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Kennall Vale School

Prospectus 2019–2020



Kennall Vale is an inclusive school at the heart of its community. Our aim is to provide a nurturing, safe and active learning environment built on mutual respect and trust. We challenge and support everyone to reach their full potential and make great progress in all areas. Kennall Vale is an aspiring learning community where everyone is supported to feel safe, included and valued. Our school is an enriching place where staff, Governors and families work kindly and collaboratively to provide a creative, nourishing and inspiring life-long learning adventure. We promote a love of learning so children are not afraid to make mistakes. We empower children to become resilient and informed leaders who are able to thrive in a complex and changing world.



<p>INTENT What we intend to achieve through our curriculum</p>	<p>At Kennall Vale, our intent is to inspire a love for learning through the delivery of a topic based National Curriculum to meet the interests and needs of our children. Our curriculum is built by teachers who are supported by knowledgeable subject leaders who drive forwards standards in their area of expertise. Our curriculum begins in EYFS, where the uniqueness of each child is valued. At each stage of education, skills and knowledge are taught progressively so that children make good progress and build on prior learning. All children are taught how to learn effectively; are happy learners and have high aspirations no matter what their starting point in life.</p>
<p>IMPLEMENTATION How we will deliver our curriculum</p>	<p>Children are taught in single and mixed age classes a curriculum which is delivered in half termly or termly topics so that children develop a web of learning and can apply skills and knowledge across all subjects. Teachers use their knowledge and experience to plan engaging topics, drawing from carefully selected, high quality resources including: Conerstones, Inspire, Hamilton Trust, White Rose and NCETM. Our topics inspire children to be curious and develop a positive attitude to learning. Children's understanding of 'how to learn' is nurtured so that they are inquisitive and develop a positive mind-set to enhance learning.</p>
<p>IMPACT How we will measure the effectiveness of our curriculum</p>	<p>The SLT and subject leaders systematically monitor throughout the year to gauge the impact of the curriculum design. Feedback is given in every piece of work, giving children opportunity to respond and move their learning forwards. Children's knowledge and memory is measured through outcomes in their Topic book, weekly tests as well as age appropriate formal termly assessments.</p>

Kennall Vale School Park Crescent, Ponsanooth, Cornwall TR3 7HY

Executive Headteacher Mr C Wilson

Head of School Mr R Chirgwin

Telephone number 01872 863672

Email Address secretary@kennall-vale.cornwall.sch.uk

School Secretary Ms Catherine Pym

Chair of Governors Mr J Williams

Type of School Academy – part of Truro and Penwith Academy Trust

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Introduction

Welcome to Kennall Vale School – a small village Primary school serving Ponsanooth near Falmouth and Truro. We became an academy in January 2017 and then joined Truro and Penwith Multi-Academy Trust (TPAT). We are on the A393 Redruth – Falmouth road, close to the Kennall Vale Nature reserve, a picturesque river valley containing the remains of Kennall Vale Gunpowder Works. Kennall Vale School opened in new, purpose built premises in 1993 and, since then, has been extended and completely refurbished. The school has 5 classrooms, and at present 133 pupils on roll, organised into mixed-age classes. The PAN for each year group is 17 however we have on role a cohort of 30 children in Year 1 due to significant demand for school places in the community.

Kennall Vale is a warm and friendly school which is well supported by parents and families. At Kennall Vale School we place great emphasis on relationships both within school and between school and home. We have an active PTA – The Friends of Kennall Vale. The group works tirelessly to ensure our children benefit from fun and enjoyable activities and events.

The staff regularly review the curriculum to ensure breadth and challenge. We have a highly skilled governing body which works closely with the school to ensure the health, safety and well-being of all our children.

The school has good links with Kennall Vale Preschool and a number of our children take advantage of their 'breakfast and after school clubs': <http://www.ponsanoothpreschool.co.uk/>

We promote healthy living and are particularly proud of our delicious lunches, cooked here on the premises by Carol and Mandy. The food is of an excellent standard and the menu is varied with options for those with food intolerances.

The school endeavors to ensure communication is clear and informative. The school secretary, Ms Pym is available every day 0840 – 1545.

I will be available on the playground most mornings before school starts and again at the end of the day when school finishes. Should you have any concerns, I will always try to see you as quickly as possible.

Thank you for visiting our website – I hope you find it interesting and informative.

Mr R Chirgwin – Head of School

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1 - Governors

Through their representation of the wider school community, including parents, school staff and other members of the community, governors help their school to improve and to provide the best possible education for the pupils. Governing bodies have three key roles: they provide a strategic overview, they act as a critical friend to the school and they ensure accountability.

The Governing Body of Kennall Vale School has seven representatives consisting of:

Governor	Role
Mr Jeremy Williams	Chair of Governors (Whistle blowing)
Mrs Anna Mouatt	Vice Chair
Mr Chris Wilson	Executive Headteacher
Mr Rob Chirgwin	Head of School
Mrs Hattie Welch	Staff Governor
Mrs Ann Medlin	Staff Governor
Mrs Caroline Parkinson	Governor
Mrs Dawn Carter	Governor
Mrs Helen Weager	Governor

2. Current Staffing 2019/20

Staff	Class
Executive Headteacher: Mr C Wilson Head of School: Mr R Chirgwin	
SENDCo: Mr R Chirgwin	
Teacher: Mrs J Zorab (Mon-Wed/Friday) Mr R Chirgwin (Thursday) TA: Mrs V Fidler (HLTA)	Piskies
Teacher: Mr D Robinson TA: Mrs Moore	Cormoran
Teacher: Miss Kelly Rogers TA's: Miss Baseley (Trainee Teacher)	Morgawr
Teacher: Miss Jessica Fenton TA's: Mrs C McLoughlan and Mrs Crossley	Zennor
Teacher: Mrs R Goulbourn (Mon-Wed) and Mrs H Welch (Thur/Fri) TA's: Mrs A Medlin (HLTA), Miss H Stephens and Miss Mitchell	Bedruthan

Non-Teaching Staff:

School Secretary: Ms Catherine Pym
School Cooks: Carol and Mandy
Cleaners: Colin and Sue

Morning Session starts 9.00 am (A bell goes at 8.55am)

Mid-Morning Break 10.30 - 10.45 am

Morning Session ends 12.00 noon

LUNCH BREAK

Afternoon Session starts 1.00 pm

Afternoon Session ends 3.15 pm

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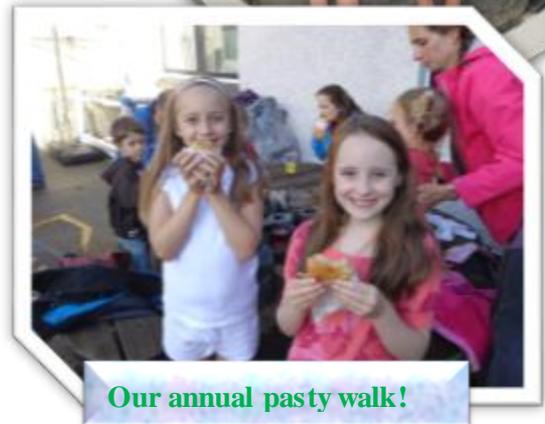
3. School Council

Our school council is a proactive group that are elected each year by the children themselves. The councilors take great pride in their role and responsibility. They meet regularly and have longer term projects to develop as well as dealing with matters and ideas as they arise. The school council membership is year 2 to year 6, has two members from each year group. The council also has one member of staff. The School Council has the full support of the governing body and attends part of the termly governors' meeting to report on any issues arising or ideas they wish to pursue.



4. Friends of Kennall Vale School

We are fortunate in having the active support of a Parents' Association, known as the 'Friends of Kennall Vale School'. FKVS has been instrumental in raising considerable funds for purchasing additional educational equipment over the years. The Friends also organise a variety of social functions for pupils, parents and friends of the school. All parents automatically become members of the Friends Association, which is led by a small, but dedicated committee of people elected annually. They really work very hard on behalf of the school, and all parents are strongly encouraged to support their endeavours. Educational visits are often subsidised by the Friends too. The Friends of Kennall Vale School hold their annual meeting in late September/early October each year, and welcome new and existing parents, particularly if they are willing to serve on the committee.



Our annual pasty walk!

5. Admissions and Transfer

Kennall Vale School is a Community Primary School. Children aged 5 - 11 years in any school year are eligible to attend. Admission to Kennall Vale is through Cornwall Local Authority (03001234100). Please look at the Cornwall Council website for all information. <http://www.cornwall.gov.uk>

Reception Admission

For admission to Kennall Vale School, parents should apply using Cornwall Council's admission process. If your child was born between 1st September 2015 and 31st August 2016 you will need to apply for a school place for September 2020 using the following link: <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions/>. Applications for a place in Reception will be accepted from 3rd September 2019 and the deadline for applications is 15th January 2020. Parents will receive confirmation of a place by the 16th April 2020. Please download a Starting Reception Class Booklet from the Cornwall Council site (www.cornwall.gov.uk/admissions), or call in at school and Ms Pym will provide you with a copy. New reception children are admitted on the first day of the autumn term each year. The admission policy permits children to attend full time on admission, if it is agreed that this is an appropriate arrangement in the best interests of an individual child. Kennall Vale's admissions appeals are managed by Cornwall County Council. Parents are able to appeal against the decision made by



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following the correct procedures on the County website. In addition to the admission application required by the LA, parents of children admitted are requested to fill in the school's admission form for our internal information. The information contained will be

treated as confidential. Data from admission forms is routinely updated and these forms are given to parents each September to amend and update. Up-to-date contact details are essential should we ever need to contact parents in an emergency. The admissions policy is reviewed annually.

The home-school agreement is issued on entry, and describes expectations which will support pupil learning if there is a positive commitment to work together for the benefit of the children. The document is signed by parent and child, and a representative from the school. Copies are available to parents and originals are filed in the office.

In June each year, a short induction programme of visits is offered to children who will form the next school year's reception group. These children are defined as visitors, and are not entered as an admission or put onto class registers, therefore not attracting funding. They are covered by the school's public liability insurance in the same way as any other visitor. The policy of Kennall Vale is that such pupils will be offered part-time visitor status for 3 half day visits during the latter part of the summer term. Induction visits introduce both new children and their parents to the school, and invaluable in preparing children for life in the classroom. It is strongly recommended that prospective parents visit the school and arrangements can be made to look around the school and discuss any relevant matters. Please telephone Mr Jermyn, our school secretary to arrange an appointment.

Starting Secondary School

Pupils will normally remain in primary school until they are 11 years old. In the September following their eleventh birthday they will transfer to secondary education usually Penryn College, but parental choice is respected. We maintain close contact with Penryn College, and other local secondary schools, to ensure a smooth transfer process and consultation takes place both before and after transfer. There is a very effective partnership of feeder primary schools based around Penryn College which is mutually supportive. Penryn College is new, purpose built in 2007, and these new facilities offer exciting opportunities for all the pupils who transfer there.

The deadline for applications is 31st October 2019 and parents will receive confirmation of a place by the 1st March 2020. Copies of the booklet Starting Secondary school are available from the Cornwall Council website (www.cornwall.gov.uk/admissions) or call into school and Mrs Jermyn will be able to give you a copy.



6. School Uniform

Pupils at Kennall Vale are expected to wear appropriate uniform at all times. The sense of belonging promotes a ‘team’ ethos, and can help to avoid potential conflict at home about what to wear. Uniform is supported by parents and liked by the large majority of pupils. Jumpers, cardigans and fleeces should be purchased from the school office.

Girls	Boys	Cost
School cardigan or sweatshirt	Sweatshirt (<i>Available from the school office</i>)	From £7.50-£10.
School Fleece with logo	School Fleece with logo (Available from the school office)	£11.50
White shirt/blouse	White shirt	
Grey skirt or trousers	Grey school trousers	
Green gingham dress (summer)		
Grey/white socks	Grey socks	
Black school shoes or black, uniform boots for the winter (non-decorative)	Black school shoes	
Trainers/plimsolls for PE	Trainers/plimsolls for PE	
PE bag, named (Available from the school office)		£3.50
Plain black shorts	Plain black shorts	
Polo shirt in team colour (<i>Available from the school office</i>)		£6.00
Optional plain jogging bottoms for outdoor sports	Optional plain jogging bottoms for outdoor sports	
Optional: Football boots from Y3-Y6	Optional: Football boots from Y3-Y6	
Swimming costume	Swimming trunks	

Pupils **may not** wear fashion shoes. Hair should be sensible, with no extreme styles. We do not allow any **jewellery** other than studs and a wrist watch. Long hair should be tied back.

Swimming is compulsory for children in Years 3 to 6. Voluntary contributions towards the cost of transport to swimming are requested during the spring and summer terms. Swimming money is handed in to staff in the classrooms on Wednesday/Friday mornings.



7. The School Day

Children are welcome in school from **8.40 am**. As part of Safeguarding it is vital that we are aware of who is in the building at any time. Children in class Piskies should remain in the classroom, and parents are encouraged to leave their child once they have entered the classroom to allow them to settle in for the day. On Fridays, in all classes, parents/guardians are invited into class to allow their children to share their learning from the week before 0900. Older children in key stage 2 may choose to play outside, when the playground is supervised by a member of staff.

The bell will be sounded automatically at 8.55a.m when children who are not already in school should go straight into the classroom. Registration of pupils will follow at 9.00am. Any child arriving after registration has been completed will be recorded as ‘late’ in the class register. If there has been no explanation for absence, Ms Pym will contact the parents by telephone.



Piskies children enter through the covered area between Piskies and Morgawr.

- Cormoran, Morgawr and Zennor enter via the door accessed from the lower playground.
- Bedruthan enter through the cloakroom entrance at the rear of the school.

We do not expect any children to enter via the main entrance, unless they are late arriving and other entrances have been locked. Children attending breakfast club will be walked safely to school via a walking bus system, and younger children taken into the classroom. ***Any late arrivals should report to the school office.***

We encourage pupils to play games and have a **range of facilities** available to them during break times and lunchtimes including hard and grassy areas on site and an all-weather tiger turf area, the use of the nearby village playing field, and the hire of swimming facilities at Penryn Primary School and Carn Brea Leisure Centre. Swimming sessions are for all KS2 children.

Through the Penryn Partnership, visiting coaches for football, tag rugby, cricket, badminton, table tennis, tennis, and basketball have all enriched our P.E. programme. We also have Mr Chinn from Plymouth Argyle attending KVS twice a week to enrich our P.E. Other activities include, **Zumba, yoga, Kayaking, Sailing and Wake and Shake.**

School Meals

These are cooked on the school premises and are of a very high standard. Carol and Mandy are highly skilled cooks who take the trouble to get to know the children well. Menus can be found on our school website and on the noticeboard in reception. Pupils may also bring packed lunches. School meals currently cost £2.30. ***For all pupils from Reception to Year 2, school meals are free.*** Money should be paid, in advance each Monday morning. Menus are posted on our school website and are displayed in classrooms. Please ensure your child makes his/her choices on Monday morning for the week ahead.



After School

School ends at 3.15 pm and pupils should leave promptly unless attending a school club. Mr Chirgwin will be present on the school gate at the end of each day. If parents are delayed at this time, children will be kept inside the building until they are collected. 'Handover' arrangements vary from class to class, but child safety is paramount. The use of play equipment is not allowed before or after school by any children, as it is not supervised by a member of staff. Young children will be handed over to the collecting adult. A message explaining any delay in collecting children is appreciated.

Children attending Out of Hours Club will be collected from school at 3.15pm.

You will find information about Ponsanooth Out of Hours Club in the appendices.

8. Attendance

Kennall Vale School has adopted a joint Penryn Partnership Policy approach to attendance. Attendance is monitored carefully by our partnership Educational Welfare Officer, Mrs A McGee. If your child is ill please ring the office as soon as possible and always on the first day of absence. Holidays during term time are not permitted. Our attendance policy can be found on our website.



9. Curriculum

We are very excited to be developing our curriculum over the next two years. The teachers are working very hard to create a curriculum which follows the children's interests, with a focus on subject knowledge and progression of skills.

In addition to the National Curriculum subjects, Kennall Vale is committed to the well-being and safety of all our pupils. To this end we:

- Promote healthy lifestyles
- Promote exercise and sport both through the curriculum and in addition to
- Encourage a diverse choice of activities to broaden pupils' aspirations such as martial arts, Zumba and Yoga
- Encourage democracy giving all pupils a voice through the School Council
- Encourage pupils to be responsible and caring towards others and the environment through well planned, whole school assemblies and PSHE lessons
- Encourage good manners at all times
- Teach pupils to be safe on the internet and in using all communication media
- Teach beach and fire safety



Lachlan peddling away, making a healthy smoothie on our visiting smoothie bike!

Special Educational Needs and Disabilities



Some children experience learning difficulties, especially in the areas of language and mathematics. Usually the class teacher and SENDCo (Mr Chirgwin) work closely together to ensure the needs of all pupils with special needs are fully met and that they make good progress. There is an internal referral system which enables any class teacher or parent with a concern can approach the SENDCo and appropriate support and advice will be given. Kennall Vale has an educational psychologist who works closely with the school and is able to make detailed assessments along with effective strategies to address a wide range of special needs including social and emotional as well as educational needs. Our support staff are highly skilled and work alongside class teachers to ensure that pupils with special educational needs and disabilities have every opportunity to make as much progress as any other pupil. Pupil progress is carefully tracked and detailed **Individual Provision Maps (IPM's)** are put in place for those children requiring significant alterations to the curriculum. Progress meetings are held once a term to review individual IPMs. Pupils with an Educational Health Care Plan (EHCP) have additional access to a range of services depending on the recommendation of the psychologist or any other professional working with that pupil.

Social, Moral, Spiritual and Cultural

In all areas of school life high priority is placed on relationships with others and the ability to see other people's point of view. Through discussion, PSHE, Circle Time, drama, art and topic work we study both our own and other cultures. We aim to develop in children a sense of their own worth and awareness in their place in the world, in both cultural and spiritual terms.

We aim to provide a secure environment with good pupil-adult relationships, where each child can grow and mature in a practical and purposeful way. Within this environment the adults treat the children with respect and lead by example.

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The whole school curriculum is designed to satisfy and stimulate every child in all aspects of development and recognition of equal opportunities for all pupils to perform to the best of their abilities.

10. Rules and Behaviour

At Kennall Vale we have a very clear behaviour and anti-bullying policy. Staff have high expectations of all pupils and adopt a consistent approach in promoting positive behaviour. From time to time it is necessary to address poor behaviour - again Kennall Vale is consistent in its approach in dealing with behavioural issues. All staff are expected to adhere to the school policy on behaviour and anti-bullying. These policies are available in the school office and on our website.

In order to promote positive behaviour Kennall Vale:

- ◆ *A Values Shield* is awarded weekly to a pupil nominated by any member of staff for displaying outstanding behaviour in-line with Kennall Vale's values throughout the week.
- ◆ staff model behaviour in the way they speak to the children and to one another;
- ◆ pupils are expected to go into and sit in assembly quietly and reflectively.
- ◆ Pupils are praised for good behaviour;
- ◆ Headteacher's weekly assembly reinforces moral values such as respect, giving, compassion, forgiveness etc. Staff follow through with the theme for the week so all pupils have a moral focus for the week;
- ◆ bullying will not be tolerated and will invoke procedures within the anti-bullying policy.

Rewards, Incentives and Responsibilities

Rewards are important in promoting good behaviour and are awarded for good work and effort as well as responsibilities efficiently undertaken. Each class will have a unique way of positively praising and acknowledging positive behaviour which is engaging for the current cohort of children. Children are allocated a team on joining Kennall Vale. They are: Trefry (red), Gluvias (blue) and Laity (yellow). Points are awarded in each class to children for displaying the Kennall Vale values and collected by the school council to report in Friday's assembly. 'Reading at Home' is encouraged by the award of Reading Miles certificates which are presented in assembly on Friday, when the whole school can join in the recognition of achievement and celebrate successes. Responsibilities for specific jobs in the classroom are allocated by class teachers.

11. Safeguarding

At Kennall Vale we are committed to safeguarding all the pupils in our care. The **designated safe guarding lead (DSL)** is the Head of School, Mr Chirgwin and, in his absence, Mrs Welch or Mrs Goulbourn. If you have any safeguarding concerns, please speak with either member of staff. Mrs H Weager is the school's safeguarding Governor. One of them will always be contactable through the school office. Please refer to our safeguarding policy on the school website.

If the school has a serious concern about a pupil contact with the MARU (Multi-Agency Referral Unit) will be made for either advice or a referral.

12. Medication

Staff should not administer any prescribed medicine to children without written instructions from parents/guardians. The written request should include the product name, the dosage/strength required, and the intervals for the medicine, and be signed. Two members of staff will then be authorised to administer/witness the medication. We cannot comply with any informal request to give a child some kind of medication. We maintain an asthma register. Please make sure that you let us know if this affects your child and that named inhalers are sent into school for use.



Please note that these procedures apply only to prescribed medication. We cannot help with off the shelf remedies which have not been prescribed by the family doctor, or unidentified tablets in unmarked containers. We will do all we can to assist parents when children are recovering from illness, but if a child is really unwell, then school may not be the best place for that child until recovery is complete. The help and understanding of parents regarding this issue is vital, but our shared priority must always be the welfare of the children. If a child has an accident at school, an Accident/Incident slip will be given to the adult collecting the child from school, or sent home via satchel post if children walk or cycle home independently.

13. School Nursing Services

This is an independent service both school and parents can access. The school nurse can visit you either in school or at home. If you have any health concerns for your child the school nurse will:

- give confidential advice and care to children, parents or carers
- support parents, carers and other agencies to promote children's physical and emotional health
- sign post you and your child to the right service.

For more information visit:

<http://www.cornwallfoundationtrust.nhs.uk/cft/OurServices/ChildrenAndYoungPeople/SchoolNursingCornwall.asp>. or contact the school SENCo, Mr Chirgwin.

14. Extra-curricular Activities

At Kennall Vale we offer a wide range of extra-curricular clubs and activities for all children such as: football, netball, basketball, running, hockey, rugby, cricket, rounders, gardening, craft, pottery and dance. These vary from term to term and details are always sent out to parents and carers well in advance.

15. Consultation and Reporting to parents

Parents will receive an annual report at the end of each academic year. You will be told whether your child is working towards, meeting or exceeding age related expectations. There will be general comments relating to behaviour and attitude. Pupils also share their successes and aspirations giving parents and carers a rounded picture of their child's progress and experiences throughout the year.

Parent consultation evenings are held during the autumn term and spring term with an open evening towards the end of the summer term. The open evening focuses on transition and gives parents and carers the opportunity to meet with staff in the new class.



16. End of Key Stage Results 2018

Key Stage 1		Key Stage 2	
Pupils meeting Expected Standard		Pupils meeting Expected Standard	
Reading	88%	Reading	82%
Writing	71%	Writing	88%
Maths	88%	Maths	94%
Reading, Writing, Maths Combined	71%	Reading, Writing, Maths Combined	77%

17. Complaints

The staff are committed to ensuring that any issues arising are dealt with both efficiently and effectively. If you think we are not getting it right, tell us and we will endeavor to work with you to address your concerns. Please contact Mr Chirgwin or Mr Wilson with any complaints, or if appropriate, Mr Jeremy Williams – Chair of Governors. Our complaints policy can be found on the school's website.

17. Charging Policy

Optional visits or activities, wholly or mainly outside school hours can only take place if the parents of all participants agree to pay the full cost. Visits wholly or mainly during school hours will be funded chiefly by voluntary contributions. A limited subsidy may be offered by the school, at the discretion of the head teacher. Should insufficient voluntary contributions be forthcoming some visits may have to be cancelled. Insurance and admission charges must be met by voluntary contributions. Since a child may not be prevented from going on a visit during school hours if their parents are unable or unwilling to make a voluntary contribution for these purposes, certain visits may no longer be viable if support is not forthcoming. No compulsory charge will be made for ingredients, materials and equipment, but a voluntary contribution may be requested, for example, ingredients at cookery club.

Payment may be requested for breakages due to wilful action. Charges and/or voluntary contributions for activities will be requested in advance to assess the viability of proposed activities.

The principles underlying the provisions on charging in the 1988 Education Reform Act:

- That education in schools should be free.
- That activities offered wholly or mainly during school teaching time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost.
- That there is no statutory requirement to charge for any form of education, but that Local Education Authorities and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That the Local Education Authorities and schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

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18. Sickness and Accidents

Parents are asked to keep at home children who are not well. It causes great distress to children who are sent to school unwell. If your child becomes ill whilst at school, every effort will be made to contact you. You are asked to provide the name of another person who will take responsibility for your child if you are not available. In the event of a serious accident parents will be notified as soon as possible. If a visit to the surgery or casualty department is deemed necessary, this will be put into operation as we try to contact parents.

No medication can be given unless written authorisation is signed by a parent or guardian. All medicines should be handed to the school office.

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Appendices



Home School Agreement

SCHOOL will:

- Be open, receptive and welcoming
- Provide a broad and balanced curriculum and a range of voluntary extra- curricular activities
- Offer additional activities and opportunities including school trips and extra-curricular clubs,
- Keep safe and care for each child's well-being and happiness
- Celebrate achievement in different ways including use of photographic evidence
- Encourage each child to do his/her best at all times
- Keep parents informed about school matters in general, and about individual attainment and progress in particular through letters, reports and consultations.
- Be available for appointments and meetings
- Let parents know about any concerns, and work with parents to resolve difficulties
- Set appropriate homework
- Set up procedures to deal with complaints

Signed (on behalf of Kennall Vale School): *R Chirgwin*

PARENTS/CARERS will:

- Ensure that children attend school regularly, on time and properly equipped
- Notify the school if a child cannot attend, and explain reasons for absence by message, letter or 'phone call (email is not recommended for explaining absence)
- Support the school's Uniform Policy
- Make the school aware of any concern or problem which might affect a child's work or behaviour
- Keep staff informed of day to day arrangements (collecting at end of day)
- Inform staff of day to day matters that may affect child, classmates or others
- Support the school's policies and guidelines for work and behaviour
- Support homework activities and other learning opportunities
- Support the school in the use of evidence of achievement (art, photographs, recordings etc.)
- Read and act upon advice and guidance in a child's Annual Report
- Attend parent consultations and discussions about attainment and progress

Parent/Carer's Signature: _____

As a PUPIL will:

- Follow school rules
- Attend school regularly and on time
- Wear full school uniform
- Bring to school the equipment needed each day
- Do all class work and homework as well as possible
- Keep myself and others safe (including safe internet use)
- Be polite and helpful to others
- Respect my own property and that belongs to other people

Pupil Signature: _____



PARENTAL CONSENT FOR LOCAL OFF-SITE ACTIVITIES (Annual consent form)

Dear Parent or Guardian,

This is a consent form to cover local off-site activities and visits that your child may be undertaking during the school year. These visits may include short journeys on foot.

The visits and activities covered by this consent typically include:

- Ponsanooth village park
- Kennall Vale woods
- Places of worship within the village
- Village shop

The school may send you information about each visit or activity before it takes place.

Name of child _____ Date of birth _____

Special details - any information about your child's health which may need special attention, but does not prevent them from taking part should be noted below. (For example; any allergies, any medication needed and the dosage, travel sickness, diabetes, asthma or epilepsy?)

Has your child had any recent illness?

Does your child have any specific dietary requirements?

Any additional information which may be of use

- I would like my child to take part in the programme of activities that form part of the school year. I understand that I will be informed of the arrangements for each visit in advance.
- I acknowledge the need for my child to behave responsibly at all times.
- I consent to any emergency medical treatment required by my child during the course of the visit.

- I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated Local Authority guidance.
- I confirm that my child is in good health and I consider him/her fit to participate.

Signature of parent/guardian

Date

Name of parent/guardian

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Address

Telephone number

Contact name and telephone number in event of an emergency

Relationship to child

Name of family doctor

Approximate date of last tetanus injection

Please note that consent can be withdrawn at any time by contacting the School.

We are collecting this personal information from you for the purposes of providing an education to your child and need to process data for the purposes of complying with a legal obligation or performing our public function. You have rights in relation to your personal data and these are set out in our privacy notice available at <http://www.kennall-vale.cornwall.sch.uk/compliance-documents>



Kennall Vale School Pupil Acceptable Use Policy Agreement

This Acceptable Use Policy is intended to ensure:

- that the children in our care will be responsible users and stay safe while using the school's ICT resources and the internet for all use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I will not use the school's ICT systems without permission.
- I will always make sure an adult is present when I am using the internet.
- I understand that the school will monitor the way I use the school's ICT systems, email and Merlin.
- I will not tell anyone my password.
- I will never try to use someone else's password or user name.
- I will be aware of "stranger danger", when I am on-line.
- I will not share personal information about myself or others when on-line.
- I will never arrange to meet people off-line that I have communicated with on-line.
- I will tell an adult if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable while on-line.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or change anyone else's files, without their knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language
- I will not take or share images of anyone without their permission.

I understand that the school has a responsibility to make sure the school's ICT systems are secure and that they run smoothly:

- I will not bring my mobile phone or handheld device into school unless my parent or guardian has requested this for a particular reason and I have permission from the Head Teacher to do so.
- I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.
- I will not try to bypass the school's filtering / security systems.
- I will tell a teacher of any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email.
- I will not install or attempt to install programmes of any type on a school computer.
- I will not try to alter computer settings.
- I will never use chat and social networking sites at school. I will remember how to stay safe when using them at home.

When using the internet, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- I will not try to download music and video which is protected by copyright,
- I should take care to check that any information that I use is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour when I am out of school where they involve my membership of the school community.
- I understand that if I break the rules set out in this Acceptable Use Policy Agreement, I may lose access to the school's network, internet and Merlin. My parents will be informed and in the event of illegal activities, the police will be contacted.

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Please complete the section below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted access to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, Merlin, website etc.

Name of Pupil	Date
Class	
Signed (child)	Signed (parent / guardian)

We are collecting this personal information from you for the purposes of providing an education to your child and need to process data for the purposes of complying with a legal obligation or performing our public function. You have rights in relation to your personal data and these are set out in our privacy notice available at <http://www.kennall-vale.cornwall.sch.uk/compliance-documents>



Use of Images: Digital and Photo

The use of both digital and video images plays an important role in learning activities. Pupils and staff may use digital cameras and video to record evidence of activities in lessons in and out of school. These images may be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media (local paper etc.).

Kennall Vale School is fully compliant with the Data Protection Act and request parents' and carers' permission before taking images of members of the school. We also ensure that, when images are published, the pupils cannot be identified by the use of their names. Parents are requested to sign the permission form below to allow the school to take and use images of their children.

Permission Form

Parent/Carers Name: _____

Pupil Name: _____

As the parent or carer of the above pupil, I agree to the Kennall Vale School taking and using digital/video images of my child/children. I understand that the images will only be used as described above. I also agree that, if I take any digital or video images of children, other than my own, I will not share them with any third party including social media.

Signed: _____

Date: _____

Please note that consent can be withdrawn at any time by contacting the School. However, it may not be possible to remove images which have been published.

We are collecting this personal information from you for the purposes of providing an education to your child and need to process data for the purposes of complying with a legal obligation or performing our public function. You have rights in relation to your personal data and these are set out in our privacy notice available at <http://www.kennall-vale.cornwall.sch.uk/compliance-documents>

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Ponsanooth Out of Hours Club

The Cabin, Ponsanooth Playing Field, Ponsvale, Ponsanooth Truro TR3 7RQ

Tel: 01872 870509. Email: Ponsanoothpreschool@hotmail.co.uk

www.ponsanoothpreschool.co.uk

We are open for **Breakfast from 7.45 am.**

Cost : £4.50 for children who access our services regularly or **£5.50** for “occasional” users.
The price includes breakfast.

After School Club is open from 3.00 – 5.45 pm.

Cost : £4.50 up to 4.30 pm (£5.50 for “occasional users”) or **£9.00 for collections after 4.30 pm.** Healthy snack included.

Discounted price of £12 per day for Breakfast Club and After School Club until 5.45pm.

We accept Childcare vouchers.

Please email or telephone Dawn for further information or to book a place.