



New Horizons
Academy Trust



Seaside Primary School

New Horizons Seaside Primary



Parent / Carer Handbook

Everybody Matters, Everybody Succeeds

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Welcome and Introduction to New Horizons Seaside Primary

Welcome to the New Horizons Seaside Primary Parent Handbook. We hope that you find it interesting, informative and helpful and that the booklet provides you with most of the basic information you will need to know at this stage. Further details can always be found on our school website: www.seaside.w-sussex.sch.uk

All children are welcomed into our school and are encouraged and helped to achieve their full potential and respected as individuals with their own needs, aptitudes and personalities. Seaside has a very caring and positive approach to learning and we aim for children to flourish both academically and in their social and moral development during their time with us. The link between the home and the school is an important partnership, contributing much to the success of the education process. Good communication as well as mutual trust and respect are at the heart of this vital relationship.

Our school motto is 'Everybody Matters, Everybody Succeeds' which reflects how every child in our school is valued and the high expectations we have for each and every one of them.

I know that every child is unique and that each makes a distinctive contribution to the life of the school. Our aim is to develop children who believe they are capable of achieving their dreams; believing that anything is possible. My hope is that our children will appreciate education as an enjoyable and continuous process and that they will learn values to help them throughout their lives as contributing members of society. With two school age sons of my own, I know how crucial the 'primary years' are, not just for learning but for establishing the very foundations upon which our lives are built. As Headteacher, I will strive to make your child's time at Seaside an experience that is second to none.

I am incredibly proud to lead our school and hope that we can work in partnership to create a caring, safe, enjoyable and thriving learning community.



Lee Murley
Headteacher

Mission Statement

New Horizons Seaside Primary is committed to providing a caring, safe, healthy and well-structured learning environment. We will promote high standards, enjoyment, wellbeing and achievement for all. Everyone in the school community will be valued as individuals and encouraged to be successful citizens and lifelong learners.

The Local Governing Body

The Local Governing Body at Seaside is a part of the leadership team and is responsible for setting the general direction of the school and promoting improvement in education. Our Local Governing Body was formed on 01.09.2016, when Seaside Primary converted to become an academy. It is made up of parents, staff, and Trustee Appointed community governors ensuring a balance of views. The Local Governing Body works closely with the Headteacher and the Senior Leadership Team.

The Local Governing Body holds meetings once each half-term with some of its work carried out by committees and working parties. Local Governors often attend school functions and Susan Main, the Chair of Governors can be contacted through the school office.

To see the current members of our Local Governing Body please look at the Local Governing Body page on our website ('About Us' - 'Statutory Information').

Admission Arrangements

West Sussex County Council is the Admissions Authority for all Community and Controlled schools. The Starting School guide and Information for Parents, is available from:

Pupil Admissions Team
Southern Area
Centenary House
Durrington Lane
Worthing
BN13 2QB

Tel: 03330 142 903
Email: admissions.south@westsussex.gov.uk
www.westsussex.gov.uk/admissions

Applications for admission to the Reception classes are handled by contacting Admissions. Children are normally admitted to the Reception classes in the September term of the year in which they will have their fifth birthday. Parents seeking admission for a child to the school at the ages between five and eleven years old should apply to Admissions.

Parents of children entering the Reception classes are invited to meet the Headteacher and YR teaching staff in the term prior to their child's entry.

There is also a programme of visits to the school for parents and children in this pre-entry term.

Children entering the Reception classes in the September term will attend part time to begin with and stay for lunch. Over a short period, we will bring the children into school gradually in small groups, building up to full-time attendance for all pupils.



Terms and Holiday Dates

To see the term dates for the current academic year, please visit our website ([‘About Us’ – ‘Term Dates’](#)).

About New Horizons Seaside Primary



New Horizons
Academy Trust

Seaside Primary School converted to form the founding school of the New Horizons Academy Trust at the start of September 2016. The New Horizons Academy Trust is a registered charity that has been approved by the Department for Education (DfE) as an Academy sponsor. Our school, New Horizons Seaside Primary, is a purpose built all-through three-form entry primary school, catering for a maximum of 630 children.

The accommodation is on a single storey with disabled access to all areas. The school provides: twenty-one fully equipped classrooms; a purpose-built sports hall with changing rooms, one large hall and one small carpeted hall; an ICT suite; two libraries; a food technology area; a dedicated Special Educational Needs room and other group teaching rooms; additional changing rooms; a medical room; playground and playing fields with two additional outdoor learning and nature areas; offices and administrative rooms.



A Knowledge Led Curriculum

At New Horizons Seaside Primary, we follow a Knowledge Led Curriculum, based on delivering the National Curriculum in an exciting and effective way, to ensure that there is a progression of skills across the core and foundation subjects and that our pupils are able to systematically embed the knowledge they gain as they move through the school.

Please see our website to find out more about how we deliver our curriculum at New Horizons Seaside Primary ([‘Statutory Information’ – ‘Curriculum’](#)).



By sparking growing imaginations, stimulating critical thinking and helping to develop empathy, reading gives children the very skills they need to succeed at school, at work and in life.

Helping children discover a love of reading is crucial – at Seaside we believe that
Reading Matters!

Why does it matter? While it is undeniable that being able to read confidently is an essential life skill, the importance of reading just for pleasure should not be underestimated.

Study after study has shown how reading for pleasure is vital for academic success, mental health and even later economic success. The emphasis here is on reading for pleasure: simply being able to read does not confer the same benefits as actually enjoying it.



What can we do... as a school we consistently promote the love of reading through book clubs, book fairs, mystery reader visits, reading assemblies, two extensive libraries, Accelerated Reader awards and assemblies, the Summer reading challenge and our KLC curriculum!

Accelerated Reader

Accelerated Reader offers personalised reading practice and daily progress-monitoring for children in Year 1 and upwards. This helps our teachers accurately and efficiently monitor reading growth and pupil progress in the quantity, difficulty and comprehension of books read independently. More than 27,000 quizzes are available on the most popular fiction and non-fiction titles that determine whether a pupil has understood what they have read.

The AR program has a special feature called Renaissance Home Connect which you can access outside of school. To log in to our Seaside Home Connect Website, please use the following link:

<https://global-zone61.renaissance-go.com/studentprogress/homeconnect?t=2249043>

and log in with your child's User Name and Password.

You may need to add homeconnectautodelivery@renlearnrp.com to your address book, to make sure that the emails reach your inbox.

AR BookFinder is an online search tool that will help you to find appropriate AR books to read. Go to <http://www.arbookfind.co.uk> to search and create your own list of reading.

At New Horizons Seaside Primary, we believe that the ability to read is a life skill that will open the doors of literacy and set a child on the path to a love of reading. Therefore, children are asked to practise their reading regularly – at least three times every week – and to write comments in their reading journal about the books they are reading such as: “I really like the character of Harry because...” or “The story is getting really exciting now. I think the children will all find out...” This kind of explanatory comment gives teachers a valuable insight into how a child feels about the characters and storylines and is far more helpful than “I read p27 – 29.”

AR also motivates children to read for pleasure as well as generate excitement within the school when the AR awards assemblies takes place. There are many different awards for our readers and children who are successful are celebrated in the half termly newsletter. Children who read lots independently, also strive to earn a sought-after ‘Millionaire’s badge’ and make it to the wall of fame.



Spelling

Learning to spell is very important and will support your child with their literacy and phonics knowledge.

In school, we have daily spelling sessions where we look at sounds, patterns and rules using the Read Write Inc Spelling scheme. Children love the familiarity of using RWI for their spellings through their phonics learning.

Every two weeks, children learn a new spelling rule (relevant to their age and phase in school) and apply this rule in a variety of spelling focused activities over a two-week cycle. These activities take place in school daily. Children are given a RWI Spelling Log Book, which goes to and from school daily, in which they are encouraged to practise their spellings at home. We ask that parents/guardians oversee this practice, to interact with their child’s spelling learning process.

Running alongside the RWI spelling programme, children practise their Spelling Quest words, which are a collection of words that children need to know at different stages of their

schooling. Spelling Quest is an exciting learning journey, which is celebrated at Seaside. At each level the children are awarded with certificates and badges for completing the spelling levels as they travel through their spelling quest. The advantage of the Spelling Quest words is the fact that the words will never change! So, with determination, resilience and practice, the children can improve their Spelling Quest Score every term. This motivates the children to learn their spellings and move through the different levels to earn their awards, while boosting their confidence and skills. These can be found on our website and in the children's reading records.

Homework

All children are encouraged to do some work at home. The type of work, and the amount, will vary from year to year and sometimes from child to child. All the children are invited, each half term, to take part in a creative homework which gives ideas on presenting their learning across the curriculum.

Children are encouraged to learn their spellings from their spelling logs, read three times a week and use TT Rockstars twice a week also.

Home School Links and Parental Involvement



Parents are encouraged to become involved in the work of the school in various ways. We believe that children learn best when parents and teachers work together to support them. This believe underpins our home-school agreement, which both parent and child are asked to sign at the start of their time at Seaside. The happiness and success of a child depends on close co-operation through the involvement of parents in school life.

The day-to-day link will be maintained through daily contact with parents of younger children, the reading record book and the spelling log, which requires the active involvement of all parents. Parents, carers and other adults are encouraged to help in classes and on visits when appropriate, and will undergo a DBS check before being allowed to work with children.

Parents are invited in the Autumn term and again in the Spring term to formally meet the class teacher and to discuss their child's work and progress. Parents are free to make an appointment to see the class teacher after school on any mutually convenient date.

You will be sent a written report of your child's progress and the standard they are working at in relation to national expectations towards the end of the Summer Term. Class teachers will be happy to discuss this report with you if required.

If any problems arise during your child's time at Seaside please let the class teacher know and, similarly, we will contact you if we feel that things are not going well in school.

Timings of the School Day

The school gates are unlocked at 8.30am each morning and registration takes place at 8.40am. Children in Year 3 to Year 6 are encourage to enter through the gates independently. The gates are closed at 8.40am and any children arriving after this time, need to be taken by their parents / carers to the school office located at the main entrance to complete the lateness forms for their child there.

The children have staggered play and lunch breaks according to their age.

The school day ends at 3.00pm for all children.

Children are collected from their classrooms in Year R, Year 1, Year 2, Year 3 and Year 4.

We only allow Year 6 children to make their own way home from school at 3pm in daylight, if parents to give permission for this. This is on the clear understanding that there will be an adult at home to receive the child when they arrive.

In the Autumn Term, when it is already dark at the time after-school clubs finish, *all* children must be collected by a parent / carer.

Wrap Around Care

Our Breakfast Club and After School Club gives flexibility to our working parents and carers by allowing their children to stay on the school site to accommodate work commitments. The clubs are run by school staff who know the children well and provide a calm and nurturing environment for them.

Please see our school website ('Parents' – 'Wrap Around Care') for more information about timings, costs, registration, bookings and payments.



Breaktime Snacks

Reception children are provided with fruit and milk for their snack, Year 1 and 2 children are offered free fruit. From Year 3 to Year 6 children are allowed to bring in healthy snacks for their break time. Ideally, this will be fruit of some form. Chocolate biscuits and sweets are not allowed.

Due to some extreme pupil allergies, we are a Nut-free, Sesame-Free and Houmous-Free school.

Lunchtime Arrangements

Every child in Reception, Year 1 and Year 2 is entitled to a Universal Free School Meal, which means a hot meal each lunchtime. Free lunches are also available for children in Year 3 to Year 6 if your family is in receipt of certain statutory benefits. If you are in receipt of Income Support, Child Tax Credit or Income Based Job Seekers' Allowance, applications for free school meals can be made on forms held in the school office.

If in doubt, please ask! If your child in Reception, Year 1 or Year 2 qualifies for Pupil Premium, please let us know, as in addition to a free school meal further up the school, there are other additional benefits available to your child and to the school.

Children are required to bring packed lunch to school or to order our hot school meals. The ordering of hot meals can be done through ParentPay, this must be completed 10 days in advance. Please see our website for more information. Please ensure that packed lunches are carefully packed and brought to school in a plastic box labelled with the child's name and class.

The children are only allowed to bring water to drink in school.

This should be in a clear plastic container with a beaker or straw provided.

Fruit-flavoured squash is not allowed.

Glass bottles are not allowed.

Canned fizzy drinks are not allowed.

It is important that your child has a good lunch – it provides them with nourishment and energy when they need it most. We do not check packed lunches, but if we find that your child is eating very little, then we will inform you. Children are also encouraged to eat fresh fruit and vegetables at suitable times during the school day. Children should not have chocolate or sweets in their lunch boxes.

Children are encouraged to have their bottle of water in class to access during lesson times. This should be clearly labelled and taken home each day to clean and refill.

What Your Child Will Need

School uniform encourages a sense of identity and pride and is also an inducement to good behaviour. For this reason, all children are encouraged to wear our uniform and to dress neatly. We expect all parents to support us in this area.

Our school uniform consists of:

- a sky blue 'sweat shirt' or cardigan with the school and Trust logo;
- a plain white polo shirt (available with the school and Trust logo);
- grey trousers, grey tailored shorts, skirt or pinafore;
- sensible black shoes;
- in the summer, girls may also wear a blue and white gingham dress;



- a school sun hat may be purchased in school to wear at break time.

All children must come into school wearing their PE kit on days when they have PE and Fitness sessions. This consists of:

- A New Horizons Seaside Primary PE T-shirt (sky blue with the school and Trust logo);
- A New Horizons Seaside Primary PE zip sports jumper;
- Black PE shorts **OR** plain dark-coloured jogging suit / tracksuit bottoms;
- Plain socks – black or white;
- Suitable trainers for exercise.



Please see our School Uniform Policy on the school website for further details:

The school uniform, PE clothing, book bags and other items are available locally from Broadwater sports, Lancing. Football boots or outdoor training shoes with good grip are advisable for winter games on the field, for health and safety reasons. Team netball and football kit is provided by the school.

Children should not bring a pencil case to school; we provide all writing materials.

Labelling Property with Stikins

All clothing (uniform, coats, shoes and PE trainers), lunch boxes and water bottles *must be clearly labelled* with your child's name.

To assist with this, we have teamed up with STIKINS to offer parents the opportunity to purchase quality labels for your children's school uniform, whilst earning the school commission at the same time! This money can then be used to continue to help purchase some of the fantastic resources that benefit our children's learning.

Whilst the school will make every effort to safeguard personal property, and will do its best to trace items lost, it cannot accept responsibility for loss or damage to such property.

More details are available on the school website ('[Parents](#)' – '[Uniform](#)' - '[Labelling Property With Stikins](#)').

Welfare / Safeguarding Pupils

New Horizons Seaside Primary is committed to safeguarding children and to promoting their care and wellbeing at all times. We have effective policies on a range of issues including: safe recruitment, volunteer helpers, child protection, health and safety, behaviour, online safeguarding, anti-bullying and other associated areas. The school has a comprehensive Health and Safety Policy; all activities and areas are fully risk assessed. All visitors must report to the main school reception.

The teaching staff and leadership team are always prepared to meet parents at a mutually convenient time, but it is advisable to call or email for an appointment.

Children are encouraged and taught how to adopt safe and healthy lifestyles – a central strand of the school's work.

Special Educational Needs

The aim of our Special Educational Needs (SEN) Policy is to provide full access to the curriculum for all children who, either temporarily or for a longer period of time, might be in need of special educational provision with regard to academic, emotional or physical abilities.



The identification of special needs will be made by the class teacher, Deputy Head for Inclusion and / or parental concern, following identification of a specific need by an outside agency; following the administration of standardised assessments.

Assessment of the child's specific need(s) will include classroom observation and sometimes advice from outside agencies, such as specialist teams within the County Education Authority and the Educational Psychologist.

Records of progress, actions taken and the support given are kept in the child's file. Provision within the school will be for the children to be integrated in the mainstream classroom.

Children with special needs will receive support in one or more of the following ways:

- In-class support from the class teacher
- Small group support with the SEN staff
- In-class support from the teaching assistant
- Individual support from the SEN staff
- Small group support from the teaching assistant
- Support from an outside agency

For children on the Special Needs Register, support will be based on an individual assessment of their needs.

There is also support for children at the other end of the special needs spectrum, the more able pupils. Work in the classroom is differentiated to take account of each pupil's ability. Able pupils are encouraged to attend courses and enrichment activities.

New Horizons Seaside Primary is committed to equality of opportunity for all pupils in our community. As a fully inclusive school, we welcome all children and ensure that all pupils are treated equally. The school is a single storey building with wheelchair access and disabled toilet facilities. The curriculum is suitably differentiated to meet children's varying needs. If required the school can provide information in other formats and we will make special arrangements for the teaching of children with both visual and hearing impairments.

Our Inclusion Policy and Special Educational Needs Policy contain information relating to the education and welfare of pupils with disabilities. The school will be fully compliant with the Disability and Discrimination Act and pupils with disabilities are welcomed to the school. Once admission is agreed, their needs will be met in consultation with the pupil, the parents and

the Children's and Young People Services. We will continue to develop our facilities, knowledge and infrastructure to meet the needs of all pupils.

Please see the school website (['Contact Details'](#)) for the named member of staff to direct your enquiries to regarding your child's Special Educational Needs.

Behaviour and Discipline

A high standard of behaviour is expected of everyone. The school promotes the development of self-discipline and fosters qualities of honesty, kindness, politeness and co-operation. Children are expected to observe the school rules and parents are consulted at an early stage when a pupil's behaviour causes concern.

At New Horizons Seaside Primary, we follow a clear whole school Behaviour Policy which works hand in hand with our whole school 'Shell Treat Reward' system and blue and gold merit sticker system. SLT monitors and tracks the general behaviour of individual pupils over the course of the school day using Class Charts.



In more serious cases, the school will consult parents / carers if pupils' behaviour causes concern and it should be recognised that in certain circumstances sanctions may have to be employed. These can include the loss of privileges, written tasks, daily report forms, loss of part of a break time, letters home, an internal exclusion (time spent in another class) and, in very rare cases, a fixed term suspension will be considered. In this event, parents have the right to make representations to the Local Governing Body if they think the suspension is unreasonable.

Selected Subject-Specific Information

Physical Education



It is the school expectation that all children in Year R will take part in their PE slot and outdoor Discover and Do sessions.

It is the school expectation that all children in Key Stage 1 and Key Stage 2 will take part in both their weekly Physical Education lesson and their weekly Fitness lesson.

Children should have the correct kit in school for PE and Fitness sessions (see the 'What Your Child Will Need' section) and remove or cover earrings (see the 'Jewellery' section).

Reminder letters regarding PE Kit will be sent home to parents if children repeatedly do not have this in school. Our older children play in leagues and tournaments in a range of sports and parents / carers are invited to spectate on these occasions. We only ask that parents / carers respect the referee's decisions and behave in an appropriate manner in front of our children and children from other schools.

Religion and Worldviews

Religion and Worldviews is taught to all children. There is an element of daily collective worship which is a time for reflection on a whole range of issues. Children will not be led in prayer by any member of the teaching staff.

Following a written request from parents, children may be withdrawn from any collective worship led by visitors to the school. Please see our 'Collective Worship' Policy – available on the school website, for more details.

Personal Development

Through our carefully planned Personal Development curriculum, each child at New Horizons Seaside Primary is encouraged to develop their own character, personality and self-esteem. Good manners and consideration of others are Seaside essentials. The school will aim to develop a sense of personal responsibility and moral values, understanding and tolerance of others, self-awareness, an ability to cope with difficulties and problems and willingness to take a positive part in the life of the school. Please also refer to our DREAMS section.



Children are rewarded with stickers and certificates and the emphasis is placed on success and achievement. All children will receive praise for their efforts and a range of incentives and rewards will be in use.

Our Personal Development curriculum includes aspects of Sex and Relationship Education, taught at age and content appropriate levels. Parents have the right to withdraw their children from all or part of the Sex and Relationship Education programme offered by the school. Some aspects of human reproduction will be taught through the Science curriculum, from which pupils may not be withdrawn.

Educational Visits

Educational visits and input from visitors to the school are used to enhance the curriculum for all year groups. Visits are arranged in the local area and to places of interest slightly further afield for all year groups. A voluntary contribution to cover the cost of the visits will be requested from parents and carers and ultimately, visits can only go ahead if enough voluntary contributions have been made.

Residential Trips

In addition to the large range of day trips we offer the children throughout their time with us here, we are also very proud to be able to offer three amazing residential trips to our pupils. The trips are highly affordable for parents and pupil uptake is consistently high.

Our residential trips are all run by Seaside staff and play a hugely important part in the education of our children here at New Horizons Seaside Primary. The trips enrich the children's learning and offer them opportunities to carry out a wide range of activities from our Exploring New Horizons curriculum. They are also crucial in supporting the personal

development of our pupils over their time here and helping to instil in them our key DREAMS values.

In Year 3, we start by offering the children the chance to have a sleepover at school - for many children this is their first night away from home and great preparation for the four nights the children spend away in a hotel on the Isle Of Wight in Year 4.

In Year 5, the children travel further afield geographically and into more adventurous accommodation, camping for four nights in the New Forest. This prepares them for their final residential trip, travelling further afield again to Cornwall, where they camp for five nights - a fantastic and highly memorable end to their time in Year 6 and Seaside, before they move on to secondary schools after the summer.



Clubs



At New Horizons Seaside Primary, we are proud to offer an exceptional range after-school interest clubs to our pupils across the whole school. The majority of these clubs are run by our dedicated staff at no cost to parents / carers. We do also have links with local external agencies who use our premises to run additional clubs for our pupils – these have a cost to parents / carers, but as we do not charge agencies to make use of our premises, this cost is kept to a minimum.

Absence

If your child is unfit for school, it is essential that you notify the school of this using the Studybugs App. This saves unnecessary enquiries and safeguards the welfare of pupils.

Absence for medical appointments should be notified in advance. This is particularly important if a pupil has to leave the school premises during the day, since for safety reasons, we cannot allow a child to leave the premises without parents' / carers' consent.

Regulations issued by the Education Department mean that school attendance is monitored very closely indeed. The school will initiate enquiries in cases of unauthorised absence and these, in turn, have to be recorded. We regard all absences which take place without a reasonable explanation as unauthorised and such may be referred to the Education Welfare Service for investigation. It is therefore essential that you inform the school office or your child's class teacher of the reasons for all absences. Please refer to the Attendance Policy on the school website for more information about attendance and punctuality.

Absence for reasons other than illness should be rare. Most parents recognise that regular school attendance is vital if children are to benefit fully from the opportunities which school offers them. Recent curricular reforms underline the importance of continuity and progression in the learning process. Nevertheless, if you have a special and acceptable reason for absence, permission can be requested.

Parents do not have the right to remove a child for a holiday during term time. Only the school, through a formal application to the Headteacher, can authorise such absence for a

genuine family holiday. Holidays during term time are discouraged. If you have to take your annual holiday in term time, please ask a member of the Office Staff for a holiday form.

Absence for holiday which has not received prior approval, will be unauthorised, and this may be referred to the Education Welfare Officer.

Medicines / Illness

Parents are asked not to allow their children to come to school if they are really unwell. Teachers and staff cannot normally be expected to give medication in school. If a child is recovering from an illness and seems fit to return to school and is still taking medication, please speak to the office staff. Please see our website for more information.

In the case of chronic conditions where children need medication on a long-term basis, staff will normally assist. Parents must however take responsibility for ensuring that:

- our staff know what is required (i.e. medicines or tablets should be brought in by the parent whose responsibility it is to explain administration instructions);
- the medicine is properly labelled with the child's name, dose, time and any other particular instructions, (i.e. before games or P.E. sessions);
- no more than one week's supply of medicines or tablets is sent at a time;
- the request for administration of medicines in school form is completed.

In the event of illness or injury occurring during school hours, children will be assessed by our trained first aid staff. If a pupil has an accident in school, we will take emergency action as appropriate and parents will be contacted and called to school if necessary.

The School Nursing Team conducts vision, hearing, height and weight checks in Year R and parents are informed of any treatment required. The School Nursing Team also carries out height and weight checks of all pupils in Year 6.

Photography Policy

Parents / carers are allowed to photograph or video their children at indoor school events and outside sporting events.

This is on the strict understanding that they DO NOT have the right to upload images / films which feature any Seaside Primary pupils (even in the background of the picture) other than their own child online on any form of social media whatsoever.

If parents / carers cannot abide by this rule, put in place to respect individual parental wishes and in a number of cases for child protection reasons, this will be raised with our Trustees to review whether to allow photos or videos at all.

Jewellery / Valuables

With the exception of studs or sleepers for pierced ears, no other form of jewellery is permitted. Children should not wear their earrings on days when they do P.E. or games since they will have to remove them. The school cannot be held responsible for their loss. If ears have recently been pierced,



please provide micro pore tape which can be used to cover them. No form of jewellery is allowed to be worn in PE / Fitness lessons.

Children may wear watches but the school cannot be held responsible if these are lost. No money is allowed in school.

Mobile phones, Smart watches with internet or 3G connections or other similar items are not permitted in school. An exception to this rule is mobile phones for Year 6 pupils who walk home alone. Pupils must hand their phones in to their teacher at the start of the day and collect it again from the office at the end of the day.

Complaints Procedure

The majority of complaints will be dealt with informally by discussion with the class teacher. Our class teachers are always prepared to meet parents at a mutually convenient time, but it is advisable to write or ring for an appointment.

If an issue is not resolved through meeting the class teacher, then parents should arrange to meet the Year Leader of the child's year group. Only then, if the matter is still not satisfactorily resolved should an appointment be made to see a member of the Senior Leadership Team: Deputy Headteachers, Senior Deputy Headteacher or Headteacher.

In those few cases where the complainant is not satisfied with the response at the informal stage, there are formal procedures to ensure that, in the case of complaints against a school, the matter is passed on for consideration by the Local Governing Body.

Information Available For Parents

The following items are available on the school website:

- Long Term Curriculum Planning for the whole school for all curriculum areas (['About Us' – 'Statutory Information' – 'Curriculum'](#)).
- The most recent OFSTED published report referring to this school (['About Us' – 'Statutory Information'](#)).
- The names of any schemes of work currently in use in this school (['About Us' – 'Statutory Information' – 'Curriculum'](#)).
- Local Governors' policies including the Complaints Policy and Collective Worship Policy (['About Us' – 'Statutory Information' – 'Policies'](#)).
- The New Horizons Seaside Primary Parent Handbook (['About Us' tab](#)).

Paper copies of any of items in the Statutory Information section will be provided on request.

