



Codicote Church of England Primary School

‘Everyone shall know success’

About our School

On behalf of the Children, Staff, Governors and Parents, welcome to Codicote School. Our school is situated in large grounds with a beautiful outlook. There are three playgrounds, a large field and other play facilities and equipment. There is a pond and environmental area as well as a woodland garden and a quiet garden. The Foundation Stage have a designated fenced play area. Facilities within the building include a Hall for P.E., drama and assemblies, an IT suite, Dining Room and a Library.

We believe that our school is a happy place, where children feel motivated and enthusiastic about learning. Our motto is: 'Everyone shall know success' and this is promoted through opportunities both within, and outside the school curriculum.

We work hard to provide all children with a broad and balanced, high quality education so that they can achieve their potential in every aspect of school life. The support of parents and carers and our relationship with them is much valued and we embrace any help offered in school, either on a regular or occasional basis.

Aims

- To offer our children the best possible education within the context of a caring, Christian community.
- To provide a happy school environment where everyone feels secure and valued.
- To work in partnership with parents in the education of their children and encourage their involvement and support.
- To teach the skills of seeking knowledge independently and to nurture a love of learning.
- To enable high standards to be achieved across the curriculum through the acquisition of knowledge, skills and understanding.
- To foster the development of high self esteem, through positive action and statement.
- To expect high standards of behaviour, with respect and consideration shown by everyone, both within the school community and outside in the wider world.
- To develop a concern for the environment and an understanding of the world in which we live.
- To develop an understanding of the Christian Faith and to foster spiritual growth.
- To prepare children for the next stage of their education and for adult life.



Ethos

Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Safeguarding Statement

We are proactive in safeguarding all our stakeholders. All the adults that work with our children have undergone a variety of checks to ensure that it is appropriate for them to work within our school. We have policies in place for safeguarding and promoting the welfare of children which includes a child protection policy. All our procedures follow the guidance from the Hertfordshire Safeguarding Children's Board.

The Governing Body

September 2021

Mrs Debbie Williamson – Chair	LEA Governor
Mr Nick Black	Co-opted Community Governor
Mrs Sue Harry	Co-opted Governor
Mrs Su Murley - Vice Chair	Co-opted Governor
Mr Philip Waller	Ex Officio Governor
Mrs Susan Grant	Foundation Governor
Mrs Sylvia Lendrum	Foundation Governor
Mrs Liz Pollard	Headteacher
Mr Bob Kay	Associate Governor
Mrs Helen Allum	Parent Governor
Mrs Katie Mille	Parent Governor
Mrs Marlene Evans	Parent Governor
Mr Richard Moreton	Parent Governor
Mr Kevin Browne	Staff Governor
Mrs Myra Abrahams	Staff Governor

Mrs Sue Day is Clerk

Governors may be contacted via the school office



The Staff Team

September 2021

Headteacher	Mrs Liz Pollard
Deputy Headteacher	Mr Kevin Browne
Nursery	Mrs Lucy Foster
Reception	Mrs Sophie Ogle & Mrs Maddie Wood
Year 1	Mrs Katie Pyle
Year 2	Miss Kate Grainger
Year 3	Mr Stephen Massey
Year 3	Miss Jess Clarke
Year 4	Mrs Maxine Broad
Year 5	Mrs Julie Mesher & Mrs Alex Mason
Year 5	Mrs Emma Gloyn
Year 6	Mr Kevin Browne & Mrs Abrahams
Teachers for Gifted, Talented and More Able children	Mrs Myra Abrahams
French	Mrs Emma Gloyn
PPA cover	Mrs Liz Pollard and Mrs Myra Abrahams
SENCO	Mrs Emma Gloyn

Support Staff

Office Manager	Mrs Jen Martin
Admin Assistant	Mrs Sheila Bundy
PPA and Nursery Nurse	Mrs Lindsay Eaton
Learning Support Assistants & Teaching Assistants	Mrs Sue Day, Mrs Sue Mansell, Mrs Lindsay Eaton, Mrs Sharon Smith, Mrs Kerry Page, Mrs Gemma Reboul, Mrs Diane Williams, Mrs Justine Crunden, Mrs Sally White, Mrs Sarah Brown, Mrs Karen Henderson, Mrs Sue Barber, Ms Sophie Churchill, Mrs Fabienne Brett-Lavelle, Mrs Becky Bick, Mrs Jess Tilson and Miss Beth Whitbread.
Caretaker	Mr Andy Blackwell
Kitchen Manager	Mrs Elaine Martin, Miss Carol Comman,
Kitchen Assistants	Mrs Janine McKenzie and Miss Melanie Leen
Midday Supervisory Assistants	Ms Sophie Churchill Mrs Jackie Gull, Miss Beth Whitbread, Mrs Kerry Page, Mrs Gemma Reboul, Mrs Jess Tillson & Mrs Fabienne Brett-Lavelle



St Giles Church

The school enjoys strong links with St Giles Church. The children take part in services there at Harvest, Christmas and Easter. At times, they are invited to participate in other services. Philip, our vicar, comes into school regularly, and leads some of our assemblies.



School Day

Times of Sessions

	Morning Session	Morning Break	Afternoon Session	Afternoon Break
Nursery	9.00 – 12.00			
Reception & KS 1	8.55 – 12.00	10.40 – 10.55	1.00 – 3.15	2.00 – 2.15
KS 2	8.55 – 12.15	10.40 – 10.55	1.10 – 3.15	None

Children are taught for the following amounts of time each week:

Key Stage 1 = 22 hours 10 minutes

Key Stage 2 = 24 hours

We expect children to be punctual. However, parents are advised not to send children to school too early, as no responsibility can be taken for children before 8.50am.

Parents of children in Nursery and Reception may see children into the cloakroom area until they are able to come in on their own; we expect our children to become increasingly independent when coming into school.

Parents are always welcome to see their child's teacher or work, after school, preferably by prior appointment. Before school, teachers are preparing for the day, and are usually only available in case of emergency.

Mrs Pollard is always happy to meet with parents at a mutually convenient time.

Playtimes



Children are expected to go outside during playtimes and lunchtimes, so need to bring appropriate clothing i.e. coats, gloves, hat and scarf in winter, hat in summer. If it is raining, there is a range of activities available to them. Whilst children may bring a small pocket toy to play with, they are not allowed to bring in items of significant value.

Collective Worship

The arrangements are as follows:

Monday	Whole school assembly with Mrs Pollard
Tuesday	Whole school assembly with Mrs Pollard
Wednesday	Separate KS1 (with Nursery) and KS2 assemblies taken by Mr Browne, KS1 and KS2 Staff in rotation
Thursday	Whole school assembly taken by a class
Friday	Alternate weeks: Collective worship led by one of the church team or whole school hymn practice taken by Mr Browne & Mrs Pollard

Parents have a legal right to withdraw their children from collective worship or R.E. Please consult Mrs Pollard if considering this.

School Organisation

Codicote Primary School has a one-form entry each year, however due to ‘bulge’ years there are two classes in Year 3 and Year 5. The Registration Groups from September 2021 are:

Year	Age of children	Key Stage	Number in class
Nursery	3 – 4 year olds	Foundation	29
Reception	4 – 5 year olds	Foundation	38
Year 1	5 – 6 year olds	Foundation	30
Year 2	6 – 7 year olds	Key Stage 1	31
Year 3	7 – 8 year olds	Key Stage 1	23
Year 3	7 – 8 year olds	Key Stage 2	24
Year 4	8 – 9 year olds	Key Stage 2	30
Year 5	9 – 10 year olds	Key Stage 2	25
Year 5	9 – 10 year olds	Key Stage 2	25
Year 6	10 – 11 year olds	Key Stage 2	30

School Meals

Children may bring a packed lunch, or have a school dinner, either every day, or on pre-booked days. The school operates a ‘Pupil Choice’ system, whereby children are able to choose their lunch in advance on-line. The cost of this is £2.65 per day for Years 3, 4, 5 and 6. The meals are provided free for Reception, Year 1 and Year 2.

Snack

In Foundation Stage, and Key Stage 1 classes, the children are provided with a fruit snack, as part of the government initiative to provide fruit for children. At Key Stage 2, children may bring in a snack of fruit, vegetables or breadsticks for morning breaktime.

Water

Children have access to water throughout the school day, and are encouraged to have regular drinks. From Reception upwards, children usually bring a water bottle into school. In Foundation Stage, and Key Stage 1 classes it is possible to order milk for morning breaktimes. Forms are available from the school office.

Uniform

All children wear the school uniform which is as follows:-

- Navy blue skirt, pinafore dress, culottes, navy trousers or grey trousers/shorts.
- Pale blue/navy polo shirt*
- Navy blue jumper/sweatshirt/cardigan/school fleece*
- White, grey or navy socks/tights
- Sensible black flat shoes
- Blue/white check dresses or playsuits (summer)



* Schools Sweatshirts, Cardigans and Polo Shirts with the School logo printed on are available online from our uniform supplier - Wovina: <https://www.wovina.com/collections/codicote-primary-school>

Hair should be kept clean and tidy and should not be brightly coloured or worn in any extreme style. No patterns or tramlines should be shaved into the hair or eyebrows. Hair should not be shaved below a grade 2.

P.E. Clothing

All Children require plimsolls or trainers for outdoor games. P.E. uniform is as follows:

- Navy Round-necked T Shirt with school logo
- Navy Shorts
- Navy Sweatshirt/Navy track suits bottoms for cold weather

All P.E. lessons in the Hall, except Badminton, are done in bare feet.

Jewellery

We disapprove of children bringing jewellery to school. However, if children have had their ears pierced they may wear studs. Before P.E. lessons, these are either to be removed or taped (please provide micro-pore tape from home). If not, children will not be allowed to take part in the lesson. No other piercings are allowed.

School Visits



Many visits are arranged during the school year. Year 4 go on a 1 night visit to a field study centre, Year 5 go to an activity centre for a two night residential visit and Year 6 have the opportunity to go on a residential school journey to the Isle of Wight.

Day visits are frequently arranged to places relevant to the work in class at the time. Trips are really important but they rely on parents' voluntary contributions towards the cost in order for them to take place.

Whilst we are not able to charge for certain activities which take place during school time, we are able to ask for voluntary contributions towards the cost of visits. However, if contributions collected do not cover the cost of the trip, then it cannot take place for any of the children. The main areas this affects are:

- Educational visits during school time
- Swimming lessons during school time

We are still allowed to charge for items such as:

- Individual music tuition
- Cookery, pottery, science/technology models etc when the finished item is taken home
- Board and lodging outside school time (e.g. residential trips)

The Governors' charging policy is available in the school office.

Emergency Procedures



Occasionally it is necessary to contact parents during the school day because their child is unwell or has been hurt in the playground. We keep a file in the office containing details of where a child's parents can be contacted during the day should the need arise.

When any changes occur in details of home address, telephone number, place of work or family doctor, please inform us without delay.

It is very important that this information is kept up to date.

Emergencies rarely arise but when they do occur it is essential that we are able to contact you without delay. If a child has an accident at school which requires hospital attention, every effort will be made to contact a parent so that he/she can accompany the child to the casualty department of Lister Hospital, either by private car or ambulance. If a parent could not be contacted, or if the emergency demanded particular haste, the child would be accompanied by a member of staff.

Child Protection

It is our duty to monitor and observe all children for signs of abuse. We shall contact Children's Services if we have any concerns. Mrs Pollard, Headteacher, is the Designated Senior Person (DSP) for the school, and Mr Browne is the Deputy DSP.



Health and Safety

The Governors have a policy for Health and Safety, which every child and every adult working in the building has to abide by. It is available in the School Office for anyone who wishes to consult it.

Children are made very aware of dangers that there can be in school (e.g. slippery floor when running, safe working in P.E, swimming pool safety requirements, safety on the playground).

During the year there can be a number of initiatives regarding safety, for example: road safety talks, British Transport Police talks, Railway safety. Cycling Proficiency courses take place on the school grounds and on public roads in Meadow Way and Hill Road during Year 6. Certificates are awarded to those who complete the courses successfully.

Car Parking

Please be very careful when parking anywhere near the school. For school events you can park in the school grounds on the school playgrounds. Please do not park in the lay-by in Hill Road because all the spaces are needed for residents.

Admissions



Admissions to Nursery

There is one intake into Nursery in September. Children join the year in which they turn four. The school offers 15 hours per week.

Children are expected to attend every day.

The Nursery session lasts for three hours – from 9.00 a.m. to 12.00 noon.

Admissions to Reception

There is one intake into Reception, in September.

Admission rules

The admission rules which need to be applied if there are more pupils than places available are:

1. Children who must go to the school because they have a statement of special educational needs under the 1996 Education Act which names that school.
2. Children who can prove that they have a particular medical or social reason why they must go to the school, and those who are in public care.
3. Children who have a brother or sister on the roll of the school.
4. Children for whom the school is their nearest community or voluntary controlled school.
5. Children who live nearest to the school.

Secondary Transfer

At the end of Year 6 all children transfer to Secondary School. In 2021 children will be attending the following schools:

Hitchin Boys: 4	Hitchin Girls: 7	Monks Walk: 13	Sir John Lawes: 1
Katherine	Bishops Hatfield	Independent School:	St.Albans Girls
Warrington: 1	Girls: 2	1	School: 1

Teaching and Learning at Codicote



Children spend most of their day with their class teacher, in the classroom. For some areas of the curriculum they may be taught by a different teacher e.g. French. Each child's needs are met through a broad and balanced curriculum. Teachers ensure that work is carefully matched to the age and ability of the children, so that children achieve the highest standard of which they are capable.

Throughout the week, children have the opportunity to work in different groupings – as a whole class, in groups, pairs or on their own. Sometimes they work with different age children for particular projects. We aim to promote lifelong learning habits through developing:

- An interest in and enthusiasm for, acquiring concepts, skills and knowledge
- Concentration skills
- Good working habits
- A pride in the presentation of work

Teachers plan and assess carefully to ensure that children are challenged, motivated and supported in every aspect of the curriculum.

Special Educational Needs

For almost the whole week children with Special Educational Needs work within their normal classroom on work set to suit their needs and understanding.

A specific need is one that has been identified by the class teacher and Special Educational Needs Coordinator - Mrs Gloyn and often, as a result of consultation with Mrs Pollard. Parents will be aware of the additional help that their child may be receiving. We have a Special Educational Needs Policy, which has been drawn up in accordance with the Code of Practice of SEN. This is available on request.

Occasionally, in order to gain further understanding of an individual child's needs, the school may call upon the services of the Educational Psychologist. The aim would be for her to give further suggestions as to the work that the child should be doing as well as monitoring progress. The parent of the child would know about this.

Children with disabilities

The School has the facilities to admit disabled children. All areas of the school are accessible and there is a ramp at the main entrance to the school to enable wheelchair access.

The school has an equal opportunities policy and a teacher who has responsibility for monitoring equal opportunities issues. All teachers are aware that all children have equal access to the curriculum but some modifications may have to be made for individual children, e.g. in Physical Education

More Able Children

The school has a policy for more able attaining children. Mrs Abrahams is the co-ordinator for this. She keeps a register, a record of the progress of the most able children in the school and teaches groups regularly throughout the week.



Foundation Stage

The Nursery Teacher and Nurse work closely with the Reception Staff to ensure a smooth transition into full time schooling. We plan the curriculum carefully, referring to the Government guidelines for the Early Years Foundation Stage.

The following areas of development for each child are included:

- Personal and Social
- Language and Literacy
- Mathematics
- Knowledge and Understanding of the World
- Physical
- Creative

We believe that the environment for young children's learning is of great importance and we aim to create a stimulating room where children can actively learn and play together. Although the staff set the themes and topics we always encourage and support children in pursuing their own areas of interest.

Children are encouraged to make choices and to work independently. The rooms are arranged to facilitate this, with equipment stored near to work areas. Children are taught to organise themselves and to work tidily. The Nursery class is part of the whole school and at the end of three terms children are secure and confident. They make the transition to the Reception class enthusiastically.

The National Curriculum

The National Curriculum includes the following subjects, as well as Religious Education:

Core Subjects

- English
- Mathematics
- Science

Foundation Subjects

- History
- Geography
- Music
- Art
- Physical Education
- Design Technology
- Computing
- Modern Foreign Language

Our curriculum is broad and balanced, tailored to match the needs and interests of the children. Where appropriate, themed projects are taught, which link many areas of the curriculum. Through it we:

- Promote the spiritual, moral, cultural, social, mental, physical development of pupils at the school and of society; and
- Prepare pupils for the opportunities, responsibilities and experience of adult life.



English

Speaking and Listening

A tremendous amount of learning goes on through children's talk. Children are encouraged to talk as part of a group and on occasions, to their class and the whole school. They have opportunities to express their views in discussion. They are taught the skills of good listening in particular situations –

stories, poems, individuals, groups, conveying messages through the school.

Reading

The ultimate aim is that children should be readers for life. The early stages of learning to read are crucially important, for learning to read, and developing a love of books.

Supporting their learning at home has a really positive impact. Your child will bring books home and we hope you will find a few minutes to hear them read, read to them, discuss their book and talk to them about what they are reading.

The school teaches phonics with reference to the Letters and Sounds scheme, using Jolly Phonics as a resource. The main reading scheme is The Oxford Reading Tree.

Writing

Children are taught the skills of writing from a very early age here. It is a crucial area of their communication skills. Children are taught to write for many purposes and in almost all areas of the curriculum. They learn to write expressively in the form of stories and poetry.

Mathematics

The school uses material from a number of schemes. The school has a programme of work that takes the child through the school and prepares them well for the rigours of work at secondary school. Children are taught the four rules of number and calculations. Tables are taught and practised. They learn to draw graphs and to classify and record information both in exercise books and in other ways. They learn about 2D and 3D shapes, movement of shapes and angles. Most importantly, children also learn how to use the skills they have learnt in different situations. Calculators and computers are used when appropriate.

Science

Children are taught to think scientifically, developing such skills as:

- Planning and predicting
- Designing and carrying out investigations
- Interpreting results and findings
- Drawing inferences
- Communicating tasks and findings



Children are taught about living things, materials and physical processes

Geography

In this subject, children have their geographical knowledge developed in:

- Geographical skills e.g. use of compass, map making, use of maps and atlases, plans and scales,
- Places
- Thematic Studies: Rivers, Weather, Settlement & Environmental change

Much of the work is approached as a topic and the work is completed in the form of topic books, displays, drama etc.



History

In this subject the aim is to help children to know about historical aspects of our local and national heritage. During their time here, children will learn about:

- An aspect of local history
- Invaders and Settlers
- Ancient Civilisation
- British History

Again, much of the work is approached as a topic and the work is completed in the form of topic books, displays, drama etc.

Design and Technology

In this area of the curriculum, children's skills in designing, making and evaluating are developed through a range of practical challenges and opportunities, using different materials.

The children acquire and apply knowledge and understanding of:

- materials and components;
- mechanisms and control systems;
- structures;
- existing products;
- quality;
- health and safety.



Art

The children are taught the skills needed to use a variety of media. They learn to look at the work of famous artists and to use the techniques in their own work. They use different media to create 2D and 3D work. They are encouraged to evaluate the work of others and their own.

It would be very useful if your child had a painting shirt for use during art lessons. Any type of old shirt will do to stop paint going on their school uniform.

P.E.

Children follow a varied programme of PE activities. These include opportunities to develop skills in: Games, Gymnastics and Dance.

Years 2 and 3 learn to swim or improve their swimming skills at Stevenage Pool once per week for one term per year. Parents are asked for a donation towards the cost of this to cover, entry to the pool, the hiring of an additional teacher at the poolside and the coach fare. The aim is that all children leaving Codicote School should be able to swim 25 metres.

Assessment

Children have their work assessed at various intervals during their time at school. There is a policy for the marking of children's work. There are national assessments, which take place in May for the children in years 2 and 6. Parents receive results of these tests.

Extra Curricular Activities

In addition to the opportunities provided within the curriculum, children also participate in a range of extra curricular activities. They include: dance festivals, cross-country running, football, netball, rugby, cricket, rounders, lacrosse, athletics and short tennis. Local events where the children represent the school, include district sports, cross country running meets, local football, netball and rugby tournaments and leagues.

Clubs & Music Lessons



There are a number of extra curricular activities which take place throughout the school year. These include: Art Club, Cookery, Drama, Choir, Country Dancing, Maypole Dancing and Morris Dancing, Football (girls and boys), Netball, Lacrosse, Athletics, Rounders and Cross Country Running. There are also clubs run by external providers for Spanish, Dance, Karate and Tennis.

Music lessons are available for a range of instruments. These currently include: Piano and Guitar

Health and Sex Education

This work begins in the Nursery and broadens in content as the children work their way through the school. The Governors' policy on sex education is available from the school office. The policy aims to give children an understanding of their developing bodies, the changes which occur at puberty, the importance of cleanliness, knowledge of human reproduction and the value of caring relationships in the context of family life. This policy is reviewed regularly.

Homework

Younger children take reading books home, have words to learn and occasionally have a small writing task to do at home. This develops as children move through the school into different types of homework. These may include finishing assignments begun in class, learning tables, learning spellings, additional practice in Maths. From Year 3 onwards there is a more formal approach to homework with a set amount each week, which is expected to be produced on time. This is good preparation for work at secondary school.

Behaviour

We expect good behaviour at all times, both inside and outside the school and in the village environment. We have two very important aims:

- To raise the self esteem of all children.
- To consider the feelings of everyone, their property and the school environment.



Promoting Good behaviour

We believe in managing behaviour through adopting a positive approach. We show consistency in dealing with behaviour, and in applying the school rules and code of conduct.

Our emphasis is on recognising and celebrating good behaviour, and we do not tolerate poor behaviour. There are a number of behaviour management systems in place throughout the school, alongside the praise given as part of the normal classroom ethos. These include:

The House system

All children from Year R to Year 6 are in one of 4 houses. Each house has two captains, and a vice captain. Points may be awarded for good work, attitude or behaviour. The house with the most points winning at the end of the year.

Class systems

Each class has a reward system. These include: stickers, badges, free choice time, stars and certificates.

Praise

In order to encourage effort and reward behaviour, children are praised:

- Verbally
- in writing
- in front of the class/school
- by the rest of the class
- by another member of staff/class
- by the Headteacher.

Good behaviour is also shared with parents.

We do not accept poor behaviour, and deal with it through a consistent approach, on an individual basis. Sanctions appropriate to the misdemeanour are used, to try to put things right. When poor behaviour persists, the issues are discussed with the SENCO and/or Mrs Pollard, so that an appropriate programme can be drawn up and implemented. Parents involvement is sought, to enable us to work together to meet the child's behaviour needs.

We do not tolerate any bullying and urge any parent to contact us straightaway should they have any concerns. A copy of the school behaviour policy is available for parents should they wish to have a copy.

Medicines and Tablets

If it is essential for prescribed medicine to be administered during the school day, it is usually possible for this to be arranged. A form for this purpose is available from the office. Staff are not able to administer non-prescription medicines.

Parents

Partnership with Parents

We are keen to work in partnership with parents. Visits from parents are most welcome. Parents are kept informed on a regular basis about their child's progress at the consultation meetings between parent and class teacher which are arranged twice a year – during October and February, and through the end of year written report.



In addition to these regular contacts individual parents are contacted if we feel that there is a cause for concern or a praiseworthy reason for doing so. Similarly, if parents have a particular query about any issue affecting their child, then please contact us straightaway so that we can work with you to address it.

Classroom Helpers

We welcome parents, carers and grandparents who would like to help in school. Volunteers may be asked to hear readers or supervise a small group of children or sort out and tidy equipment, work with a cookery group or to help with any other activities. Please contact teachers if you think you could help in any way.

Letters home

Newsletters are sent out each fortnight, on a Friday, to inform parents and carers about the life and work of the school, and forthcoming events.

Class letters are sent home by each teacher at the start of the school year, to inform parents about arrangements specific to the class.

Curriculum information

Curriculum evenings to inform parents about specific aspect of the curriculum are held regularly. A Booklet entitled: 'Helping your child at home' available at the school office provides information about our approaches toward reading, spelling, writing and maths, and includes advice on helping to support your child's learning at home.

Parents, Teachers and Friends Association

For many years Codicote PTA has raised thousands of pounds towards extra facilities for the school. Some of the money has been spent on large outdoor climbing frames, construction equipment, picnic benches, lots of sports and play equipment, science days and historical events - when outside groups come in to help enrich the curriculum and on updating the kiln.

But all this is not possible without the help of the PTA members, the school staff and the parents of the children who over the years have supported the various discos, line dances,

shopping evenings, fashion shows, children's discos, quiz nights, plant and clothes sales, spring fairs, sponsored events and lots more.

The AGM is held in September and everyone is welcome to join the committee as either a member or a helper. With everyone's support we can continue to raise thousands of pounds for the school.

PTA Committee

Complaints Procedure

The school has a very positive outlook towards developing further the partnership between teachers and parents. We hope that difficulties can be resolved quickly before they become problems. All problems can be dealt with through good contacts with the school.



However, there are formal procedures in place which parents can utilise should they be dissatisfied with the outcome of any problem. There is a document in school, which describes how a complaint can be dealt with. This document is available for inspection at any time. It is also available from the public library.

School Documents

Documents that refer to the work of the School are available to parents. They include:

- National Curriculum orders for each subject
- Programme for Religious Education
- School policies for the curriculum
- Herts County Council Agreed Syllabus for Religious Education
- Governors' Policy of Charging and Remission
- Governors' Annual Report to Parents
- PE
- Minutes of Governors' Meetings
- Behaviour Policy
- Attendance policy

Attendance



Good attendance is expected. Towards the end of each school year children are rewarded with certificates for good and excellent attendance.

Punctuality is also positively encouraged. School starts on time and we expect children to be in school on time. If children arrive at school late, having been to the doctor for example, they are asked to report to the School Office on arrival.

Absences

Notification must be provided for all absences from school. Absences which may be authorised include:

- Sickness
- Medical/dental appointments
- Approved educational sporting activity

- Religious observance
- Family bereavement
- Participation in an approved public performance
- Interview at another educational establishment e.g. Secondary School.

Term Time Holidays

Parents have a legal duty to ensure that their children attend school or the alternative provision on a regular basis. The amendments to the 2006 Regulations remove any reference to family holidays, extended leave and the statutory threshold of ten school days. They make it clear that Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time.

Absence for time out of school for any reason other than illness, will only be authorised in wholly exceptional or compassionate circumstances. Requests should be made in writing, to the Headteacher, explaining why the individual circumstances meet these criteria. Should requests be made which do not fulfil these criteria, any resulting absences will be unauthorized and appear as such on the pupil's record. A Fixed Term Penalty notice may be issued.

The School also monitors punctuality. Children are expected to be in their classrooms at the start of school and to settle quickly. Punctuality is very important and we discourage lateness.

Attendance Improvement Officer

The Attendance Improvement Officer deals with all manner of issues related to children, e.g. attendance, free school meals. The AIO can visit homes if there are long periods of unexplained absence from school.

Term Dates

<u>2021 - 2022</u>	<u>2022 - 2023</u>
<u>AUTUMN TERM 2021</u>	<u>AUTUMN TERM 2022</u>
<p>Wednesday 1st September 2021 – Tuesday 21st December 2021 (Half term – Monday 25th October – Friday 29th October) Inset Days: Wednesday 1st September Friday 22nd October Occasional Day: Friday 26th November</p>	<p>Thursday 1st September 2022 – Wednesday 21st December 2022 (Half term – Monday 24th October – Friday 28th October) Inset Days: Thursday 1st September Friday 2nd September Occasional Day: Friday 25th November</p>
<u>SPRING TERM 2022</u>	<u>SPRING TERM 2023</u>
<p>Wednesday 5th January 2022 – Friday 1st April 2022 (Half term Monday 14th February – Friday 18th February) Inset Day: Wednesday 5th January</p>	<p>Thursday 5th January 2023 – Friday 31st March 2023 (Half term Monday 13th February – Friday 17th February) Inset Days: Thursday 5th January Friday 6th January</p>
<u>SUMMER TERM 2022</u>	<u>SUMMER TERM 2023</u>
<p>Tuesday 19th April 2022 – Friday 22nd July 2022 (Half term Monday 30th May – Friday 3rd June) May Bank Holiday 2nd May Inset Days: Friday 10th June Friday 22nd July</p>	<p>Monday 17th April 2023 – Friday 21st July 2023 (Half term Monday 29th May – Friday 2nd June) May Bank Holiday 1st May Inset Day: Friday 9th June</p>
<p>The above dates equate to 190 school days *an additional occasional day will be added for the Queen’s Jubilee.</p>	<p>The above dates equate to 190 school days</p>



Codicote Code of Conduct

Drawn up by the School Council

- ❖ Care for everything, and everyone
- ❖ Play fairly with each other
- ❖ Share things
- ❖ Be nice to everyone, and show them respect
- ❖ Try to be cheerful
- ❖ Always try your best

The School Code of Conduct is displayed around the school.