



Trinity St Stephen Church of England (Aided) First School

Headteacher: Mrs L Lovegrove
Chair of Governors: Mrs K Parsons



Vansittart Road, Windsor, Berkshire SL4 5DF

Tel: 01753 862540 Fax: 01753 622987

Email: office@tssfirst.co.uk



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OUR SCHOOL VISION

To be a Christian learning community where all are supported and challenged to achieve and thrive

We are working towards 7 priorities.

These are:

1. To continue to develop the Christian ethos of the school through the core values of friendship, trust, wisdom, fellowship, compassion and peace
2. To ensure all learners are challenged and supported
3. To continually strive towards outstanding teaching
4. To develop the teaching of inspirational Religious Education
5. To continue to raise attainment in English and Maths
6. To continue to develop an environment where all can flourish
7. To develop leadership and management

OFSTED

Trinity St Stephen was last inspected by Ofsted in March 2013 – The overall finding of the inspection was that Trinity St Stephen is a GOOD school with good improvements since the previous inspection

The inspector said:

Children in Reception have a successful start to school and make good progress

Pupils feel safe and very well cared for by staff

Teachers expect pupils to do their best

Staff and governors are committed to continuing to improve the school and have now set their sights on ensuring that the school makes progress to becoming an outstanding school

Pupils are cooperative, enthusiastic and interested learners

ATTAINMENT

It is our aim to develop the whole personality of each individual. We teach what each child needs, regardless of age, sex or ability. We present the child with learning which is attractive, creative and has incentives, to increase the natural thirst for knowledge and skills that is present in all children, and to channel efforts into useful and interesting pursuits. We want children to enjoy school and to make the best use of their time here.

We understand that we are part of a process, in partnership with parents, and we want our children to go on to the next stage of their education with confidence and a built-in desire for further learning and achievement.

SCHOOL ATTENDANCE

Registers are taken twice a day; at 8.55am and 1pm. Reasons for absence should be reported daily to the school office by 9.30 am. Your child's attendance at school is monitored every term and any concerns we have will be reported to the Education Welfare Officer. We do keep a record of late attendances so if you are running late for any reason we ask that you contact the school so that we do not become unduly worried.

Parents should not expect the school to agree to any leave of absence during term time. All holidays taken during term time will be recorded as unauthorised.

PASTORAL CARE, DISCIPLINE AND BEHAVIOUR

The staff and governors work hard to provide a caring and safe environment for all the children and adults. We have a school behaviour policy which focuses on rewards rather than sanctions. However, expectations are high and responsibility for discipline is shared by the whole school staff.

We work together with parents to overcome any difficult or disruptive behaviour of pupils. There is a system including points, stickers and certificates to reward good attitude, work and behaviour. We encourage children to show respect and care for others and their environment at all times. The school has a Family Link Worker who is able to work with families to support behaviour, as well as many other things, too. The school also has an ELSA trained member of staff who can work with children to support their emotional needs.

GOLDEN RULES

We want our pupils to have opportunities to discover their full potential and to become good members of the community by embracing, with us all, our Golden Rules.

Our school values of friendship, trust, compassion, fellowship, wisdom and peace are reflected in the Golden Rules:

- We are gentle
- We are kind and helpful
- We work hard
- We look after property
- We listen to people
- We are honest

PUPIL SECURITY

The school premises are kept secure during the day and a rigorous security policy is in operation. During break times members of staff always supervise the children. Access to the school is through the electric gates on Oxford Road or Clewer Fields at the beginning and end of the school day. All visitors must come through the front door, ringing to be let in. We ask that parents do not accompany their children into the building in the morning.

CONCERNS & COMPLAINTS

We believe that our school provides a good education for all our children, and that the Headteacher and other staff work very hard to build positive relationships with all parents. If parents therefore have any concerns about any aspect of school life we encourage open discussion with us as soon as possible.

All of the staff work hard to ensure that each child is happy at school and is making good progress; they always want to know if there is a problem before it becomes serious so that remedial action can be taken swiftly. In the first instance your child's teacher should be the first point of contact, but if the issue cannot be resolved you should make arrangements to see the Headteacher.

Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all concerns raised with us and deal with them as rapidly as possible. Our complaints procedure can be found on the website.

THE GOVERNING BODY

Trinity St Stephen is a Church of England school and as such the majority of its governors are elected or appointed by Holy Trinity Church, Clewer St Stephen's Church and the Oxford Diocese. There is representation from the staff and the Local Authority. The Headteacher and the Priest-in-Charge are ex-officio members of the Governing Body.

As an Aided school we enjoy greater autonomy from the Royal Borough and are able to decide many issues for ourselves.

As a small school each governor accepts a substantial workload and has individual as well as joint responsibilities for

the running of the school. All of our governors are extremely active and can be found helping in classrooms, assisting with administration or managerial matters. In real terms, they are 'hands on' and have a great depth of experience and knowledge.

The Governors of the school are committed to keeping class size to a maximum of 30 pupils. There are currently five classes in the school, including a Foundation Class. Each class is supported by a teaching assistant giving the children greater access to adult support if necessary.

COLLECTIVE WORSHIP

We have a close liaison with Holy Trinity Church and St Stephen's Church, where we hold our Harvest, Christmas and Easter services, as well as attending occasional Sunday services. We also invite representatives from the Muslim, Sikh, and Jewish communities to share their faith and values with the children.

The Headteacher and Governors place a great emphasis on the partnership between the school and parents. We believe that our children are educated and taught moral values from our ethos and the educational attainment of the school as well as from their family.

SCHOOL ASSOCIATION

We have a supportive and flourishing School Association whose aim is to encourage everyone to feel part of the life of the school. Regular social and fundraising events are planned during the year. The members of the committee are mostly parents and if you are interested and can spare the time they would be most interested to hear from you.

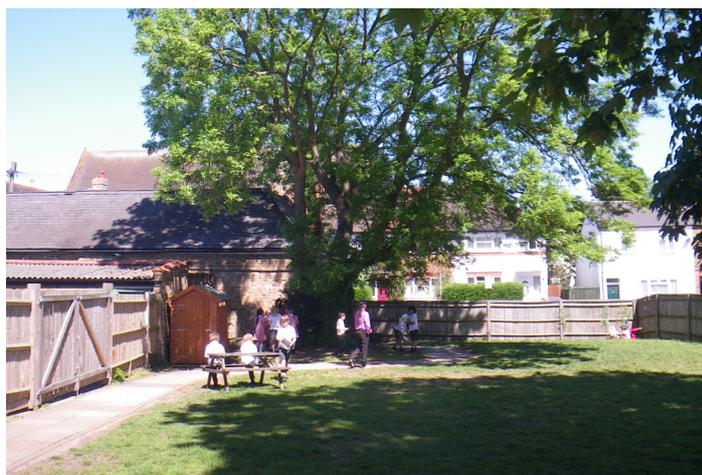
DROPPING OFF & COLLECTING CHILDREN

The school grounds open at 8.45am each school morning and can be accessed via two automated gates; one is on Oxford Road and the other is in Clewer Fields. Children should be accompanied in the playground at all times and ready to enter school independently for registration promptly at 8.55am.

During the day the Headteacher and class teachers act in loco parentis and will be responsible for the children under their care in accordance with DfE regulations, LEA guidelines and school policy.

Children should be collected from school at 3.15pm by a parent or nominated adult. Pupils in Foundation Class, and Years 1 and 2 and Foundation will be dismissed into the care of a known person by the class teacher, preferably a parent or close family member, while classes 3 and 4 are dismissed under the strict instruction that if their parent or a known

adult is not there to collect them they are to return to their classroom.



Parents who are unable to collect their child/ren should inform the school as soon as possible. If parents have not contacted the school to indicate that alternative arrangements for collection have been made, the school will try to contact the persons notified on the pupil contact form. If this proves unsuccessful the school may have to contact social services and the child placed in their care.

LUNCH

We remind all children in Foundation and Year 1 to visit the toilet and wash their hands before taking lunch so as to develop good hygiene habits. By the time children reach Year 2 we normally expect our children to do this as a matter of course. All lunches are eaten together in the school hall and packed lunches can be eaten outside on the picnic benches in warmer weather.

There are three choices available to parents for lunch. A meal can be provided by the school or your child can bring a packed lunch. If your child is in Foundation, Year 1 or Year 2 they will qualify for a Universal free school meal. The menu is sent home every third Wednesday and lunch orders for the following three weeks should be handed in by Friday mornings. Payments over £10 may be made by cheques made payable to Cater Link Limited. Free school meals are available to those on income support; details are available from the school secretary. If your child is in Foundation to Year 2 we would still encourage you to apply for Free School Meals, even though you will be entitled through Universal free school meals. Successful applications bring further benefits to your child.

If you wish to provide a packed lunch for your child, then we ask you to follow our guidelines for nutrition. A packed lunch should be brought in a rigid plastic container with your child's name clearly written on it. Sweets should not be brought to school and drinks should not be supplied in glass bottles or cans. Nuts and sesame seeds and products including these items

must not be brought to school to protect those with allergies. We encourage children to eat healthily and promote a healthy lifestyle through the PSHE programme and sports activities.

THE CURRICULUM

THE NATIONAL CURRICULUM IS TAUGHT AT OUR SCHOOL.

FOUNDATION

Our Foundation Class follows the Early Years Foundation Stage Programme. Through play, observation, experimentation, exploration and a variety of carefully structured games and activities the children are given the opportunity to build on their language, maths and scientific skills/concept and extend their physical, creative and social skills. Above all we endeavour to provide a stimulating, secure and happy environment, both inside and outside, in which every child will develop.

KEY STAGE 1

Children in Years 1 and 2 work from the National Curriculum at KS1. In Year 1 children will complete the Phonic Check, a statutory requirement testing reading skills. In Year 2 all children will be formally assessed in line with legal requirements. The curriculum is supported by visitors and visits.

KEY STAGE 2

As our children progress through KS2 more time is given to other curriculum areas which prepares them to move into specific curriculum areas when they move to middle school. A residential trip is organised for Year 4 to Ufton Court, a Tudor mansion in West Berkshire. This offers the children the opportunity to work together in a different environment whilst at the same time helping to enrich the school's curriculum. Other day visits are made to support the children's learning.

RELIGIOUS EDUCATION

As a Church of England school we place a high value on Religious Education (RE). The school's RE scheme of work, Discovery RE, is based on the Locally Agreed Syllabus for RE but takes into account the school's Christian foundation. The full RE policy is available from the school. Parents have the right to withdraw their child from RE and anyone wishing to do so should meet with the Headteacher first.

HOMEWORK

Reading forms a key part of the homework and we ask parents to assist their child in various reading exercises daily. Education in the home is just as important as education in the school and we ask parents to assist their child in reading, learning times tables, spellings, etc and seeking opportunities to use their newly found skills at home, out

shopping, observation while travelling on the bus, car or train etc. Teachers provide class information weekly on the website under 'Class News'.

At KS2 children are given homework intended to reinforce or extend work in class. At this level we begin to teach our children to adopt a more independent approach and may ask that they visit a local library to research projects. In line with the National Curriculum recommendations, we encourage children to look at their environment and to begin investigating the world in which they live, particularly with the resources available to help them increase educational and people skills. Parental support is crucial to your child's development so we ask you not only to support our homework policy but to actively promote it! The Homework Policy can be found on the website.

SWIMMING

Swimming lessons form an important part of the PE curriculum and Years 1 to 4 attend lessons at the Windsor Leisure Centre on Wednesday mornings. Parents are asked to make a voluntary contribution to the cost and to provide pupils with a suitable swimming costume, a swimming hat and a clean, dry towel.

COLLECTIVE WORSHIP

Every day there is an act of collective worship led by the Headteacher, a member of staff, or pupils, and weekly by a member of the Church of England Team Ministry in Windsor. On the last Thursday of the month we hold Family Worship at St Stephen's Church, led by a member of the ministry team. Parents and carers are welcome to attend and stay behind for a tea or coffee. Occasionally we ask representatives from other churches or other faiths to lead our worship. We recognise that parents have the right to withdraw their child from religious education and collective worship. Parents wishing to do so, should meet with the Headteacher.

EXTRA-CURRICULAR ACTIVITIES

The school places an important emphasis on continued development for all our children outside the school environment which is why we place great emphasis on continued education in the home. There are a variety of clubs which take place before school, during lunch breaks, and after school.

CHARGES AND REMISSIONS

Additional in-school activities, visits and extra-curricular activities all form part of your child's education here at Trinity St Stephen and we consider them important for each child's development and enjoyment.

We believe that offering children a wide range of activities is important. In order to hold such events we rely on the

continued goodwill of parents to help us meet the costs of such activities. To this extent, we ask parents to make a voluntary contribution per child per academic year. Contributions for additional siblings are made at the discretion of the parent/guardian.

If there is any family suffering financial difficulties then please ask for guidance. We do not wish any of our children to miss out and any arrangement we come to will be strictly confidential.

MEDICAL WELFARE

If your child becomes ill or has an accident while in our care, we will contact you in the first instance. For this purpose, we ask you to complete a confidential contact and information form at the beginning of each year and we ask that you notify us immediately of any changes of contact details.

If your child is unwell then please do not send him or her to school. As you will appreciate, not only may children pass on their germs to others but they cannot also be expected to give of their best. If you decide to keep your child at home, please contact the office and let us know.

If your child is ill with an infection or infectious disease then we ask you to follow the national guidelines for isolation periods. If your child requires medication during the school day please contact the school office and, if appropriate, complete a form to allow us to administer prescribed medication.

If your child has a medical condition which affects their day-to-day life or can become serious very quickly we ask you to complete a Health Care Plan which helps us understand their needs throughout the day and react effectively should an emergency arise.

Routine checks on vision, hearing, weight and teeth are carried out by our school nurse and you will be advised directly if there is any concern over the health of your child or if any treatment is needed. Our school nurse and dental nurse make regular visits to talk to the children about health related issues.

Head lice are a common occurrence in school and we ask parents to be vigilant and treat if necessary. Year groups are informed if there is an issue with head lice. Children will not be excluded from school.

We encourage children to eat healthily and recommend only fruit or healthy snacks at break time. We encourage water bottles for use in the classroom.

PARENTS & SCHOOL

The education of all our children is a joint responsibility between the school, the class teacher, the individual child, the child's parents and the wider community. It is our belief that parents continue to educate their children outside of the school day. We have parents' evenings when parents and teachers meet to discuss their child's progress and information evenings to provide curriculum support, for example helping your child with phonics.

Parents are welcomed into school and many help in class with reading, art and accompanying pupils on school visits. Checks are necessary for volunteers to work in school and are carried out by the Disclosure and Barring Service.

SEX EDUCATION

Sex education is part of the personal, social and health education (PSHE) curriculum in our school. We have based our school's sex education policy on the DfE document 'Sex and Relationship Education Guidance'. In this document, sex education is defined as 'learning about physical, moral and emotional development. It is about understanding the importance of stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality, and sexual health.

We teach sex education in the context of the school's aims and values framework. While we use sex education to inform children about sexual issues, we do this with regard to matters of morality and individual responsibility, and in a way that allows children to ask and explore moral questions.

While we carry out the main sex education teaching in our PSHE curriculum, we also teach some sex education through other subject areas, e.g. science and PE, where we feel that they contribute significantly to a child's knowledge and understanding of his or her own body, and how it is changing and developing. In science lessons, we follow the guidance material in the national scheme of work for science.

In Key Stage 1 we teach children about how animals, including humans, move, feed, grow and reproduce, and we also teach them about the main parts of the body. Children learn to appreciate the differences between people and how to show respect for each other. In Key Stage 2 we teach about life processes. In PSHE we teach children about relationships, and we encourage children to discuss issues. We teach about the parts of the body and how these work.

The school is well aware that the primary role in children's sex education lies with parents and carers. We wish to build a positive and supporting relationship with the parents of children at our school through mutual understanding, trust and co-operation.

SPECIAL EDUCATIONAL NEEDS

This school provides a broad and balanced curriculum for all children. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. A minority of children have particular learning requirements that will require additional support.

These requirements are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities.

Children may have special educational needs either throughout, or at any time during, their school career. We ensure that curriculum planning and assessment for children with special educational needs takes account of the type and extent of the difficulty experienced by the child. We believe it is important that all children are fully included in the curriculum and life of the school.

We ensure

- we create an environment that meets the special educational needs of each child;
- that the special educational needs of children are identified, assessed and provided for through the implementation of an Individual Education Plan;
- we make clear the expectations of all partners in the process;
- we identify the roles and responsibilities of staff in providing for children's special educational needs;
- we enable all children to have full access to all areas of the school curriculum.

A member of the Senior Team acts as the SENCo (Special Educational Needs Co-ordinator), assisting class teachers to ensure that various programmes and resources are available to maximise curriculum delivery techniques so that each child has full access to the curriculum. There is a designated governor with responsibility for special needs.

VISITS AND OFF SITE ACTIVITIES

Additional in-school activities, visits and extra-curricular activities all form part of your child's education here at Trinity St Stephen and we consider them important to each child's development and enjoyment. The school organises a number of visits in the year for all pupils. Some are day visits with the exception of the residential trip to Ufton Court for Year 4.

Charges apply to some of these visits.

In the past such trips have included:

- Windsor Castle
- Windsor Fire Station

- Windsor Library
- Sports activities and competitions at local schools
- Bachelor's Acre, Windsor
- Crown Estate Open Day
- Imperial War Museum
- Zoo Day at Chessington

Visitors to school have included:

- Science Dome
- Dance & Theatre Companies
- St John's Ambulance
- Usborne Books
- Berkshire Music Maestros
- Authors
- Chertsey Museum



SCHOOL UNIFORM

We ask all parents who send their children to our school to support the uniform policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents is to ensure that their child has the correct uniform and that children come to school with a coat when needed.

School uniform should be worn when attending school, or when participating in a school-organised event outside normal school hours.

The school uniform consists of the following:

Boys

Winter	Summer
White shirt or school polo	White shirt or school polo
Grey trousers/shorts	Grey trousers/shorts
A tie for years 3 & 4 (optional)	A tie for years 3 & 4 (optional)
Grey socks	Grey socks
Red school sweatshirt/ Red school fleece for use outside (optional)	Red school sweatshirt
Red school woolly (optional)	Red school woolly baseball cap (optional)
Black shoes	Black shoes

Girls

Winter	Summer
White polo shirt or blouse	As for winter or red check dress
Grey pinafore dress, skirt or trousers	A tie for years 3 & 4 (optional)
A tie for years 3 & 4 (optional)	Red school cardigan
Red school cardigan/ Red school fleece for use outside (optional)	White socks
Red, grey or white plain tights	Red school baseball cap (optional)
Red school woolly hat (optional)	Black shoes
Black shoes	

JEWELLERY

We do not allow children to wear jewellery in our school. The exceptions to this rule are studs for pierced ears and small objects of religious significance. We ask that children either remove these objects during PE, or cover them with a plaster, to prevent injury.

FOOTWEAR

Black smart school shoes with sensible soles. They must be safe and easy for the child to put on and remove. Trainers are not suitable.

PE

When children participate in PE activities their bodies perspire therefore we ask that parents provide a separate PE kit so that the children can change back into their school uniform.

Our PE kit consists of:

- Plain white T-shirt or polo shirt
- Navy blue shorts or gym skirt
- Outside training shoes or plimsolls
- Navy blue or black tracksuit (optional for winter)

For details of our current school staff and our latest national curriculum results please see the insert provided.



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Thriving and achieving in a caring Christian community

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