

Key Information

2024 / 2025

Our Learning Our Journey Our Future

This booklet supports our school values of
Respect, Harmony, Faith and Life-long learning

Headteacher's Welcome

Dear Parents / Carers,

Welcome to Holy Trinity Church of England Primary School and Community Nursery. We are a Christian school where pupils and adults develop the values, knowledge and skills to flourish in our loving care. Our school values of Faith, Respect, Harmony and Life-long Learning are embedded in all we do and are made possible by God's love. We believe that our Christian vision and values enriches the development of the whole child as they journey through our school and beyond. Our school website will give you a flavour of our wonderful school, but if you would like to know more then please do come and see us!



The teachers at Holy Trinity make the education of their pupils their first concern. They promote the highest possible standards in work and conduct. When your child starts with us, you also become a valued partner in your child's learning journey. We wish to work closely with you to ensure your child is able to thrive.



Our highly skilled and dedicated staff team create a welcoming and stimulating learning environment where your child will be supported and nurtured to achieve their potential. We use a broad and balanced curriculum to meet the needs of our pupils, enabling them to achieve their full educational potential and make progress in learning. Lessons are carefully planned to engage a range of different learning styles and actively promote pupils' spiritual, moral, social and cultural development. We are committed to creating learning opportunities, through our curriculum, that are engaging, challenging and fun. We aim to inspire all children by making learning irresistible!



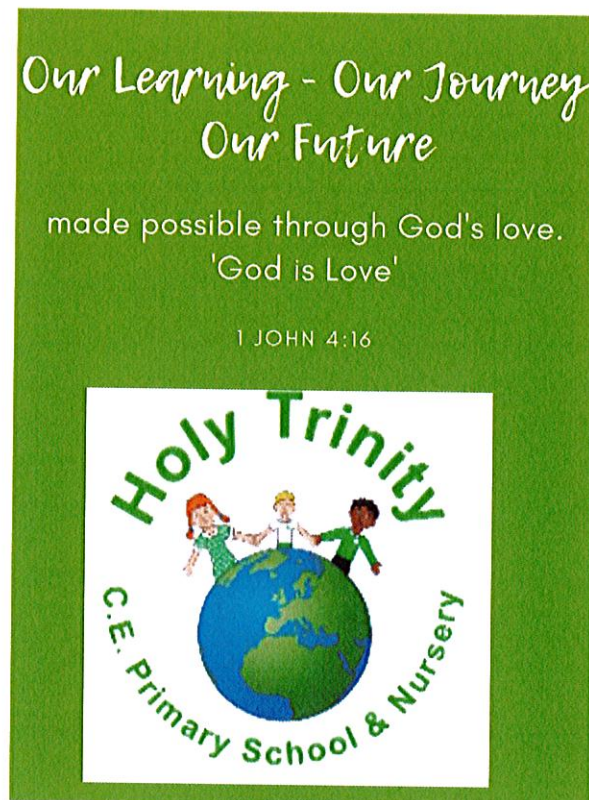
Finally, we are proud and privileged to be leading your child through this exciting first stage of their school education. We will endeavour to ensure that their experience with us is the best that it can be.

Miss Alana Fordham
Acting Headteacher

Contents

	Page		Page
Absence from school	9	Musical Instrument Tuition	24
Accessibility Plan	28	Nursery	8
Admissions	17	Nurture Group	26
After School Club	25	Our Christian Values	3
Breakfast Club	25	Our Christian Vision	2
Clothing Grants	10	Our School	4
Collection of children	9	Out of Class Activities	25
Collective Worship	18	Parent Support	28
Cool Milk at School	13	Parent View	28
Cycles and scooters	15	Partnership with parents	20
Dates of holidays/term dates	10	PE	24
Drinking water	13	Photography	27
Equal Opportunities	28	Plan of our school	32
Family Support	20	Policies / Documents	29
Forest School	24	Pupil Premium (Free School Meals)	14
Fresh Fruit at Morning Break	13	Responsibilities of Children	27
Governance Board	6	Rights Respecting School	27
Hand sanitizer	14	Safeguarding (Child Protection)	26
Healthy Schools Award	13	Safety to and from school	8
Helping in School	30	School Council	27
Home & School Communication	20	School Curriculum	21
Home Learning	22	School Dress (uniform)	11-12
Home School Agreement	20	School Hours	7
Library	23	School Team	5
Lost Property	10	Special Education Needs & Disability	25
Lunchtime	13	Swimming	23
Map - our school location	31	The Friends	29
Medical Information	19	Transfer to Secondary School	30
Mobile Phones	16	Walking Bus	15
Money & Personal Possessions	16	Valuables	16
Monitors	27	Walking Bus	15
Multicultural Education	28	Valuables	16

Our Christian Vision



We are a Christian school where pupils and adults know that they are **loved by God**.

Our **Christian values** permeate all we are, and all we do – made possible by **God's love** for us.

God wants the very best for His children so that they **flourish**.

This belief empowers us to have **high aspirations** and **ambitions** for every adult and pupil in our school.

Our values sustain us on our **journey** through life. When times are difficult we are reminded that **God is with us**.

We are dedicated to developing the **values** of **Faith, Harmony, Respect** and **Life-long learning** to equip us **all** to live **fulfilling lives**.

Our Christian Values

Through our journey of life, we strive to follow the values of:

Faith

Faith can move mountains.

Matthew 17:20

Harmony

Live in harmony with one another, be sympathetic, love brothers, be compassionate and humble.

1 Peter 3:8

Respect

Do to others as you would have them do unto you.

Luke 6:31

Life-Long Learning

I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you.

Psalms 23:8

Our School

Holy Trinity School was founded in 1853 and has been on the present site as separate Infant and Junior Schools since 1953. In September 2007 the new Holy Trinity Primary School and Community Nursery was opened, replacing both schools. Since its foundation the school has been granted controlled status under the 1944 Education Act, this means that our school is a Church of England School and we seek to approach our educational tasks bearing in mind our Christian Foundation. The local church retains strong links with the school and demonstrates a continuing educational and pastoral interest in the life of our school.

The school occupies a double storey site with 23 classrooms, a large and small hall, library, ICT suite, offices and kitchen area. The school has an attractive hard play area, and a multi-unit games area (MUGA), a school garden and playing field. Outdoor fitness equipment in the playground area is situated near the playground for pupils to use during the school day. Reception pupils have exclusive access to their own exciting outdoor area. We are also fortunate to have the use of our outdoor swimming pool.



Our School Team

Acting Headteacher
Miss A Fordham

Acting Deputy Headteacher
Mr J Firkin

Assistant Headteacher
Mrs L Borries (SENCO)

Early Years Foundation Stage

Nursery

Teacher

Nursery
Assistants

Reception

Teachers

Teaching
Assistants

Key Stage 1

Year 1

Teachers

Teaching
Assistants

Year 2

Teachers

Teaching
Assistants

Key Stage 2

Year 3

Teachers

Year 4

Teachers

Year 5

Teachers

Year 6

Teachers

Teaching Assistants

Inclusion Team

SENDCO

Pastoral Support Team

Pupil & Family Support Worker

Attendance Officer

Support Team

Office staff

Finance team

Midday Supervisors

Caretakers

Cleaners

The school employs a team of teachers who provide required release time for class teachers.

The Governance Board

Every Locally Maintained school, which includes our school, has a Governance Board.

The role and function of every Governance Board is:

- To establish the strategic direction of the school
- Ensure accountability
- Ensure financial probity

Our Governance board consists of a variety of Governors:

- L.A. Governor – Appointed by the Local Education Authority
- Parent Governor – Elected by parents of children attending the school at the time of election
- Co-opted Governor – Elected by members of the Governing Board
- Staff Governor – Elected by members of staff within the school
- Foundation Governor – Elected by our local church

The Governors of our school report to the Full Governance Board either individually in their role as a Link Governor or collectively through their sub committees.

You can find out more information about our Governance Board and the work they do on our website: www.holytrinitypri.dorset.sch.uk



Our EYFS Outside Learning Area

School Hours

Early Years Foundation Stage (EYFS)

Nursery

Early Start Club	8.30 – 8.45
Morning session	8:45 – 11:45
Nursery Lunch Club	11:45 – 12:15
Afternoon session	12.15 – 15.15

Reception

Doors open	8:30	The school gate
Morning session	8:45 – 11:55	closes at
Afternoon session	12:45 – 15:15	8.40am

Years 1 and 2

Doors open	8:30	The school gate
Morning session	8:45 – 11:55	closes at
Afternoon session	12:45 – 15:15	8.40am

Years 3 and 4

Doors open	8:30	The school gate
Morning session	8:45 – 12:20	closes at
Afternoon session	1:05 – 15:15	8.40am

Years 5 and 6

Gates open	8:30	The school gate
Morning session	8:45 – 12:45	closes at
Afternoon session	1:30 – 15:15	8.40am

From 8.30 a.m. all pupils are allowed to enter the building to access a morning task and settle into their classroom and prepare for the day's learning.

We encourage all children to come into the school building independently. The school is unable to accept responsibility for pupils before this time and school doors will be locked until then.

The gates into school will be locked during the school day. It is important that you and your child go to the school office if your child arrives outside normal school hours or late at school, after morning registration. The school's Attendance Officer will record your child's attendance, the reason for lateness, and will ensure they get taken to class safely.

The outside fitness equipment is for use by our school children during the school day at supervised times. Please support us in ensuring all children's safety by not allowing them to use the equipment / frames at other times.

Please abide by the orange health and safety signs around the school. The school is a 'No smoking' site and we do not allow dogs (with the exception of assistance dogs and the school dog) on the school site.

Nursery

We offer nursery childcare for children following their second birthday. Full details of funding for 2 year olds and 3/4 year olds is given in our Nursery Charging Policy which is available on our school website. Additional sessions (if available) and Nursery Lunch Club may be booked and paid for on a termly basis. Please see office staff for more details. Our Nursery provides a stimulating and secure learning environment in which we work in partnership with parents and carers to prepare children for school.

Early Years Foundation Stage and Key Stage 1

In Nursery, Reception, Year 1 and 2 you are asked to collect your children promptly at the end of the day, as children become anxious if you are late. We will not send children home unaccompanied in these year groups. Children must be accompanied by an adult. Pupils in Nursery, Reception, Years 1 and 2 are collected from the outer door to their classrooms at the end of the school day. If an adult other than the child's parent will be collecting them at the end of the day, this should be emailed or phoned into the school office. We will not release your child to anyone who has not been authorised by you to do so on the 'Collection at the end of the school day form' or who is listed as a contact on your child's record. If your child is not collected from school at the expected time, he/she will be placed in After School Club, for which there may be a charge.

Key Stage 2

Pupils in Years 3, 4, 5 and 6 are learning to become independent and many parents are happy for their children to walk, cycle or scooter to and from school. Please inform the school on the appropriate form how your child will normally get home at the end of the day (for example collected or walking home). Please make us aware of any alteration in the arrangements for collection of your child. If your child is not collected from school at the expected time, he/she will be placed in After School Club, for which there may be a charge.



Safety to and from school

Parents and carers whose children are delivered and collected by car are reminded to take the greatest care and consideration when approaching the school and when parking in Cross Road. We ask that you do not park in such a way as to restrict visibility, thereby making the job very difficult for the Road Crossing Officer. Please do not park at Cross Road Surgery car park, Churchill Gardens, Chipmunks Nursery, in the school driveway or in the staff car park. **Only staff cars or those working in the school are allowed on to the school site to park, unless registered with the school as requiring disabled access.** The Parking on School Premises policy is available on the school website.

Collection of pupils during the school day

All pupils being collected during the school day must be collected by an adult above the age of 18 from the school office.

Absence from School

If your child is absent from school for any reason, it is essential that you let us know the reason as quickly as possible. We operate a first day calling system and we ask parents/carers to please telephone the school on the first day of absence if your child will not be attending and bring in supportive evidence such as surgery appointment card, prescription, hospital letter. The school will consider all notes/information explaining absences before deciding whether or not to authorise the absence. Late arrivals are also required to be recorded as an “unauthorised” absence. If you wish your child to leave school during the day for an appointment, please inform the school beforehand and sign your child 'out' at the school office on departure. Our Attendance Officer, Mrs Gail Brown is available to meet and support parents/carers for all attendance concerns for their child. She can be contacted at the school office.

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. It is a legal requirement that all children should attend their educational provision and it is the parent / carer's responsibility to ensure that their children attend school. No requests for 'Leave of Absence' during term time will be granted, except in exceptional circumstances.

Punctuality

Please try and ensure that your child arrives at school on time. It is very disruptive for the class when children arrive late and it can also be distressing for the child.

We expect all children to be collected on time at the end of the day. Children who have not been collected on time at the end of the day will be cared for in our After School Club. A charge will be made for this service.



Dates of Holidays / School terms for 2024/2025

Autumn term 2024

First day of term for pupils

Half term

Last day of term

Thursday 5 September

Monday 28 - Friday 1 November

Friday 20 December

Spring term 2025

First day of term for pupils

Half term

Last day of term

Monday 6 January

Monday 17 – Friday 21 February

Friday 4 April

Summer term 2025

First day of term for pupils

Half term

Last day of term for pupils

Wednesday 23 April

Monday 26 – Friday 30 May

Tuesday 22 July

The school is closed for staff training on:

Tuesday 3 September

Wednesday 4 September

Friday 14 February

Tuesday 22 April

Wednesday 23 July

Clothing Grants *(see further information under Pupil Premium)*

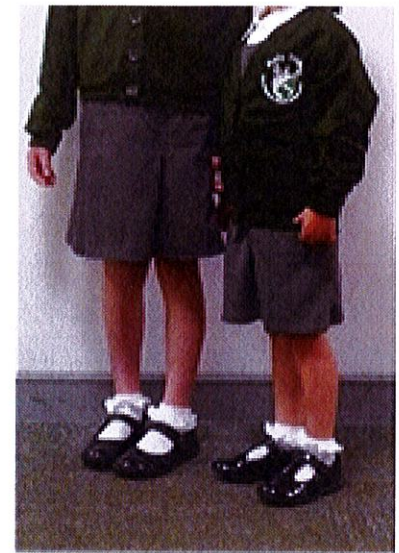
If your child is eligible for Pupil Premium you will be entitled to apply for a clothing grant that will come out of the school's own budget. Please ask at the school office for more details, if you are eligible.

Lost Property

The school will always do its best to help children find lost articles. However, children are responsible for their own possessions and the school cannot be held liable. If the child's name is on the lost article, when discovered, it will be returned. Many lost articles are however, unnamed and are therefore non-returnable. Lost Property is placed in the large green container outside the school office and is open during the school day to look through to reclaim items. As we have a large volume of unclaimed property, our policy is to bag up unclaimed lost property at the end of each term, then dispose of the clothing either through second hand clothing sales or charity shops.



Regulation School Uniform



School uniform is important as it provides pupils with a sense of belonging as a member of our school. We expect all parents of our pupils to support the school through our school uniform regulations.

- ✓ **School sweatshirt or cardigan with logo**—This is one of the few uniform items that must be ordered at school, online from Dorset Printwear, Lynch Lane, Weymouth or at the Dorset Schoolwear shop in Weymouth.
- ✓ **Grey or black school trousers**—Chinos cargo trousers, leggings or jogging bottoms are not permitted.
- ✓ **Grey or black skirt**—Suitable knee-length skirt is required.
- ✓ **Grey or black pinafore** Suitable knee-length pinafore dress is required.
- ✓ **White, black or grey socks**—Coloured socks and trainer socks with shoes are not permitted. Black, grey or white coloured thick tights may be worn in the winter.
- ✓ **White polo shirt (plain or with school logo)** - Plain white polo shirt. This cannot be used for PE lessons, a separate T shirt is required for PE.
- ✓ **Grey or black shorts**—In the summer term black/grey shorts may be worn.
- ✓ **Green gingham summer dress**—In the summer term a summer dress may be worn.
- ✓ **Baseball style sun hat**—We encourage children to wear a sun hat at play times for protection from the sun!
- ✓ **Shoes must be: TOTALLY BLACK** (Leather or similar), flat or low heeled should be worn.
Not boots; open toes or backless shoes; canvas; plimsolls / pumps or trainers and must finish beneath the ankle bone. Not have any branding decoration or studs.
- ✓ **Socks / tights must be:** Black, grey or white, Not coloured, No trainer socks.

- ✓ **REGULATION PE KIT**
Plain white T-shirt—Plain crew neck T-shirt with no logos. Polo shirts are not permitted for PE.
- ✓ **Black or navy blue shorts**—Shorts should not be knee length and should have no logos. No bermuda style shorts, either please—**Black plimsolls for indoor PE** Slip on or velcro.
- ✓ **Black or navy blue leggings**—plain, no logos.
- ✓ **Trainers for outdoor PE (KS2)** - Please ensure that your child always has their trainers for PE days. Please note these are only to be worn for PE.
- ✓ **Plain black or navy tracksuit for winter**
A dark coloured tracksuit can be worn for outdoor PE in cold weather.

- ✓ **HAIRSTYLE REGULATION**
 - We do not permit extreme hairstyles.
 - Mohicans, tramlines and other shaved areas of the head, no matter how small, are not permitted.
 - Hair can be any length but hair longer than collar length must be tied back, on both boys and girls.
 - Children are allowed very short hairstyles but need to have adequate protection from the sun, especially in the summer months.
 - Hair must be held back with a plain, neutrally coloured hair band/bobble or hairclip only. No brightly coloured bands or other hair decorations.
- ✓ • Extensions are not permitted.

JEWELLERY AND MAKE-UP REGULATION

- One pair of **stud** style earrings is permitted but these must not be worn on swimming or PE days.
- A watch is permitted, at the pupil's own risk.
- Friendship bands and other bracelets are not permitted.
- Necklaces are not permitted.
- Make-up, including nail varnish, is not permitted.

LABELLING

It is very important that all items of clothing are clearly labelled with your child's full name. We can then return lost items to you.
At the end of each term all unclaimed items are recycled

We are a Healthy School

Our school takes part in the Government scheme providing free fresh fruit/vegetables for all Nursery, Reception, Year 1 and 2 children daily, to eat at playtime. Should you wish to withdraw your child from the scheme please inform the Year Leader in writing. As a Healthy School Plus award holder, it is important for Holy Trinity to encourage healthy eating within the school day. Surveys carried out by The Children's Food Trust have suggested that a range of dried fruits and breakfast bars are not as healthy as they appear, with many being high in fat, sugar or both. In light of this information for breaktime, KS2 children will only be allowed to bring in **a fresh piece of fruit or vegetable** (other items such as fruit winders are not permitted).

Milk is also available at playtime under the "Cool Milk" scheme for Nursery, Reception, Years 1 and 2 children. Please ask at the school office for details. Children are allowed to bring still water to drink in the classroom. The water must be in a sports drinking bottle clearly labelled with your child's name. No other drinks are allowed in the classroom for consumption during lesson time.

Nut Free School

Some children and staff who attend our school that have a severe allergy to nuts, so we kindly request you do not send your child to school with nuts, or products containing nuts, for their snacks or in their packed lunches. For some, contact with nuts could be life-threatening!

Healthy Schools Award



As a school, we have met the criteria for this award and have achieved Healthy School Award status. We teach children about healthy lifestyles through our Health Education programme. Children will bring their rubbish home in their lunchboxes, from packed lunches so that you can see what they have eaten that day.

Lunchtime

We are delighted to be continuing our partnership with Weymouth College for the provision of our school meals.

Meals are provided free for children in Reception, Years 1 and 2. Details of menus, procedures, costs and other information required can be obtained from the office and on the school website and there will be regular consultation with pupils and parents about menus. You will have the choice of either a hot school meal or a provided packed lunch. If you do not wish to take up the free meal offer you may provide a packed lunch in a container clearly labelled with your child's name.

In the interests of safety, glass containers, cans and hot food are forbidden. Fizzy drinks are not allowed but water is always available for children to drink. All pupils eat their lunch in the hall with their year group and are supported by midday supervisors. All children are encouraged to eat their lunch.

Hot school meals for KS2 pupils will continue as normal with hot lunches or prepared packed lunch provided as above. As a Healthy School we encourage all our pupils to eat a healthy snack and lunch and ask that you support this when considering what to provide for your child to eat in their packed lunch each day.

To ensure that all children have clean hands before eating they are encouraged to wash their hands. We have been successfully using a hand sanitizer at lunchtimes. We use Purell alcohol based sanitizer, which contains a moisturiser. The ingredients used in this product are: Active ingredient: Ethyl Alcohol (62%), Inactive ingredient: Water (Aqua), Glycerin, Isopropyl Myristate, Propylene Glycol, Tocopheryl Acetate, Aminomethyl Propanol, Carbomer, Fragrance (Parfum). If you do not wish your child to use the hand sanitizer, please write a letter informing the Headteacher.

Pupil Premium (Free School Meals)

The Pupil Premium is a sum of money in our school budget. It is allocated according to the number of pupils attending our school who are:

- or have been in the last 6 years, entitled to free school meals
- 'Looked After'
- Adopted
- under Special Guardianship
- Pupils who have parents currently serving in the armed forces

Since the introduction of the Government Free Infant School Meals initiative, which provides a free school meal for all children in Reception, Years 1 and 2, funding for Free School Meals eligibility is named Pupil Premium funding. Pupil Premium funding provides funding for Free School Meals, clothing grant and in-school support for all eligible children in all year groups. Eligible children in KS2 are also able to receive financial support towards residential trips and additional resources.

By applying for the free school meals grant, the school will be allocated money to be spent on your child enabling them to take part in activities that they otherwise may not have the opportunity to do, including specific support for learning (either in class / out of class), support for gifted and talented and providing interventions. This is Pupil Premium funding; details of this and how funding is spent are given on our school website. The school receives £1,345 per eligible pupil (per financial year), if the parent has applied for this.

The school is allocated funding for children whose parents are employed in the armed forces and / or whose parents who are in receipt of:

- income Support or
- income-Based Job Seekers' Allowance or
- income related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit. Income must be less than £7,400 a year after tax and not including any benefits received

Children who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

For the school to be allocated this funding, those who are members of the armed forces only need to indicate this on your pupil information form – if you are not sure if you have done this, please check with office staff.

For parents who are in receipt of credits as listed previously, you need to apply for entitlement to free school meals. If you think you may be entitled, information can be found on www.dorsetforyou.com and you can apply via the online form, telephone Dorset Direct on 01305 221000 or by email: dorsetdirect@dorsetcc.gov.uk If you are eligible for free school meals it is important that you apply for it. Please see the office staff if you require additional assistance.

Cycles and scooters

The roads surrounding the school are extremely busy at the start and end of the school day, and because your child's safety is very important to us our school Governors are keen to encourage pupils wishing to cycle to school to be accompanied by an adult and to always wear a cycle helmet (which should be stored in their school bag during the day). Bicycles and scooters should be locked in the appropriate cycle / scooter racks during the school day. They are not permitted to be ridden along any of the footpaths into school or anywhere on the school site. Children must dismount from cycles or scooters at the school gates before entering the school site.

We also ask that all parents and carers and children on foot use the Road Crossing facility.

Walking Bus

We operate a Walking Bus of school pupils who walk together in groups, being picked up at various allocated points along the route to school. The pupils enjoy their morning walk to school together and it helps to reduce the number of cars outside school. For more information, please ask at the school office.

Valuables

Dorset Council accepts no responsibility for children's valuables if brought into school. Staff will not accept any liability for the safe keeping of such items however, the school will do its best to help children find lost property. The children are encouraged to be responsible for their own possessions which should be **clearly marked** with their name. The children will be shown where to keep their possessions and advised about how to look after them. Children should not bring toys to school unless they have been specifically asked to by their teacher. Any item brought into the school is at your own risk and the school will not accept responsibility for any loss or damage.

Money (including payments) and Personal Possessions

Money, when brought into school for a valid reason (i.e bus fare home) should be kept in a purse, suitably marked and handed into the office for safe keeping. All payments for trips/visits are paid using our school online ScoPay account that is set up for every family in school. For last minute Breakfast and After School Club payments we can also accept cash or card payments.

Mobile Phones

Pupils in Years 3, 4, 5 and 6, who walk to school unaccompanied are permitted to bring a mobile phone to school. However, they cannot be used in school and we cannot take responsibility for them. If you wish your child to bring a mobile phone, you must complete a consent for Mobile Phone form (available at the office and on school website).. Phones must then be left with the Class teacher for safekeeping during the day and collected when going home.

Everyone had a lovely time at the EYFS Cinderella ball!



What a fantastic ball!

So obvious how much time & effort had been put in by not only the children but the staff as well.

The children were so well behaved and they danced so well.

My favourite Part was letting us grown ups join in too.

A really enjoyable event

Admissions

From September 2011 all children in Dorset started school in a Reception class on a full-time basis. In some instances deferred admission may be agreed, after full consultation with the Headteacher. We work together with parents to ensure a smooth transition from nursery/preschool to a Reception class and value the opportunity of a home visit to meet children in their home environment a few days before they start school.

Children are eligible to be admitted to the Nursery the term after their second birthday.

Applications for a place in a Reception class are made through the School Admissions team at Dorset Council via www.dorsetforyou.com website from 1 September for the following academic year. Please see office staff for more information.

The school's admission arrangements are as follows:

- The school's Reception class admission number is 60.
- On entry to the school priority is given to
 1. Children who have a priority need through referral by education, health or social care professionals.
 2. Children living within the school's catchment area who have a sibling(s) attending the school at the time of admission.
 3. Children living within the school's catchment area.
 4. Children living outside the school's catchment area who will have a sibling(s) attending the school at the time of admission.
 5. Children of staff with at least two years' continuous service at the school or who have been recruited to a vacancy to meet a demonstrative skills shortage at the time of application.
 6. All other children living outside the school's catchment area.

Please note:

- The term 'sibling' means full brother or sister, half or step brother or sister, adoptive brother or sister and non-blood related children who live with single, married or cohabiting parent(s)/carer(s) in the same household.
- The term 'children' includes those non-blood related but resident through marriage, civil-partnerships or family co-habitation arrangements at the time of application.
- Admission to the nursery does not guarantee admission to the attached school. A separate application must be made for transfer from the nursery to the school which will be considered by the Local Authority School Admissions Team.
- The school's catchment area is a geographical area defined by the Local Authority. Details are held by the school.

All prospective parents and carers are very welcome to visit the school in order to assess the opportunities that we provide for our pupils. An appointment can be made to visit the school and talk to the Headteacher or a member of the leadership team. In order to register your child, please complete a pupil information form which is available from the school office.

There is a meeting for parents/carers in the summer term when you will have the opportunity to meet the teachers and to talk about your child starting school.

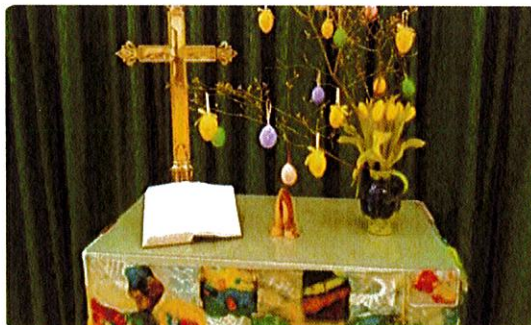
We follow the Dorset Council Admissions criteria to allocate places in our nursery.



Collective Worship

We are proud of our Christian ethos and our school values of Harmony, Respect, Faith and Life-Long Learning are underpinned by our belief that these are made possible through God's love. At Holy Trinity we gather daily for Collective Worship to explore half termly themes such as thankfulness, trust, perseverance, justice, service and truthfulness. We do this using a programme of study rooting Christian values in stories from the Bible. We were SIAMS inspected in 2017 and were rated as 'Good'. The report found that, 'Collective worship is outstanding because of the combination of exploration of themes, time for reflection, the use of Windows, Doors, Mirrors and a better appreciation of prayer.' We are proud of our strong links with our local community and Church and celebrate Christian festivals and support charitable causes.

Through our RE curriculum we also learn about diversity and other faiths.



Through our journey of life, we strive to follow the values of
Faith, Respect, Harmony and Life-Long Learning:
made possible through God's love. "God is Love" (1 John 4:16)

Medical Information

Parents and carers are requested to supply the school with any relevant information concerning the health of your child. Please ensure that you keep us regularly informed of any changes in this information. In the case of special medical conditions, parents and carers must discuss them with the SENDCO.

During the time pupils are at the school they will see the Dorset Health Authority School Nurse for height, weight and hearing checks. You can also make an appointment to see the School Nurse at other times if there are any medical or welfare concerns that you might wish to discuss.

In general, if pupils are considered well enough to attend school, then they are expected to go out to play. Exceptions are occasionally made to this rule, depending on the circumstances, but this has to be discussed with the Year Leader. Should a pupil become ill or have a serious/concerning accident during the day, we make every effort to contact parents and carers.

If an accident happens at school that requires urgent medical attention we will send for an ambulance to take the child to hospital, contacting you as soon as possible. For all head injuries, the child has a 'head bump' sticker and will have a coloured wrist band put on. Parents will receive a copy of the First Aid report and a Head Injury Information Leaflet.

Please ensure that children with sickness or diarrhoea do not return to school for at least 48 hours after the last attack. We have obvious concerns for the health of other pupils and staff.

It is not the statutory duty of schools to administer medication to children; it is the responsibility of the parent/carer. However, the school will take on this voluntary responsibility under certain conditions. For medication that has been prescribed to be taken three times a day, this can be administered by the parent before school, immediately after school and at bedtime. If the medication has been prescribed to be taken four times a day, the nominated person in school will administer the medication at lunchtime. All parents and carers who ask the school to take on the responsibility for the administration of medicines will be asked to complete a consent form, which can be collected from the school office or downloaded from the school website. Once completed; this will be kept on file. For health and safety reasons only a responsible adult may collect the medicine from the office at the end of the day.

Medicines should be in the original container with the child's name, class and the dosage. In the case of certain controlled drugs a week's supply of tablets should be given to the office by an adult at the beginning of each week.

Partnership with parents/carers

Holy Trinity Primary School and Community Nursery is committed to working in partnership with our parents and carers in order to enhance your child's education. Parents and carers are encouraged to keep in regular contact with their child's class teacher and we are always willing to spare a few moments for a short chat.

Formal consultations are arranged in the Autumn Term and Spring Term and these meetings allow an opportunity to discuss your child's progress in greater detail. All children receive an end of year report at the end of the summer term and there is the opportunity for you to arrange an informal chat with your child's class teacher to discuss this, should you wish to do so.

If, during the year, you wish to have a more detailed discussion with your child's teacher, an appointment with the teacher can be made for a mutually convenient time.

It is very important that parents and carers keep the school informed of any important changes that may affect their child. Please let us know promptly about any medical, physical or emotional difficulties which may affect your child in school.

Family Support

The school Pupil and Family Support Worker, Miss Walden, is the first point of contact in school for children and families in crisis. She can be contacted through the school office Tel: 01305 783200 or email: familysupport@holytrinitypri.dorset.sch.uk

Home School Agreement

The school has a statutory duty to provide a Home School Agreement which sets out principles for the school, pupils, parents and carers to follow. We see this as further strengthening of the partnership between the home and the school.

This will be issued to all children early in the autumn term, and it is expected that parents will support us by signing their agreement.

Communication Between Home and School

Communicating information between home and school is vital if we are to work well together to ensure the best progress for your child. It is also the hardest thing to get right. School information is sent out by Dojo, which is the communication system we use between home and the classteacher. Newsletters and general information are published on our school website www.holytrinitypri.dorset.sch.uk so please check this regularly to keep up to date.

We also use an email-based message service, ScoPay to send messages to parents/carers. Every pupil's contact who have parental responsibility will receive relevant message that are sent out.

School Curriculum (What is taught in school)

The school curriculum comprises all learning and other experiences that are planned for its pupils.

As in other state schools, all the children from Year 1 to Year 6 at Holy Trinity Primary School follow the 2014 National Curriculum. Subjects taught are: Maths, English, Science, Art & Design, Music, Physical Education, History, Geography, Religious Education, Computing, PSHE (including Relationship and Sex Education), Design & Technology and Modern Foreign Languages. We strive to teach these through a creative curriculum which makes links between subjects and develops independent learners.

We try to make our curriculum as exciting as possible and strive to provide excellence.

Curriculum information for parents/carers

At Holy Trinity Primary School we have worked hard to ensure that the curriculum that we offer is relevant, motivating and creative. We plan learning linked around a 'theme' and ensure that children make links between subjects by teaching in a cross-curricular way

Each year group will send out an overview of what is being taught within a theme, before the beginning of each theme and this will be accompanied by suggestions as to how the theme can be enhanced at home. This will also be presented on the website.

Throughout the year we offer curriculum workshops which will look in depth at one area of learning to give you a clearer understanding of that subject area. For example there will be opportunities to explore how we teach reading, spelling and maths. We also offer you the opportunity to see learning 'in action' by workshops during the school day.

All children in our Nursery and Reception classes follow the new Early Years Foundation Stage curriculum. The 7 areas of learning are all important in igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. Children in EYFS have the opportunity to learn and develop their skills both inside and in the fabulous outdoor area. Children in EYFS learn best through play, balanced with adult led opportunities.



In addition, our curriculum is designed to...

Promote spiritual, moral social and cultural development –and prepare all pupils for the opportunities, responsibilities and experiences of life.

Promote personal, social and health education and citizenship – and to help give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens.

Promote Key Learning Skills which will support life-long learning.

Home Learning

We feel that it is important for children to pursue their own interests, hobbies, friendships and play out of school. We also recognise the value of school and home working together with a shared interest in learning.

1 Read with your child every day. We hope you will enjoy sharing books at home with your child, throughout their time at our school. From Reception onwards, your child will bring home books to share and enjoy with you. Sometimes they will be books for you to read or to look at with your child, sometimes they will be books to read together, and sometimes they will be books which your child will take great pride in reading to you. Our main aim when reading with children at school and encouraging reading at home is to instil a life-long love of reading. Research shows that listening to your child read on a daily basis is the single most important thing that you can do to support their progress. We therefore expect reading at home on a daily basis. Your child will be given a Reading Record where home reading should be regularly recorded. We encourage children to be reading with an adult **five times every week** all the way through the school.

2 We also produce a Termtalk for each year group about the sorts of activities that will support learning throughout the curriculum. These activities are designed to recognise the importance of all areas of learning and support our 'Creative Curriculum'.

3 A Knowledge Organiser is shared with parents every half term that gives a summary of key knowledge that children need to learn in one of the focus curriculum subjects that they are studying in school that half term.

4 Reception children will receive phonic activities as well as Reading tasks. There will also be some additional home learning tasks. Key Stage 1 and 2 children receive spellings, SPAG, Maths, Reading and home learning tasks. From Year 3 to Year 6 homework focuses on improving the development of independent learning skills and self-discipline as well as preparation for what will be expected in their next phase of education.



Class organisation

We currently have approximately 500 children on roll (including nursery). In each of the Year groups there are mixed ability classes. Children will work in a variety of ways which may include; independently; in groups; as a whole class - depending on the activity.

Classes may be regrouped before they move to their next year group. This decision is taken if it is seen to be in the interests of all children within the year group and ensures

- the balance of abilities in a class group
- the groupings of children promotes good learning conditions
- children with particular needs have the provision they need.

Library

We have a well-stocked library with books that are updated and added to each year and current publications are available when possible. Older children are encouraged to access this facility independently and younger children have weekly class visits. Children may borrow books from the library and take them home, but we do ask that they take good care of them and return them on time. Reference books are not to be taken home.

Key Stage 2 children can change and/or read books before school / during the lunch hour if they so wish.

Swimming

We are fortunate to have our own swimming pool at Holy Trinity Primary School. The curriculum requirement is for all children to swim 25m by the end of Year 6. We provide swimming tuition in our outdoor pool throughout the summer term and the first half of the autumn term. Children will receive tuition in some year groups. Each child will be charged a set amount to help cover the running costs of the pool (£10 in summer 2023). All swimming is subsidised by the school to keep the costs down for parents. We feel that this provides good value.



Musical Instrument Tuition for Years 3 – 6 children

Music tuition can be arranged for keyboard. Please enquire at the school office for details of current costs.

All Year 4 children also have the opportunity to learn a musical instrument for a term, at no charge to parents/carers

Physical Education (PE)

Children are required to wear their PE kit into school on their class designated PE day. Earrings should not be worn to school on a PE day.

Forest School

Children taking part in Forest School sessions will instigate, test and maintain a curiosity in the world around them. Children will explore, be creative, learn about and preserve the natural world in a safe environment.

Forest school is an all-season activity. Sessions can range from exploring and identifying trees, plants, flowers, bugs and animals, to learning fire safety and constructing camp fires, to survival skills such as den building. Included in every session, to allow the child to explore at their own pace and progress into potential child-led learning, an element of free play will be present. This is an important part of the session that every child could excel in, find something of interest or just generally appreciate and enjoy spending time outside.



Out of Class Activities for Children

Children can gain a lot of enjoyment and extra opportunities for learning when attending clubs and other activities outside of normal class time. Teachers and other coaches give up their free time voluntarily to carry out these activities. A full list of clubs available is listed on the school website.

School organised After School Clubs (2023/2024)

Cross Country	Tag Rugby	Mari Kart	Taskmaster
Boys Football	Girls Football	Netball	Ukulele
Choir	Art	Handball	
Seafarers	Maths		

We also have some clubs held after school hours organised by other organisations / coaches

Acro Dance, Street Dance, Kickboxing

In addition to these clubs each classroom has a variety of games and activities for the children to use during wet playtimes.

Educational Visits - These are used to enhance the learning experiences for the children. These have previously included visits to Weymouth SeaLife Centre, New Barn Field Centre (residential), Bovington Tank Museum, Tutankhamun Museum, Sailing at Weymouth & Portland Sailing Academy, Brenscombe (residential)

Breakfast Club

A **Child Care Breakfast Club** is organised for school children. More details are available from the information sheet contained with this pack and the school office can help with further information and bookings.

After School Club

Our **After School Child Care After School Club** is also organised for school children. More details are available from the information sheet contained with this pack and again the school office can help with further information and bookings.

Special Educational Needs and Disability

Careful consideration is given to meeting the needs of all our children. There are well-established procedures in place for identifying pupils with special educational needs. More able pupils are also identified to enable teachers to closely match the planned work to meet their particular needs.

Children who are under achieving because of learning and / or behavioural or emotional needs are the concern of all school staff. We have rigorous systems for identifying and assessing children, and for helping the child to thrive. Our Special Educational Needs and Disability Co-ordinator (SENDCO) and SEN Manager coordinate the assessment of children and oversee the SEN Teaching Assistants. In addition to this we work closely with outside agencies (such as the Educational Psychologist Service, Behaviour Support

Service, Special Educational Needs Support Service and others) and enlist the help of various volunteers (e.g. in reading).

Children who have both severe and moderate learning and / or behavioural needs are assessed and may have Educational Health Care Plans written for them. Specialist Teaching Assistant support is also available for children who require support.

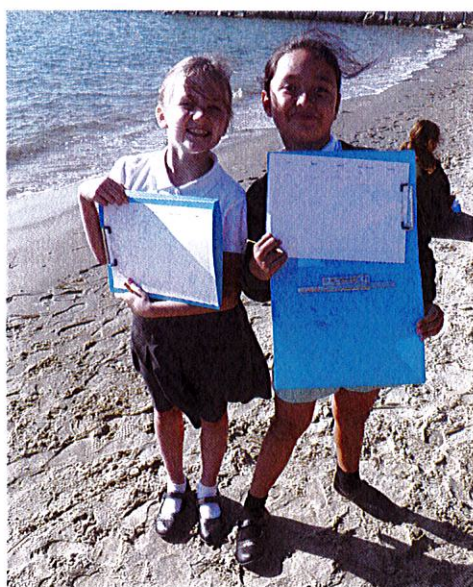
All of our teaching staff and teaching assistants are well trained. Teachers plan 'Quality First Teaching' for children of all abilities so that every pupil has the opportunity to learn at his / her optimum rate. Parents/carers are contacted at an early stage if their child is identified as needing additional support. At this point Individual Support Plan (ISP) plans are discussed; targets for home and school are agreed and these are reviewed at regular intervals throughout the year.

Nurture Group

In our school we recognise the importance of the social and emotional well-being of pupils as being a vital factor in their ability to reach their full academic potential. We have staff trained in Pastoral Care who work with identified children. Children may attend the Nurture Room in small groups where they learn to develop the skills necessary to feel more confident within school. We follow set programmes which are specifically tailored to meet the needs of individuals. If you are interested in finding out more about our nurture support, please contact the SENDCO responsible for SEND via the school office.

Safeguarding (Child Protection)

This school takes seriously our responsibility to protect and safeguard the well-being of the children in our care. Our first priority is your child's welfare and therefore there may be occasions when our concern about a child means that we have to consult other agencies before we contact parents or carers. The Bournemouth, Dorset and Poole Area Child Protection Committee have determined the procedures we follow. If you want to know more about these procedures, please speak to Mr Firkin (Designated Senior Lead for Safeguarding). We also have 6 deputy Designated Senior Leads for Safeguarding for the school.!!



Photography

Photographs and film are used for displays throughout the school, on the school website and for information in the Dorset Echo. The school pupil information form gives the opportunity to state if you wish your child to be excluded from any published photographs.

Holy Trinity Primary – A Rights Respecting School

The Rights Respecting Schools Award recognises achievement in putting the Convention on the Rights of the Child at the heart of a school's planning, policies, practice and ethos. By taking these steps a school community helps improve well-being and develop every child's talents and abilities to their potential. A rights respecting school not only teaches about child rights but also models rights and respect in all its relationships: between adults and pupils, between adults, and between pupils.

To be accredited as rights-respecting, a school must show evidence that it has reached all four of the standards:

1. Rights-respecting values underpin leadership and management;
2. The whole-school community learns about the Convention;
3. There is a rights-respecting ethos;
4. Children are empowered to become active citizens and learners.

The main areas of impact are:

- improved self-esteem and wellbeing;
- improved behaviour and relationships (reductions in bullying and exclusions, and improved attendance);
- positive attitudes towards diversity;
- improved engagement in learning;
- children and young people's support for global justice;
- children and young people become more engaged in discussing, planning and reviewing their own learning.

Responsibilities of Children

All children are expected to be responsible for themselves (i.e. looking after personal property; homework; general organisation for learning; attitudes towards others). They will also be expected to be responsible for particular jobs within the classroom and often around the school. We place a great deal of trust in our young people and we expect them to respect the faith we have in them. We feel that it is our duty to help youngsters become independent, organised and to help them face their future lives with confidence.

School Council

Each year every class in the school elects two representatives who attend meetings to discuss issues concerning school improvement - many improvements have already occurred due partly or completely to the suggestions from this important committee.

Monitors (Year 6)

Year 6 children are given the opportunity to become trusted monitors by carrying out various jobs around the school including:-

- Attendance Ambassadors
- Running morning Skipping and Bagels
- library monitors
- Sports Leaders

Parent/Carer Support

Holy Trinity Primary School recognises that for all children to grow and develop educationally, socially and emotionally we need to work together in Partnership for this to happen. Our Pastoral team work with all Parents and Carers in ensuring that we offer you the appropriate continuing support, which will in turn, help **you** support your child's learning and development. Our Attendance Officer is also available to work with parents/carers to support regular punctual school attendance.

Please contact our SENDCO responsible for SEND for more information and advice, or pick up a leaflet from the information carousel located by the school office.

Parent View

If you would like to record how you feel about our school you can do this by logging onto www.parentview.ofsted.gov.uk

Multicultural Education

We believe it is essential that children should develop an understanding of a variety of cultures. We seek to acknowledge and celebrate cultural diversity, encouraging respect, understanding and care for others.

Equal Opportunities

Our aim is to provide equal opportunities for all children and adults at our school. We discourage stereotyped views and aim to create an atmosphere of understanding and tolerance. We recognise how important it is for each individual to have a positive perception of his or her role in life and the possibilities open to everyone.

Accessibility Plan

Holy Trinity Primary School and Community Nursery has been designed and built to be accessible for people with disabilities. Our accessibility plan is available from the school office.

Policies / Documents

The school has a range of documents dealing with current schemes of work, policies, and documents about educational provision. These are available for you and the public to view on the school website www.holytrinitypri.dorset.sch.uk and include:

- Behaviour and Child Protection
- Complaints
- E-safety
- Health & Safety
- Safeguarding
- Single Equality
- Breakfast Club Fee Charging
- After School Club Fee Charging
- Charging and Remissions
- Lettings
- Nursery

Any comments to make about our school?

If you have a complaint or concern this should in the first instance be brought to the attention of the class teacher, who is usually best placed to resolve this quickly. If a complaint is not resolved by the class teacher then you should talk to the Year Leader.

In the unusual circumstance where the complaint continues, you may wish to bring it to the attention of the Senior Leadership Team (Assistant Headteacher, Deputy Headteacher) then should you still have concerns, to the Headteacher. If there is the need to take the complaint further then this should be brought to the attention of the Governors, who can be contacted via the school office. If the matter cannot be resolved by the Governors then the complaint should be submitted to the Local Government Ombudsman either by telephone on 0300 061 0614; email advice@logo.og.uk or by sending a letter to Local Government Ombudsman, PO Box 4771, Coventry, CV4 0EH.

The school's Complaints Policy is available on our school website.

The vast majority of concerns can be cleared up by a chat with a member of staff. We hope that you would always feel able to voice any concerns when they arise and, by doing so, avoid them growing into more serious matters.

"The Friends Of Holy Trinity Church of England Primary School & Community Nursery"

"The Friends" organisation helps to promote good relationships between the school, the parents and carers and the wider community. Membership of the organisation is automatic for all parents and carers of children at the school. You are invited to join the committee at any time. The committee always welcomes new members and we are grateful for additional help at the various functions that take place throughout the year.

The Friends are an important part of our school. At the beginning of each new school year an Annual General Meeting of all parents/carers is arranged and new committee officers are elected to organise meetings and events throughout the year. The group's aim is to organise social and educational events for children, parents/carers and friends to raise extra funds and help bring the community together. This helps a great deal towards the provision of learning resources in the school. Meetings are usually held monthly. Please leave your contact details at the school office if you would like a member of the Friends to contact you.

Helping In School

We value any help which you can give at our school, whether it be working with children in the classroom or by helping generally around the school. Any such help not only benefits the school, it also benefits your own child. It shows that you value the school, are part of our school community and are interested in what is happening. Such a positive view can only encourage positive attitudes in the children. More information is available in the leaflet "Volunteers Helping In The Classroom" which is included in this pack. If you would like to help at any time, either regularly or on an occasional basis, please contact your child's class teacher or the school office.

In accordance with Dorset Local Authority policy, regular voluntary helpers are asked to complete an online Disclosure Barring Service (DBS) form to demonstrate up to date clearance before helping in school. Volunteer Induction meetings are held to share good practice with everyone supporting children in school. If you are interested in volunteering, please speak to the school office.

Transfer to Secondary School

Children in Year 6 usually transfer to one of the four local secondary schools in Weymouth and Portland. Applications for transfer are made through the School Admissions team at Dorset Council via www.dorsetforyou.com website from 1 September. Information is given about the transfer process at the start of the autumn term prior to transfer.

For September 2022, children transferred from our school to:

All Saints	Budmouth	Wey Valley	Atlantic	Other
42	33	2	0	3

For September 2023, children transferred from our school to:

All Saints	Budmouth	Wey Valley	Atlantic	Other
24	45	2	1	0

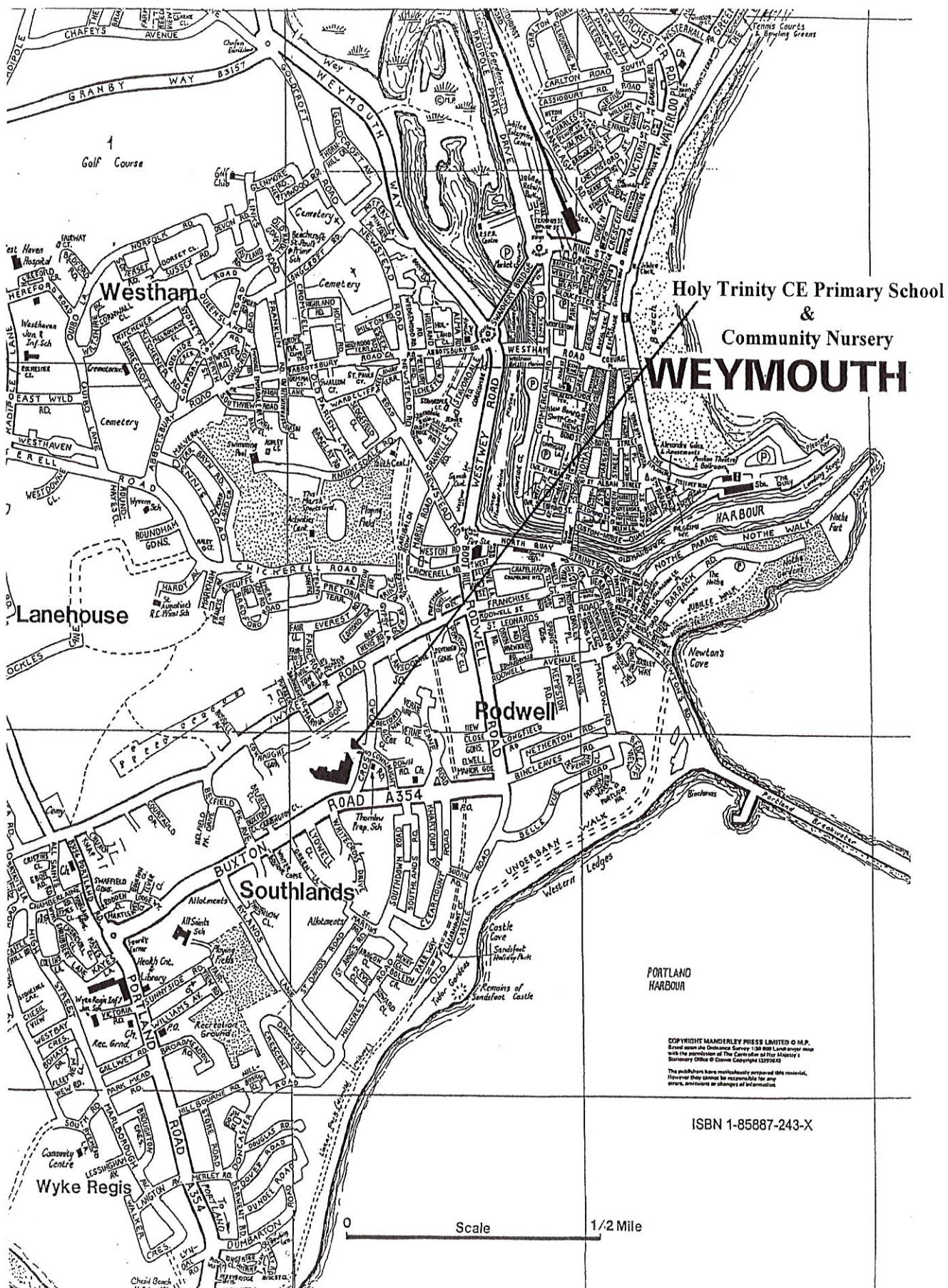
For September 2024, children transferred from our school to:

All Saints	Budmouth	Wey Valley	Atlantic	Other
32	31	6	2	3

We hope that you have found this prospectus informative and that it has given you a snap-shot of school life. If you require any further information or if we can help in any way, please contact us. We would love to hear from you.

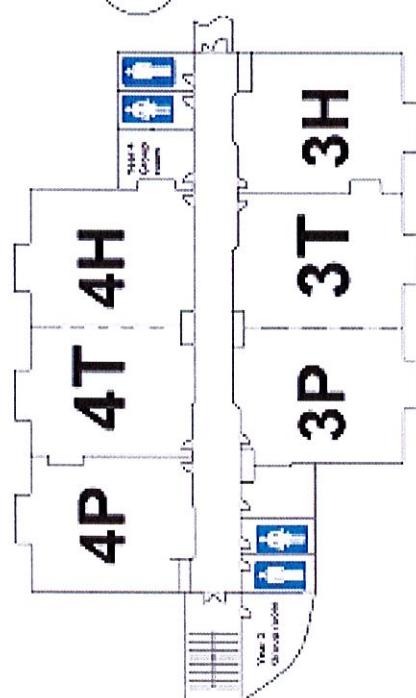
Holy Trinity Church of England Primary School & Community Nursery:

"Our Learning, Our Journey, Our Future."

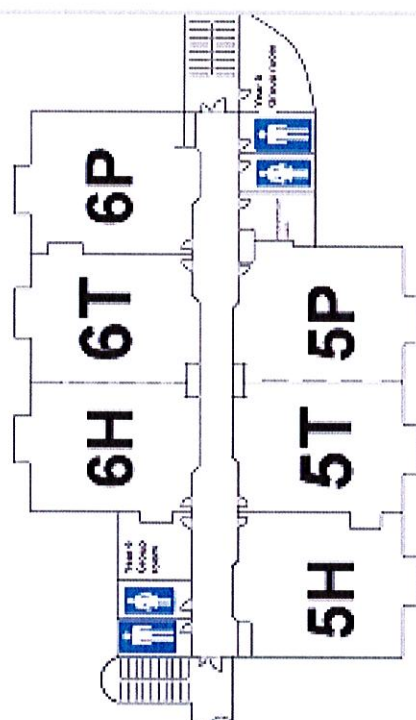


Plan of the school

Upstairs

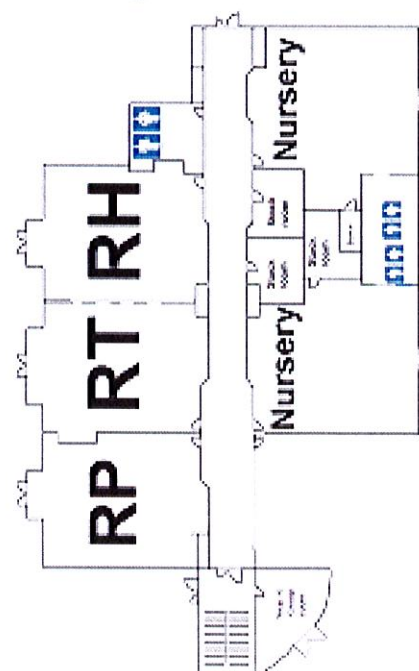


Upstairs



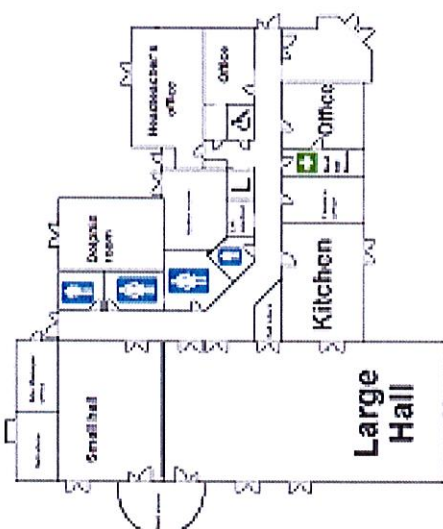
West wing

Downstairs



Central block

Downstairs



East wing

Downstairs

