



Networked Learning Communities
Learning from each other Learning with each other Learning on behalf of each other

JOHN HAMPDEN and TETSWORTH FEDERATION of SCHOOLS

TETSWORTH PRIMARY SCHOOL HANDBOOK FOR PARENTS

John Hampden
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Tetsworth
15 High Street
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www.john-hampden.oxon.sch.uk



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1. Useful Information for Tetsworth Primary School

Name and address Tetsworth Primary School
15 High Street
Tetsworth
Oxfordshire OX9 7AB

Telephone Number 01844 281328

Executive Head teacher Mr Paul Hankey

Head of School Mrs Anna Bowden

Deputy Headteacher Mrs Sarah Spencer

Co - Chairs of Governors Mrs Rachel Caseby
Mrs Natalie Henderson

Business Manager Mrs Sarah Bradford

School Administrators Mrs Emily Holmes
Mrs Jenny Mann

School times

Start Time – 8.45 a.m.

- 1st Bell – Children stand still
- 2nd Bell – Y6, 5, 4, 3, 2 & 1 Children say goodbye to their parent/carer and enter their classroom
- 3rd Bell – Reception children line up to be accompanied to their classroom by their teacher
- 4th Bell – Nursery children line up to be accompanied to their classroom by their teacher or parent/carer

Finish Time – 3.15 p.m.

Office hours 8.30am - 3.30pm

Local Authority Oxfordshire County Council
County Hall
Oxford
OX1 1NA

2. Useful Information for John Hampden Primary School

Name and address	John Hampden Primary School Park Street Thame Oxfordshire OX9 3HU
Telephone Number	01844 212291
Head teacher	Mr. Paul Hankey
Co – Chairs of Governors	Mrs Rachel Caseby Mrs Natalie Henderson
Business Manager	Mrs Sarah Bradford
School administrators	Mrs. Corrina Hutchings Mrs. Christine Smith Mrs Alice Diamond
Office hours	8.30am-4pm
Local Authority	Oxfordshire County Council County Hall Oxford OX1 1NA

3. Introduction

Welcome to John Hampden and Tetsworth Schools' Federation. We are maintained by Oxfordshire Education Authority and governed by a federated Governing Body.

John Hampden and Tetsworth Primary Schools are friendly and caring schools that are committed to excellence in learning. We aim to support children sympathetically and encourage positive attitudes to learning, school and life. We believe that the higher the expectations we have of the children, the greater their achievement will be.

It is our intention that, working closely with parents, we will enable all children to develop their full potential and to acquire knowledge, understanding and skills in a wide variety of subjects and activities.

We are part of the Thame Partnership of Schools and actively promote opportunities for collaborative learning and professional development between our schools.

This handbook is for families with children at Tetsworth Primary and for parents who are considering enrolment at the school. It is intended to provide parents with details about day to day life at our school and information about policies and procedures.

We hope that this document will provide you with what you need to know about our school. If you have any further questions, please do not hesitate to get in touch.

Paul Hankey
Executive Head teacher

4. The Federation

In September 2009, after a period of consultation, a Federation was formed between John Hampden Primary School & Tetsworth Primary School.

Federations are groups of two or more schools with a **joint governing body**. Each of the schools retains their separate identity but their individual governing bodies are dissolved and a new joint instrument of governance establishes a single federated governing body in their place. All maintained schools may establish joint governing bodies. This arrangement is termed a 'hard' governance federation by the DfE because of the formal commitments that are established.

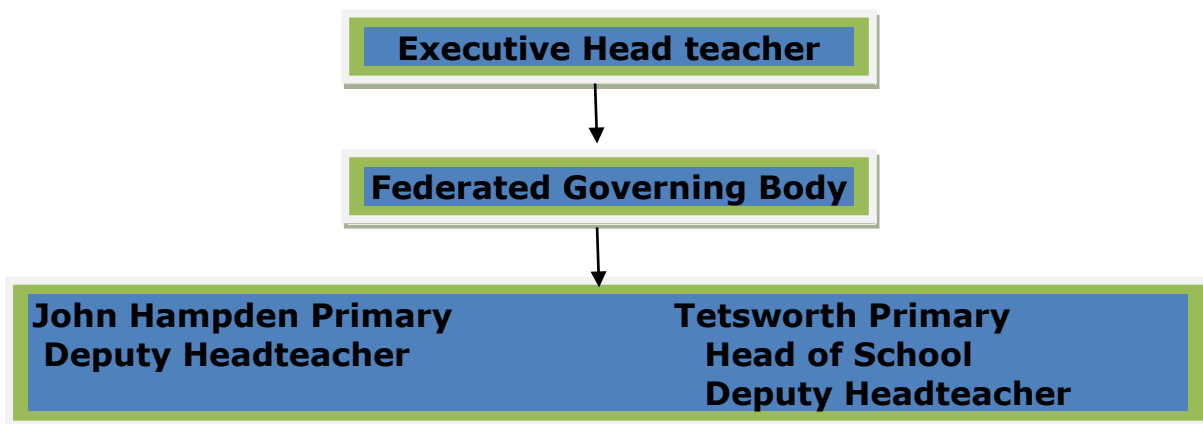
Excellence and Opportunity

Our federated schools remain separate in funding terms and each has their own Head of School. Mr Paul Hankey acts as the Executive Headteacher across both schools, utilising his wealth of experience to promote the highest levels of education across the board. Mrs Anna Bowden is Head of School for Tetsworth. The governing body has become "one", allowing parents and staff from both schools to become governors and make strategic decisions that influence and help both of the schools.

Our vision is for The Federation to offer an even better learning environment for pupils and students who attend John Hampden School and Tetsworth School and to maintain close links with the local community. Both John Hampden and Tetsworth have excellent facilities and both schools are well equipped for the educational challenges going forward.

Federation is becoming more common countrywide and is the next positive step to being at the forefront of education. Since the launch of the Federation in September 2009, the children and staff across all schools have benefitted from greater interaction with their peers, joint events and combined learning activities.

Our Federated Structure



5. John Hampden and Tetsworth Federated School Governors

Name	Type of Governor	Contact via
Mrs Anna Bowden	Head of School	Tetsworth office
Mr Paul Hankey	Executive Head	John Hampden office
Mrs Rachel Caseby – Co Chair	Co-opted	John Hampden office
Mrs Laura Craig	Staff	John Hampden office
Mr Luke Hanratty	Parent	Tetsworth office
Mr Daniel Hayes	Parent	John Hampden office
Co-opted governors		
Mrs Beverley Fulton – Vice Chair	Co-opted	Tetsworth office
Mrs Rosy Bowling	Co-opted	John Hampden office
Mrs Natalie Henderson – Co Chair	Co-opted	John Hampden office
Mrs Sian Stratton	Co-opted	John Hampden office
Mrs Sarah Bradford	Co-opted	John Hampden office
Mrs Sarah Spencer	Deputy Headteacher (Observing Governor)	Tetsworth office

Governors have a wide range of roles to play within the school including:

- Setting the overall school budget
- Setting priorities for the School Improvement Plan
- Ensuring the National Curriculum is taught to all children
- Setting targets for pupil achievement
- Publishing national test results
- Ensure Health and Safety issues are addressed

Governors welcome ideas and comments from parents, guardians and children.

Please note that this information can be subject to change but that the names of current members of the Governing Body are listed on the school website and the 'Get Information on Schools' website

If you would like to contact the Governing body you can do so via either school office by phone or e-mail.

Telephone: 01844 218328 (TPS) 01844 212291 (JHS)

Emails: office.2456@tetsworth.oxon.sch.uk
office.2591@john-hampden.oxon.sch.uk

6. Our Philosophy

We believe in the Artist, the Poet, the Scientist, the Explorer and the Pioneer. We believe in a school where children and adults look forward to each day; in which each accomplishes something worthwhile, from which each leaves with satisfaction.

Our quest is to rejoice in learning – to strive towards the very best in everything we do, so the school is a place of continual growth, of skills and understanding, of confidence and enthusiasm and where there is compassion for everyone.

We aim to create a caring community where mutual support and respect is fostered and the full potential for everyone is first revealed and then fully extended. We aim to love our fellows, nurture tender-heartedness and value everyone's contribution to life as highly as our own. We believe that restorative practice helps children and adults to learn from experiences and to build positive relationships so aim to use the strategies in all interactions.

In our school we follow 'The Tetsworth Way' which highlights to the school community that we are kind, we do our best and we are a team. The principles that we follow within this are to be ready, respectful and safe. In order to help children understand how to behave with others in a positive way, these principles underpin our actions.



7. School Staff Tetsworth Primary School

YEAR	Teacher's name	Class Name
Nursery/ Reception	Miss Braund	Sapphire
Years 1/2	Mrs Grannum	Moonstone
Years 3/4	Miss Wenzel – Mon/Tue Mrs Harman – Wed/Thur/Fri	Amethyst
Years 5/6	Mr Millburn	Ruby
Head of School	Mrs A Bowden	
Deputy Head of School	Mrs S Spencer	
Senior Teacher	Miss S Braund	
Safeguarding Leads	Mrs A Bowden, Mrs S Spencer, Miss S Braund	
Teaching Assistants	Mrs J Mann, Mr I Robinson, Ms Biltcliffe, Mrs Collins	
Special Educational Needs Coordinator	Miss S Braund	
Office Administrators	Mrs E Holmes – Mon/Tues/Wed 8.30am–3.30pm Mrs J Mann – Weds am/Thurs/Fri 8.30am–3.30pm	
Lunchtime Supervisors	Mrs S Peddle, Mrs Horwood plus Teaching Assistants	

8. The School Day

Start of the Day

Children should arrive on site between 8.35 – 8.45am. A member of the Senior Leader Team will be on duty at the school gate from 8.35am. Parents/carers of pupils in Years 5 & 6 can leave the site once the member of staff is aware that the child is in school. Parents of pupils in Nursery, Reception, Years 1, 2, 3 & 4 should remain on site until their youngest child has been asked to line up.

The 1st bell will ring at 8.45am – everyone must stand still.

The 2nd bell will then ring – The adult on duty will ask years 1 - 6 to walk into class calmly and quietly.

The 3rd bell will then ring – Children from Reception will line up and enter the building with the class teacher.

The 4th bell will ring – Children from Nursery will line up and enter the building with the class TA or parent/carer.

Our cloakroom areas are small and for health and safety reasons we ask parents/carers not to go into these areas for any reason.

Parent / carers should leave the site as soon as their youngest child has been asked to go into their classroom. The school gate will be locked as soon as everyone is off site.

End of the Day

The gates will be opened at 3.15pm and adults come onto the playground. Children will be sent to the adult who has come to collect them. A member of staff will stand by the gate to ensure all children are accounted for with an adult.

Collecting Your Child from School

EYFS –Year 6.

Parents/carers collect their children from the playground.

Parents should notify the school office if they expect to be delayed or if someone other than the usual adult will be picking up. Where possible please do this before midday. **We cannot allow a child to be picked up by anyone other than their usual adult without prior permission.** Staff will make appropriate phone calls if there is an unusual or unreasonable delay in the children being collected.

Once your child is in Years 5 or 6 you may feel that they can walk home alone. You will need to write to the school to let us know that your child has your permission to walk home without an adult. We discourage the practice of pupils in these Upper Key Stage 2 year groups from being given the responsibility of walking younger siblings home with them.

During the day

All school classes start with morning registration. Lessons continue until morning break for Years 1 – 6. Nursery and Reception pupils do not have a set playtime in keeping with the EYFS ethos.

Nursery, Reception and Key Stage 1 pupils take advantage of the free fruit provided by the government every day. Children in nursery and KS1 have a second snack break during the day which you can provide a snack for. Children in KS2 are welcome to bring in a **healthy snack** from home.

The snacks we encourage are fruit/breadsticks/cereal bars, etc (no crisps, chocolate bars etc). Children may be asked to take home any snacks other than those listed.

All children should bring in a named drinks bottle containing water only. **Children are not to bring in squash or fruit drinks.**

The morning session starts at 8.45am and continues until 12pm for KS1 and 12:15 for KS2. Lunch lasts for one hour and afternoon lessons begin at 1pm for KS1 and 1.15pm for KS2. During the morning session the children have a 15-minute outdoor break.

Lunchtime Arrangements

Nursery pupils – nursery pupils should bring in a healthy packed lunch in a wipe clean container. Please do not send in fizzy drinks/sweets/choc bars as part of the packed lunch.

Reception/Year 1 and Year 2 pupils – children in these Year Groups are entitled to a free school meal. Our hot meals/packed lunches are transported across from the kitchen in John Hampden Primary School. These meals can be ordered from Dolce on the SchoolGrid website and should be ordered by noon the previous day at the latest. Children may bring in a healthy packed lunch in a wipe clean container. Children are encouraged to take home waste so that parents have an indication of what their child has eaten during the school day. Please do not send in fizzy drinks/sweets/choc bars as part of the packed lunch.

Year 3 – Year 6 pupils – children may order a hot lunch or packed lunch at a cost of approximately £2.50 from Dolce on the School Grid website. They need to be ordered by noon the previous day at the latest. Alternatively, they can bring in a healthy packed lunch in a wipe clean container. Children are encouraged to take home waste so that parents have an indication of what their child has eaten during the school day. Please do not send in fizzy drinks/sweets/choc bars as part of the packed lunch.

Children are encouraged to become independent eaters, who learn to listen to their bodies and understand when they are hungry and when they are full. We aim for our children to have a positive relationship with food. Therefore, we do not impose a specific order children eat their meal or whether or not they finish their entire lunch.

Wrap Around Care

We understand how hard it can be to arrange childcare for your child either side of the school day. Our breakfast and after school club is arranged and organised by an outside agency, where the children are provided with food and fun activities. Breakfast club runs from 7:45 a.m. until 8:45 a.m. with the after school club running from 3:15 p.m. until 4:30 p.m. with the aim that this will increase to 6 p.m. as soon as possible. If you would like to find out any further information or book your child/children into a club, please contact James on contact@jrfootball.co.uk

Achievements

It is our aim to celebrate with the children their own achievements and recognise that every child is differently and learns in different ways. The children are united within their class – each with an individual class name that reflects a gemstone. The children may be praised for being a 'Shining Gem' within their class when they display a positive behaviour, through the use of a postcard home.

Each child is striving to be a 'Diamond of the Week'. The children are given a focus on Monday in assembly which is related to their PSHE topic for the week and those children that are really striving to display that focus will be recognised in the assembly on Friday.

Every child and adult in school belongs to one of our four house teams:

Red Kites - Red

Swans – Yellow

Chilterns – Green

St Giles – Blue

House teams are allocated to children and staff when they join the school.

Children can earn house points for their team in various ways, such as displaying positive behaviour and achieving success in their work.

9. Uniform

All pupils are asked to wear a school uniform including Nursery pupils.

The school uniform is:

- Royal blue sweatshirt or cardigan (logo items are available but not mandatory)
- White shirt, blouse or collared polo shirt (logo items are available but not mandatory)
- Grey or black trousers (not joggers), shorts, pinafores or skirts
- Blue checked dresses in summer
- Plain black school shoes (trainers and heavy boots are not allowed – sandals and socks are allowed in the summer).

No jewellery other than stud earrings should be worn to school – these must be covered for PE. Long hair must be tied back. **Extreme hairstyles are not permitted (heavily gelled hair/hair braids/hair extensions/colours in hair/undercuts/patterns cut into the hair).**

In the event of bad weather, or if it is your child's turn to use the trim trail, then they should wear or bring into school wellingtons/snow boots. When not being worn they will need a named bag in which to store them. They will need school shoes to wear indoors if boots are worn to school.

PE Kit for Years 1-6

You will be asked to provide your child with a PE kit if your child is in Years 1-6.

Children are expected to wear their PE kit to school for their PE sessions twice a week.

Your child will need:

- Shorts (**blue or black**)
- t-shirt (**navy, school PE t shirt**)
- plimsolls or trainers for outdoor use
- **plain navy or black** tracksuit/ jogging bottoms and sweatshirt for cold weather.
- Swimming kit in a named bag when necessary

You can buy Tetsworth Primary sweatshirts, fleeces, shower-proof jackets, polo shirts and PE tops. Other items for sale include sunhats, book bags and PE bags. We ask that water bottles are NOT transported in book bags as this can lead to books being damaged. School uniform details are available from the office.

Bare foot work for indoor work is encouraged. Bare feet are safer than trainers because they provide better grip. Children are not permitted to work wearing only socks. We ask that trainers are not worn inside during these work sessions, unless medical reasons prevent your child from working in bare feet. Send a note to the class teacher if your child needs to wear trainers inside for PE. Earrings should be removed for all PE lessons or the ears taped up.

Nursery/Reception

You are asked to provide wellington boots, waterproof trousers and a warm waterproof coat to allow Nursery and Reception Pupils to access outdoor learning regardless of the weather.

Reception pupils may begin to access a more formal P.E. session as we progress through the Academic Year. When this happens they will then require P.E. Kit as outlined above.

10. Administration and Communication

Money

When children bring in money, either cash or cheques (e.g. to pay for a school visit) this should be sent into school in an envelope marked with the following information –

- a) child's name**
- b) teacher's name**
- c) amount enclosed**
- d) Cheques will usually be made payable to Tetsworth Primary School unless otherwise instructed.**

This will then be sent to the School Office by your child's class teacher.

Attendance

Attendance for the majority of pupils is good with only a few occasions where low attendance causes a problem. However, attendance is something the school takes seriously as poor attendance does have a big impact on learning. The school is obliged by law to follow up any child who is absent from school without explanation, or if the explanation for an absence is not adequate.

If your child is unwell or has an appointment you must inform the office by telephone or email office.2456@tetsworth.oxon.sch.uk before 8:45am every day that your child is absent, so that teachers can be informed and our records can be kept up to date.

Holidays

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Headteacher, in liaison with the Governors, to decide what might constitute exceptional circumstances and the number of school days a child can be away from school if the leave is granted.

Leave of absence will not be authorised during term time, especially during assessment periods, unless there are exceptional circumstances in line with the examples given below:

- a parent, grandparent or other close relative is seriously ill.
- there may have been a significant family trauma recently and the Head teacher may consider that an immediate holiday might enable the child to cope with the situation.

We are obliged to refuse request for holiday and we strongly urge parents to comply.

INSET days are published as soon as the school have agreed these, but may be subject to change.

Absences during the school day

If you need to take your child out of school for a period during the school day, then you will need to sign them out and sign them back in again on the form in the school office.

These procedures are important in case of fire or emergency. The school needs to know exactly how many children are on site at any one time so that we can ensure that all children are present and safe.

A full copy of the school policy on attendance and absence is available from the office on request and on the school website.

Lateness

Children must attend on time to be registered for a session, unless the lateness is unavoidable. Parents are expected to ensure that children are present at registration. Arriving more than 30 minutes after the start of the session without good reason is counted as an unauthorised leave.

Communication

The school will aim to keep in touch with you in a number of ways. We hope that parents will feel free to make contact with any comments or concerns. We ask that if you have concerns, you contact your child's class teacher in the first instance. If you still have concerns after that, you can request a telephone call or meeting with the Deputy Headteacher, the Head of School and then the Executive Headteacher by phoning the office – 01844 281328 or by e-mailing - office.2456@tetsworth.oxon.sch.uk

Contact Numbers

Before your child joins school you will be asked to fill out a form that provides basic details about your child's health and who to contact in an emergency. This will include nominating adults other than parents, perhaps friends or a family member with whom your child feels happy and secure.

This form is kept in the office just in case we need to contact someone during the day. Let the school office know if any of these contact numbers change.

It is essential that we have a contact who will be able to pick up your child within 20 minutes of receiving a call to say that they are unwell.

The law requires that the school is notified in writing if anyone else will be collecting your children from school. The school understands that your arrangements might change from day to day. You can write a letter /telephone or e-mail the school stating your usual weekly arrangements and naming individuals who might collect your children if the usual arrangements have to change at short notice.

Communication

Letters and class communications will, where possible, be sent via e-mail. Parents receive school communications such as the newsletter electronically using your nominated e-mail address – please make sure that if this changes you make the office aware.

Information may need to be sent home by means of "pupil post". If this happens then the letter will be given to the eldest child of a family to take home. Letters are easily lost, and it is worth checking your child's school bag at regular intervals. If you think you have missed a letter, then please contact the office on 01844 281328.

Meetings with Parents

Parents Evenings take place in Terms 1 and 4. These are an opportunity to discuss your child's well-being as well as their academic progress and achievements.

School Events

We will send out a calendar of School Events within three weeks of the start of the Academic Year and try to remind you as much as possible of upcoming events via the weekly newsletter.

Contacting governors

School governors welcome comments from parents about any aspect of life at our school. Governors can be contacted in writing or by e-mail, care of the school office.

Lost Property

If your child has lost something, please talk to their teacher or telephone/e-mail the office. Lost property will be stored centrally but will be recycled/disposed of at the end of each half term.

Parking for Parents

Please note that our school car park is for the use of school staff/visitors only. Parents will only be able to use the school car park in an emergency and with prior permission. This rule applies at all times including the picking up of pupils who have attended after-school clubs.

Please also be courteous to our neighbours / the local community and avoid parking where it might cause them problems. **The owner of the Swan Hotel next to the village green does allow us to use their carpark at drop off and pick up times.**

The lane at the back of the school must only be used for parking in an emergency – not on a daily basis.

School Closures

Occasionally it is necessary to close the school due to unforeseen circumstances. We will inform parents as soon as we are able to via e-mail, the school web-site, Oxfordshire County Council closure page and on local radio stations BBC Radio Oxford, Heart FM and Jack FM.

Please ensure that we have up-to-date contact information on a day-to-day basis.

11. Health, Safety and Illness at school

Security

The school has procedures in place to safeguard security as far as possible. All visitors to school are required to visit the office when they arrive. Visitors will be given a visitor's badge and told what to do if they have a concern whilst on site. Children are taught to recognise the visitor's badge, and to tell a member of staff if they see someone wandering around school without one.

The gate leading onto the playground and the car park gates are secured at all times other than when letting children in and out of the school between 8:35 a.m. and 8.50 a.m. and again between 3:15 p.m. and 3:25 p.m. Any pupils arriving after the gates are locked should go to the office where your child will be taken to their classroom.

First aid

Teachers and other school staff are expected to ensure that children are safe and to take action when necessary in the event of accident or illness. In exceptional circumstances this might mean giving medicines or contacting emergency services.

Staff will contact you if necessary, but usually only if your child needs to go home before the end of the day. Minor incidents can usually be handled without the need to contact you. If your child has a bump to the head staff are instructed to monitor them carefully, to get in touch if they are concerned and to inform parent/person nominated to collect them at the end of the school day. More serious incidents requiring First Aider intervention are logged in school.

Children Who Are Unwell at Home

Please do not send your children into school if they are feeling unwell. If your child has sickness and/or diarrhea, then they can only return to school 48 hours after their last bout of illness.

Children taken ill at school

Children taken ill during the school day parents will be contacted. Someone will stay with your child and care for them until they are collected. Your child may be taken to the Health Centre in Thame if staff decide that medical advice is needed without delay.

Asthmatic children

A child with asthma may have an inhaler at school. Information regarding its use should be given to the school in writing, including when to give it, e.g. before PE. Inhalers are kept in an easily accessible place for each child.

All inhalers must be in a box/container with the original prescription label attached. If you leave an inhaler on site, then please check it on a regular basis to make sure that it is in date. School are not able to take responsibility for doing this.

Staff will try to ensure that children use inhalers prior to PE if necessary however from Years 3 -6 there is an expectation that pupils will take responsibility for doing this. Inhalers will also be taken whenever pupils are off-site for any reason.

Medicines at school

The school will give drugs, such as antibiotics, with written permission from parents if this is absolutely essential (need 4 doses or more a day). However, where possible we would ask that parents try to fit in the required number of tablets/doses of medicine each day without the need to bring them into school.

If it is necessary to administer medicine at school, then the members of staff who will give this medicine will be named on the permission slip and the medicine will be locked away or kept in the fridge. Medicines may be given on residential trips if necessary following consultation with parents before the visit takes place.

Children needing medicines for long term medical conditions may need to have a Health Care Plan drawn up between their health professionals, the family and the school. Staff will undertake training as specified in a child's Health Care Plan as appropriate.

A copy of the school policy about medicines at school is available from the office and is published on our school web-site.

12. School trips

At regular intervals during the year your child will leave the school premises for a variety of reasons including school trips. Outings are planned to complement curriculum subjects and are a great way of engaging the children's imaginations and bringing a subject to life.

Some of these trips will be short visits to venues in the village or in Thame. Children will walk to venues within the village.

For school trips further afield, the children will travel by mini-bus or coach. All transport used by the school are equipped with seat belts.

Teachers planning to take their class away from school premises will first agree the details with the Head of School. A letter will be sent home in advance of the trip with details of the cost, destination, transport arrangements, time of departure and time of return. Most outings take place during normal school day.

The letter will include a consent form and you will be asked to sign this and return it to the office. **Your child will not be able to attend the school trip if you do not provide written consent.**

The school encourages all children to take part in outings if possible. If you have any concerns about your child taking part in an outing please talk to the class teacher or Head of School. There will be adequate ratios of staff/adults to children, with larger numbers of adults being used for younger children. Parents may be asked to support on school trips.

Field trips

During their time in Key Stage 2 your child/children will have the opportunity to go on a residential field trip for three days or more with members of their class. The field trips are an enormous success and very enjoyable for all those involved. In addition to the educational activities, children also gain added independence, confidence and social skills that come from spending a few nights away from home. Students on field trips are accompanied by male and female members of staff. Any children not participating will be included in another class group for the duration of the trip.

Cost of school trips

You may be asked for a financial contribution towards the cost of a school outing which will go towards entrance fees and cost of transport. If you are unable or unwilling to make a contribution, please see the class teacher or Head of School. On occasion, the visit might have to be cancelled if contributions are insufficient to meet the cost.

The cost of field trips is more significant, as accommodation and meals for the trip are included. Parents are usually given plenty of notice of the field trip and can spread payment in instalments over a period of months. Again, if you are concerned about the cost of the field trip please see the class teacher or Head of School. A copy of our charging and remissions policy is available on the school web-site or from the school office.

13. Getting Involved

The School welcomes the involvement of parents. Getting involved with school life will help you to feel more a part of your child's education. The children also get a real thrill when parents and loved ones can be a part of what's going on – they are not old enough for you to be embarrassing yet! There are many ways in which you can contribute.

1. Classroom and school curriculum activities

There will be many opportunities to get involved with school activities. It is a great way to get an inside perspective on school life and to get to know some of the children in your child's year group. You might want to get involved by reading with your child's classmates or supporting during special events and /or school outings. Please ask your child's class teacher if you would like to be a Volunteer.

2. Tell us your skills

We frequently rely on the expertise of the parents to help with school developments and projects. Let us know if you have a particular skill, profession or interest that might be of use to the school. Tradesmen, marketing professionals, health professionals, artists, musicians – all walks of life will have something to contribute at some point and we would welcome your input.

3. TPSA

All parents are part of the Tetsworth Primary School Association. Our TPSA raises vital funds for facilities and equipment to complement life at School. The TPSA has funded school outings and Reward Trips, books and other school resources. The TPSA also takes responsibility for many of the most enjoyable and memorable occasions in the school calendar. Please see the TPSA flyers with further information.

4. Parent Council

We always like to hear the views of parents and discuss ways in which the school can be improved for your child. We invite all parents to attend regular parent council meetings with the Head of School/Deputy Headteacher and other representatives from the school community, to discuss different issues. If you would like to attend, please let the office know when the reminder is sent out with the date.

14. The School Site

Our school site comprises of two main buildings.

1. The old school building.

This houses:

- **Ruby classroom** (used by pupils in Years 5-6)
- **School Hall**
 - Assemblies, school dinners, whole class and group work all take place in the school Hall.
- **School Library**
 - Intervention work takes place in this room as well as it being used as a traditional library.
- **Administration Office**
 - Mrs Holmes and Mrs Mann run our Administration Office – please contact them for anything school related on 01844 281328 or office.2456@tetsworth.oxon.sch.uk
- **Head of School and Deputy Head of School's Office**
 - Mrs Bowden can be contacted on head.2456@tetsworth.oxon.sch.uk
- **Small kitchen**
 - This is used mainly by staff but is used occasionally for curriculum purposes.
- **Staff Room**
- **Nurture Room**
 - A room for children to have a space to earn quietly away from class or for intervention work to take place for small groups.

2. The terrapin building.

This houses three classrooms:

- **Sapphire** – Nursery and Reception
- **Moonstone** – Years 1 and 2
- **Amethyst** – Years 3 and 4
- **Disabled toilet**

15. Conclusion

We hope this document provides you with all you need to know about daily life at Tetsworth Primary School and our Federation of Schools.

Remember that there are other sources of information on the school website, pages for the individual classes/events, Newsletters to mention just a few.

We enjoy getting to know your children and hope that you and your children find school life enjoyable and rewarding.