is held. Alongside this, there is a large hall, offices and a central library for pupils to enjoy.

The Infant School has a marked playground area as well as a large grassed area which has been attractively landscaped with trees, shrubs, flowers, benches, picnic tables, planters and a nature garden. The Adventure Trail, Climbing Area and Tyre Park serve as resources for Physical Education and Playtime activities. The Foundation Stage play area has been purpose built for the use of children in their Reception year.



The Junior School has eight classrooms plus two terrapins where the Woodland and Orchard rooms are located. These offer a relaxed classroom environment for children who require additional support with their learning.

The Junior School hall is central to the building and is used for assemblies, lunch times and indoor Physical Education sessions.

The Junior School playground is marked with sports courts and equipped with a trim-trail alongside an enclosed Multi-Use Games Area (MUGA). As a school community, we are fortunate to benefit from a large outdoor area comprising of the extensive sports field and Forest School area. Children from across the Federation have the opportunity to explore the outdoor area thoroughly during dedicated Forest School sessions.

### **Pre-school**

Churchdown Parton Manor Schools' Federation is proud to provide a welcoming and vibrant pre-school that aims to provide an environment which allows children to be confident, creative and independent learners. Our staff work hard to ensure children feel safe and secure and have an effective and motivated start to their education.

*Parents... "speak highly of the approachability of staff and feel well informed about their children's progress. They welcome opportunities to contribute to their children's learning." Infant Ofsted 2018*

There are two pre-school classes:

### Pre-school 1

Pre-school 1 supports the learning of two- and younger three-year-olds. A busy yet creative and productive room, pre-school 1 is full of fantastic learning and entertainment. The children enjoy learning through music, dancing, arts and crafts. With a focus on the characteristics of effective learning, the children take on the skills of how to learn and play with their friends.

### Pre-school 2

Pre-school 2 supports the learning of three- and four-year-olds. There is plenty of learning to squeeze into a busy year preparing for Reception. The children learn to be sociable and confident, how to communicate with others and become individual and independent little people. Alongside important academic topics such as Maths and English, the children are given the opportunity to explore the community and the natural world as much as possible.

### We offer:

- A qualified Early Years teacher with a post graduate degree in Education in Early Years.
- An experienced and friendly team of staff qualified to at least Level 3.
- Opportunities for children to become creative, confident learners.
- Stimulating activities which are planned in line with the EYFS.
- A safe, stimulating, welcoming and inclusive environment.
- A wealth of high-quality resources that fully cover the seven areas of learning.
- A focus on helping children acquire communication and language skills and support for their physical, social and emotional development.

*“Children in the early years settle quickly into school life. They make a good start because staff teach them well and most make good progress.” **Infant Ofsted 2018***

### Working together:

- We believe that parents are their child’s first educators and value the knowledge that they have.
- Parents/guardians ideas for planning are valued and their help in sessions is always welcomed.
- Every child has a learning journey folder which we encourage children and parents to contribute to and look at regularly.
- Our behaviour code reminds everyone about rules for safety and respect - we always work with parents/guardians to promote positive behaviour.
- Every child has a key person. We aim to work in partnership with parents/guardians and other professionals to ensure that every child reaches their full potential.

### Pre-school to Reception liaison

CPMSF Reception staff and the pre-school have strong links with regular liaison taking place. An opportunity exists for children and parents to attend informal and formal meetings prior to the admission date. The children have the opportunity to visit their Reception classroom, attend assemblies, use the hall for PE and meet their upcoming class teachers. Parents/guardians are invited to meetings to ask questions and are provided with a booklet guide with hints and tips on preparing a child for starting school. This process enables children to become familiar with the Infant school, their teachers, their classroom and some school routines.

### Admissions:

The Published Admissions Number (PAN) for our Reception intake is currently 60. Those with parental responsibility for school age children are invited to apply via Gloucestershire County Council's School Admissions Team. Further information can be found in the Churchdown Parton Manor Schools' Federation admissions policy <https://partonmanorfed.co.uk/key-information-admissions/> and also in the Gloucestershire County Council admissions policy which can be found at: [www.gloucestershire.gov.uk/admissions](http://www.gloucestershire.gov.uk/admissions).



### **Starting school**

At Churchdown Parton Manor Schools' Federation we take great care with our admissions process. Admissions are staggered in September and all children are invited to attend as part-time pupils initially. This enables the children to benefit from a secure environment with their teacher and to feel confident in school and their surroundings. Children are assessed against the Early Learning Goals (ELGs) during the reception year.

Parents/guardians are invited to attend a meeting for all parents of new Reception age pupils towards the end of the Summer Term prior to their admission in September. Methods of teaching, routines and expectations are explained and visits made to the child's proposed class and teacher. Parents/guardians will meet members of the Senior Leadership Team who are able to answer questions and talk individually with parents if necessary.

Parents/guardians have the right to delay their child's entry into the Reception class until the term in which they reach the age of 5. If this option is chosen, parents/guardians are required to inform the school in order that a place can be kept for their child.

### **Admissions in Year 3 and other year groups**

For pupils due to start Year 3 in September a preference form must be completed for every child (including those from Churchdown Parton Manor Infant School), as places are allocated by the Local Authority.

Families moving into the district or considering sending their child to the school are invited to contact the office to ascertain whether a place is available and, if so, to arrange a visit. All admissions other than entry at the beginning of Year 3 are managed directly by the school. The in-year admission form can be accessed online - <https://partonmanorfed.co.uk/key-information-admissions>.

Parents/guardians of Year 3 children to be admitted to the school in September are invited the term before admission to visit the school. An admissions pack is distributed to parents of all incoming pupils so that the relevant paperwork can be completed and uniform can be ordered.



## **Staff**

The Federation has an experienced, dedicated and hardworking staff led by the Head Teacher and the Senior Leadership Team.

Executive Head Teacher: Mr Darren Preece

Deputy Head Teacher: Mrs Jo Smith

Assistant Head/ Inclusion Lead: Mrs Caro Cross

Phase 1 (EYFS/Y1) Lead: Mrs Claire Blackmon

Phase 2 (Y2/Y3) Lead: Ms Susie Phillips

Phase 3 (Y4/Y5/Y6) Lead: Mrs Claire Vernal

School Federation Business Manager: Mrs Di Blackburn

Senior Federation Administrator/PA to Head Teacher: Mrs Jackie Feltham

A full list of staff can be seen on the website - <https://partonmanorfed.co.uk/meet-the-staff>

## **Governors**

“Governors are committed to the school and supportive of leaders” (***Junior Ofsted 2023***)

The Governors are part of the team responsible for providing the best possible education for all the children at the school. The Governing Body meets each term, with the Finance and Resources committee and Policy committee also meeting termly to discuss Finance, Budget, Buildings and Health and Safety.

The Federation is currently served by the governors who can be contacted via the school office/s. Please visit the Governor pages on our website (<https://partonmanorfed.co.uk/meet-the-governors>) for further details.



## **School hours**

The Infant School day runs from 8.45 am – 3.15 pm.  
The Junior School day runs from 8.50 am – 3.20pm.

- Total school hours: 32.5 hours per week

The gates open at 8:30am for all pupils and the classroom doors are opened at 8.40am. No child should be on the premises before 8.30am unless they are attending the Parton Manor Out Of School Club (PMOOS) or if they travel in a taxi from outlying districts.

Parents/guardians are reminded that Infant children must be brought to and met from school at all times by a parent or a responsible adult e.g. Aunt, Grandparent. It is imperative that the school office and staff are aware of the adults you deem able to collect your child and have a record of this including a photograph. If at any time you are unable to meet your child after school then you must inform either the Head Teacher, Office Staff or Class Teacher/Teaching Assistant. This rule is for the safety of your child which remains paramount. Junior school children may be collected by an older sibling and Y6 children are allowed to walk home with written parental permission.



If your child travels to school via taxi these arrangements will not apply, However, all children should be escorted to and from the school premises by the taxi driver at the start and end of the school day.

Children should be on time for registration. We are legally required to record when children are late. If your child is absent from school for any reason, please call the school office on the first day and every subsequent day of absence. When the office staff are not in the school office/s, the answerphone/s will be left on. Messages can be left and will be checked frequently.

Parents/guardians who choose to collect their children at the end of the day should wait in the playground for the children to be dismissed from their classrooms. It is helpful if parents telephone the school office if they are delayed.

Year 6 children may make their own way home from school with prior consent from parents.

<https://partonmanorfed.co.uk/key-information-attendance/>

## **Parton Manor Out Of School (PMOOS) Club**

The Parton Manor Out Of School club, known as PMOOS, was established in 1998 and provides out of school care for pupils across the Federation. The activities are designed to complement the normal school curriculum with an emphasis on fun and free play. The club is open every school day between the hours of 7.45 am to 8.45 am and 3.15 pm to 6.00 pm. Payments are made in advance and parents can book online. Childcare vouchers can also be used as payment. PMOOS is housed within the Infant School premises and is run by appropriately qualified staff employed by the school. The PMOOS staff collect and escort children to the club premises at the end of the school day. They also collect pupils following extra-curricular activities. Information on membership fees and procedures can be obtained from the school office.

*“Pupils benefit from a calm start to the day in the breakfast club and enjoy a healthy breakfast” Ofsted 2016*

## **School outings and charging policy**

The school is able to finance the vast majority of activities with funds received from the Local Authority. However, there are some valuable educational activities that the school cannot provide without seeking some financial support from parents and guardians.

## **School visits**

Where the visit occurs during school time there will be no compulsory charge, but voluntary contributions will be invited. Parents who make the voluntary contribution are paying for their child only and not subsidising others.

## **Equipment and materials**

An occasional charge may be made for materials used when articles are being made to take home. Prior agreement is sought from parents. Parents in receipt of certain benefits are not required to contribute to school activities. Details can be obtained from the School Office or online at [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk). Any money sent into school in an envelope labelled with the child's name, class and what the money is for.

## **School lunches**

Cooked meals are provided by ABM Catering Ltd and are cooked on site. A copy of the menu is on display in the Entrance Halls, in each class, on the website, on Class Dojo and a copy is also sent home which enables children to choose from the menu daily for their preferred main course. Children with special dietary requirements will need evidence from a medical professional; a special menu will be provided specifically for your child. A form is available from the school office.

Meals cost £2.30 each for all Junior children. Children whose parents/guardians are in receipt of certain benefits may also be entitled to free school meals (FSM). All pupils have a School Gateway account which enables you to pay for meals online; this is our preferred method of payment. Cash is acceptable in certain circumstances.

All pupils in the Infant School are entitled to Universal Free School Meals (UFSM).

To claim either FSM or UFSM your child will need to be registered with the local authority. If you haven't already done so, you are required to complete an application form online at [www.gloucestershire.gov.uk/freeschoolmeals](http://www.gloucestershire.gov.uk/freeschoolmeals), alternatively you can download a form and return it to the school office, before your child can access free school meals. You can download the form here: [https://partonmanorfed.co.uk/wp-content/uploads/2019/04/Universal Free School Meals form.pdf](https://partonmanorfed.co.uk/wp-content/uploads/2019/04/Universal-Free-School-Meals-form.pdf). Please contact the school office if you are unsure.

Children may also bring a packed lunch. Packed lunches must be provided in a container labelled with the child's name and should consist of 'healthy items' (i.e. no chocolate or sweets). Children who go home for dinner should return to school in time for the afternoon registration.

## **Snacks at break time**

Children may bring a snack with them to eat at break time. Fresh or dried fruit can be eaten during morning break. All fruit must be in a labelled bag or in a container and placed in the child's tray/drawer in the classroom (snacks such as sweets, chocolates, biscuits or crisps are not allowed). Individual water bottles are encouraged and stored centrally in class, these should be labelled and contain only water. Milk can be purchased via the 'Cool Milk for Schools' scheme – <https://www.coolmilk.com/parents/> this is ordered and paid for by parents directly. Children entitled to FSM are also entitled to free milk.

## **Pupil property**

We ask that children do not bring toys, electronic games or other valuables to school. Money should not be brought to school unless it is for a specific purpose, in which case it should be handed to the class teacher at the earliest opportunity. Mobile phones are permitted for Y6 children who are walking home alone but these should be handed to the class teacher for safe keeping during the day.

Bicycles may be brought to school provided they are kept in good working order and that they are locked. The school cannot be held responsible for any loss or damage. Children should be encouraged to wear



helmets and must sign the home/school agreement for bringing a bike/scooter to school. Children seen to be riding in a dangerous manner will lose the privilege of bringing a bicycle to school.

## **Uniform**

It is our preference that all children wear school uniform. This is not compulsory but it is highly recommended. The CPMSF uniform consists of grey trousers, skirts or pinafores with pale blue polo shirts or purple/white or blue/white summer dresses. Fleeces, jumpers and cardigans embroidered with the school logo can be purchased online from the Brigade clothing website: <http://www.brigade.uk.com/> or from the junior school office, including house t-shirts. We ask that children do not wear jeans or other denim items to school.



### **Girls**

Grey skirt or pinafore  
 Grey or black trousers or shorts  
 Pale blue polo shirt  
 Purple school sweatshirt  
 Purple school cardigan

### **Boys**

Grey or black trousers or shorts  
 Pale blue polo shirt  
 Purple school sweatshirt



### **Footwear**

Only dark coloured, sensible shoes (not trainers) designed for school should be worn. Shoes with open toes, no backs or sling-backs and heels of more than 3 cm are not permitted.

There is an optional purple school fleece suitable for boys and girls.

### **PE/Games**

T-Shirt in house colour  
 Black shorts  
 Daps (suitable for most games)  
 Trainers (needed for all field sports)  
 Black tracksuit bottoms for cold weather

Please note, if earrings are worn, they should be studs and must be taped over or removed by the child prior to PE/Games. Nail varnish and make up are not permitted. We do not allow pupils to have dyed hair or haircuts with patterns e.g. tramlines or initials. Hair that is longer than shoulder length should be tied back for PE and swimming. Watches are permitted and encouraged but are solely the children's responsibility.

## **Safety**

The safety and wellbeing of all our pupils and staff is of paramount importance and we follow the Local Authority's guidance and policy for all safeguarding, supervision and health & safety matters. When visiting the school premises, you must report to and sign in at the School Office via the main entrance. You should also sign out as you leave. This will help us to be sure at all times that we know who is on the premises in line with our safeguarding and fire procedures.

## **Medicines and first aid**

We recognise that occasionally it is necessary for children to continue a course of GP prescribed medicine following an illness. Please note that school staff are not qualified to administer medicine, so in these circumstances, it will be necessary for you to complete a consent form available from the office. If necessary, parents/carers are welcome to come into school to administer medicine during the day.

Any medicine brought into school must be marked with the child's name and clear instructions. Please do not send any form of medicine (such as throat sweets or aspirin) into school with your child.

If your child has a medical condition (e.g. Asthma, Epilepsy, Coeliac, Allergies) then a medical care plan will need to be filled out which is available from the school office.

In line with Health Authority expectations and with input from parents we keep an Asthma Register. Inhalers are kept in a 'Medicines Box' within the classroom. Parents must inform the school of any changes to their child's health and medical conditions and ensure that asthma inhalers are kept in date.

We have qualified staff first aiders in school. They will administer any treatment needed for minor cuts and grazes and record the relevant information in our accident book. During the school day, should your child become unwell or have an accident, we will contact parents/guardians if necessary. Therefore, it is essential that we have up to date contact information for every child as detailed in the Communications section.

## **Communication with parents**

We regularly communicate information about all aspects of school life via Class Dojo, the CPMSF website and through our fortnightly newsletter which is also posted on Dojo and the website. Across the Federation, Tapestry and Class Dojo are also used to enable you to see your child's learning whilst they are in the classroom. A username and password to enable you to access these platforms will be issued to you once your child is enrolled.

When your child enrolls at CPMSF, you will be asked to complete a contact information form, detailing emergency contact details for named contacts. It is vital that any change in these details is communicated to the school as soon as possible.

## **Consultation Evenings**

We hold Consultation Evenings in October and February when parents/guardians are given to opportunity to discuss your child's progress and experiences within school with their Class Teacher. There may be other occasions throughout the school year where you feel you need to speak to your child's Class Teacher. As a Federation, we firmly believe that an 'open door' policy works best of all and would encourage you to speak to a member of staff as soon as you have any concerns, no matter how small. If it is important to you or your child, then it is important to us.

## **Behaviour**

*"Pupils appreciate the many ways that leaders celebrate their personal successes." (Ofsted 2023)*

At Churchdown Parton Manor Schools' Federation we strive to create an encouraging environment where children are praised for their good work and behaviour. In line with our Learning Gem Powers, we hold a Gem Celebration Assembly every week. Our pupils also enjoy 'Gem Time' as a reward for good behaviour throughout the week. The children are taught to make the right choice and that by making a wrong choice there will be a withdrawal of privileges.

We actively promote a positive growth mindset and use 'Circle Time' to raise the self-esteem of those experiencing difficulties so that everyone has an opportunity to be heard, with their contribution valued and listened to. We greatly value the partnership with parents, guardians, carers and grandparents and welcome your involvement in helping the children in our school community to reach the standards we set.

Churchdown Parton Manor Schools' Federation is proud of its active School Councils. Both Infant and Junior schools have school councils. The school councils are made up of two representatives from each class. They are voted in by their peers and have regular meetings. The councils work on a variety of topics such as healthy eating, positive playtimes and environmental issues such as recycling.



## **Curriculum**

At Churchdown Parton Manor Schools' Federation we provide learning opportunities with an increasingly creative approach. This cross-curricular method of teaching and learning allows the children to develop their knowledge and understanding as a whole and not under separate compartments of learning as prescribed in the National Curriculum subjects.

### **Reception – Early Years Foundation Stage (EYFS)**

The Reception year marks the end of the children's foundation stage education, before they move to Key Stage 1. There are seven areas of learning in the EYFS. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, the prime areas, are:

- Communication and language
- Physical development
- Personal, social and emotional development

We also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

The Federation fully supports the principle that young children learn through play and by engaging in well-planned structured activities. Teaching in the reception year provides a balance between planned/structured activities and child-initiated activities.

### **Key stages 1 and 2 (Years 1 – 6)**

We teach the National Curriculum to our Key Stage 1 and 2 children according to the orders laid down by the Government in the 1988 Education Act and subsequent acts.

The National Curriculum comprises:

The core subjects:

- English
- Mathematics
- Science

The foundation subjects:

- Art and Design
- Computing
- Design and Technology



- Geography
- History
- Music
- Physical Education (PE)
- Religious Education (RE)
- Personal, Social, Health and Economic Education (PSHE)

At CPMSF we aim to deliver an exciting and highly effective curriculum, designed not only to meet the statutory requirements of the National Curriculum but also to inspire our pupils to achieve well and meet the high expectations we have of them. English and mastery Mathematics are taught on a daily basis in the class setting. The remaining subjects – Science, Computing, History, Geography, Art, Design and Technology, Physical Education, Music and Religious Education – are taught largely through a thematic approach. Teachers plan for each term's theme to focus on some subjects in greater depth than others, achieving a balance during the course of a year. Opportunities are made throughout every theme to ensure that English and mathematical skills are applied in all the other subjects.

We cater for all abilities and coupled with our Learning Gem Powers, motivate the children to take risks in their learning and not to be frightened of failure and challenge.

*"Pupils are happy and safe. They have warm relationships with each other, and with staff."  
(Ofsted 2023)*



In addition to the termly themes, we have a very strong emphasis on promoting personal development through the subject of PSHE which brings together a wide range of essential learning for life that will support children in their journey towards becoming good citizens. It includes work on behaviour, emotions, safety, healthy living and understanding British values. This work is a defining element of the school's strong ethos, along with our commitment to the children's spiritual, moral, social and cultural education, both of which have a strong influence on the way we deliver our curriculum.

We have also agreed that wherever possible we will use the following four principles to underpin our approach to teaching:

- Physical and emotional well-being
- The visual and performing arts
- Knowledge of the world and our place in it at local, national and international levels
- Outdoor learning which includes Forest School

For further information about the curriculum please visit: <https://partonmanorfed.co.uk/curriculum-information>

### **Special educational needs and disabilities (SEND)**

Local authorities have a statutory duty to develop a Local Offer and publish it on their website. The Local Offer sets out the support available in the area for children and young people with SEN and/or disabilities (including those without an education, health and care (EHC) plan). Details of Gloucestershire's Local Offer can be found here:

<https://www.glofamiliedirectory.org.uk/kb5/gloucs/glofamiliedirectory/family.page?familychannel=2>

The 1993 Education Act states that a child has special needs if he/she has significantly greater difficulty in learning than the majority of children of the same age or has a disability which either prevents or hinders the child from making use of educational facilities of a kind provided for children of the same age within the local authority.

Churchdown Parton Manor Schools' Federation aims to make appropriate special needs provision in all areas of the curriculum and to provide work which can be done at a variety of levels and in a variety of different ways chosen to meet individual needs.

As a Federation we are committed to meeting the learning needs of all our pupils as effectively as possible, regardless of ability. We regularly assess progress with great care, note any concerns promptly and adapt our teaching to address identified needs. This may include providing additional support for a time-limited period, carefully monitored to ensure it is having a positive impact. From time to time, we may identify a specific learning difficulty which requires more in-depth support, possibly from an external source. Whenever a child's progress raises a concern of any kind, we inform parents/guardians as soon as possible with the aim of working together in finding solutions to address any issues.

At CPMSF our Inclusion Lead is Mrs Caro Cross. Mrs Cross oversees SEND provision across the Federation and can be contacted directly via the Junior School office. Parents are welcome to contact the school to talk to Mrs Cross if they are concerned about their child's progress.

Special Needs Teaching Assistants work closely alongside colleagues to provide the best possible provision. Staff at CPMSF are experienced in working with children with special educational needs and disabilities and every effort is made to allow children to learn cohesively. We believe that every child should be given the opportunity to do their best, regardless of perceived ability, or special requirements.

Both the Infant School and Junior School buildings have wheelchair access and fully equipped disabled toilets.

Please see the CPMSF website for further information including the Federation SEND policy and SEND information report.

### **Equalities statement**

Churchdown Parton Manor Schools' Federation provides an education for all, acknowledges the society in which we live and is enriched by the ethnic, cultural and religious diversity of its citizens. The school strives to ensure that the culture and ethos of the Federation are such that, whatever the heritage, origins, faith, age, gender, sexuality and ability of members of the school community, everyone has the right to equal chances, is equally valued and treats one another with respect so that all pupils and staff are encouraged and supported in achieving their full potential. We provide pupils with the opportunity to experience, understand and celebrate diversity, actively tackle all instances of unlawful discrimination and strive for equality of opportunity and good relationships to permeate all aspects of school life, including:

- attainment, progress and assessment
- behaviour, discipline and exclusion
- admission and attendance
- curriculum
- personal development and pastoral care
- teaching and learning
- working with parents / carers and communities
- staff recruitment and professional development

## **Extra-Curricular Activities**

Churchdown Parton Manor Schools' Federation is proud to offer a range of varied extra-curricular activities each term. Details of these are sent out each term via newsletters/Class Dojo.

### **School Dog**

We have a school dog at Parton Manor Schools' Federation. Ozzy is a Cockapoo and since he joined the Federation in February 2023 has become an integral part of our school community. He has completed a course of puppy socialisation classes and is presently attending the level one behaviour training course. Cockapoos are a breed of dog that are known for their mild temperament, they also have hypo-allergenic coats. Ozzy is Mrs Blackburn's dog and comes into school regularly.

Dogs are increasingly being used in schools with great success and some of you may have seen in the media that they are now being used in some hospitals as the emotional health benefits they bring are just so vast.

Please understand that we will do everything we can to reassure children who are fearful and that under no circumstances will they be forced to meet or interact with Ozzy. With parental permission, over a period of time, children who are fearful of dogs can be supported in approaching, handling and in gaining confidence in managing their fear.

### **Junior School Transfer**

Churchdown Parton Manor Schools' Federation aims for the junior school transition be as smooth as possible. Parents and Guardians are required to complete an application form from Gloucestershire County Council for admission to the Junior school which is situated on the same site as the Infant School. The transition process is overseen by the Phase 2 lead who has responsibility for Y2 and Y3. A number of informal visits to the Junior School take place each year for Y2 children. Teachers visit each other's classes and Y3 teachers have opportunities to meet the Y2 children and their teachers and see how the children work. Written records of attainment for each child are discussed. The Infant and Junior school staff meet often and discuss Y2/Y3 transfers in detail in July.



### **The Friendly Association**

We have a very active and supportive Friendly Association and the Committee organises a variety of events throughout the year such as Summer and Christmas fayres and school discos. Please contact the school office/s for further information.

### **School term dates and holidays**

An up-to-date copy of the school term dates and holidays can be found on the school website: <https://partonmanorfed.co.uk/events-main>. If required, a paper copy is available from the school office.

**Useful contact details**

CPMSF website: <https://www.partonmanorfed.co.uk>

**Parton Manor Pre-School and Children's Centre**

Telephone 01452 712214

Email [preschool@partonmanorfed.co.uk](mailto:preschool@partonmanorfed.co.uk)

**Churchdown Parton Manor Infant School**

Telephone 01452 712214

Email [admin@partonmanorfed.co.uk](mailto:admin@partonmanorfed.co.uk)

**Churchdown Parton Manor Junior School**

Telephone 01452 713262

Email [admin@partonmanorfed.co.uk](mailto:admin@partonmanorfed.co.uk)