

TREKENNER COMMUNITY PRIMARY SCHOOL



LEARNING LIVING LAUGHING



Trekenner School

WELCOME TO TREKENNER SCHOOL



We are a small and vibrant village school serving the Parish of Lezant , a community of villages, hamlets and farmsteads, five miles from Launceston.

We are able to provide small classes with a high teacher/pupil ratio of 1:14 in the Primary classes and 1:6 in the Pre-school.

Partners with two other local primary schools in a Primary Cluster Group, enables us to share resources and expertise and provides additional opportunities for the children to socialise beyond their own school setting.

Close curriculum links with Launceston College and Callington College, our main feeder schools, helps our children make a smooth and happy transition from Primary to secondary schooling.

Additional cross cultural opportunities are provided through long established links with schools in Bristol, Holland and Uganda

The Head teacher David Reardon and the staff are always pleased to discuss the needs of your child or provide you with an opportunity to see the school at work. Please phone the main office for an appointment.

ADDRESS

Trekenner C P School

Lezant, Launceston, Cornwall PL15 9PH

Phone: 01579 370435

Fax: 01579 371109

Email: secretary@trekenner.net

Website: www.trekenner.eschools.co.uk



Vision & Aims

Our vision at Trekenner School is that our children are prepared for adult life within happy, secure and stimulating surroundings.

Our aims are to ensure that Trekenner C P School promotes achievement by working with the children to:

- Develop their full potential academically, morally, spiritually and physically
- Become enthusiastic life-long learners
- Build confidence
- Develop respect for themselves, others and the environment
- Act independently and cooperatively
- Adopt enquiring and flexible minds

We aim to promote this through providing:

- A caring, stimulating and positive environment
- Innovative teaching and learning
- A broad, balanced and relevant curriculum
- Promoting partnerships between school, home and the community
- Support and encouragement
- A programme of extra-curricular enriching activities and visits
- Celebrating everyone's contribution and effort , *enriching our school and our lives*



The last inspection was in September 2017. It was reported that Trekenner was 'a good school' and that we have 'a wonderful school that encourages a real community feeling amongst children and parents'

(OFSTED Report October 2017).



ADMISSIONS

THE PRE-SCHOOL

Provides places for children to start in the term that they turn three.

RECEPTION

From the Autumn term, full time places are available for children who become five between 1st September and the 31st August.

Part-time places (mornings) are available for children who become five between 1st March and the 31st August, who will then start full time from the start of the Spring term, for parents wishing to take this option.

HOW TO APPLY

Admissions & Transport (Policy) Team

Children, Schools & Families

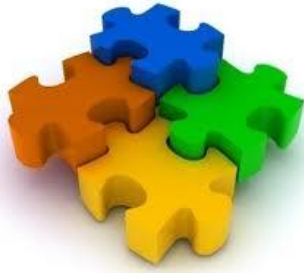
County Hall

Treyew Road

TRURO TR1

on-line at www.cornwall.gov.uk/admissions.

An information leaflet is available from the school office.



SCHOOL ORGANISATION

PRE SCHOOL

Ages 3 – 4

RECEPTION / KEY STAGE 1

Ages 5 – 7

JUNIOR / KEY STAGE 2

Ages 7 – 11

Classes are of mixed ability. Teaching may be either whole class or group work within the class, depending upon the subject. Teaching staff are supported by Classroom Assistants

Pupils are expected to behave well and each class has its expectations clearly displayed in the classroom. 'Golden Rules' are displayed around the school.

Additional help with key subjects such as Maths or Literacy can be provided within the normal sessions

Sex education is covered as part of the PSHE (Personal Social Health Education) curriculum. Parents are invited to view the DVDs and literature used before the lessons are delivered and their permission is sought.

Copies of our school policies are available from the school office or our website: www.trekenner.eschools.co.uk



THE SCHOOL DAY

9.00 – 10.30	Lessons
10.30 – 10.45	Mid morning break
10.45 – 12.00	Lunch
1.00 – 3.15	Lessons
2.30 – 2.45	Mid afternoon break for Key Stage 1 (5-7 year olds) only



BREAKFAST CLUB

A breakfast club runs Monday to Friday from 7.45 – 8.45am run by Mrs Davies. Breakfast typically consists of toast, cereal, fruit, fruit juice and water. The charge is £3.50 per child, per day. Children may attend for all five days or less. Please inform the person in charge how many days and which days you would like your child to attend and whether they have any specific dietary requirements.



LUNCH & SNACKS

A cooked lunch is provided daily at a cost of £2.30. Payment may be made weekly, half termly or termly in advance. Currently our catering company, Chartwells are employing a '5 for 4' offer. If a child has school dinner every day Monday to Thursday, Friday's dinner will be free. To qualify, a meal must be taken every day with no gaps. The offer is not able to be rolled over to the next week. Alternatively children may bring their own packed lunch including a drink. We would ask parents to make this a healthy lunch with crisps, biscuits and fizzy drinks kept to a minimum.

Free school meals can be arranged through the school office. Evidence of Income Support or Job Seekers Allowance will be required. All such arrangements are treated in the strictest confidence.

Children may bring in a mid morning snack and we would encourage healthy snacks such as fresh fruit, carrots or cereal bars.



BREAKS

Children are supervised during mid-morning, mid-afternoon and lunchtimes by the school staff.

Parents are requested to supervise younger children in the playground before and after school.



BOTTLES OF WATER

To avoid dehydration, we encourage children to have a plastic bottle or cup for water, clearly marked, for use in the classroom.



CURRICULUM

The National Curriculum requires all children to be taught Literacy, Maths and Science as core subjects. In addition, Art, Geography, History, IT, Music, PE and RE are taught.



HOMEWORK

All children are expected to read at home daily as part of their homework

All classes will be given weekly homework and it is expected that it be completed and returned after the weekend.

Year 3 and Year 4 pupils are expected to spend 20 – 30 minutes on each piece of homework

Year 5 and 6 pupils are expected to spend 30 – 60 minutes on each piece of homework

Further details of our homework policy may be found in the school office.



LUNCHTIME & AFTER SCHOOL CLUBS

We run a number of after school clubs from 3.15 – 4.15pm. They include football, running, art & craft, board games, recorder and homework. The choice may vary according to the term. Please speak to the class teacher or school office if you wish to register your child.



UNIFORM

From Reception (Key Stage 1) upwards, all Trekenner CP School pupils are expected to wear uniform, which should be clearly named.

The uniform is royal blue jumper or cardigan, polo shirt (red, blue or white), grey trousers/skirt and black shoes/trainers

In the summer the pupils can wear grey shorts and a gingham style dress (red or blue)

Physical Education kit is black or blue shorts and blue, red or white t-shirt. A pair of training/jogging trousers should be provided to be used in cold weather.

The school has a uniform shop where new and good second hand uniform can be purchased from the office.



TRAVEL TO & FROM SCHOOL

WALKING TO SCHOOL. We encourage all children to either walk or cycle to school.

CYCLING. Children may cycle to school at their parent's discretion. Cycle helmets must be worn and appropriately fastened. The bikes must be locked and not used in the playground.

SCHOOL TRANSPORT is available for all children who live more than two miles from school. Further information and application forms are available from the school office or Mr D King, Transport Officer, District Education Office, Graylands, Dean Street, Liskeard PL14 4AZ.

TRAVEL BY CAR. We would ask parents who choose to bring their children to school to respect the school's self-imposed one way system to avoid congestion. From the A380 this is driving up the lane beside the Springer Spaniel pub to the school so the school is on your right.

PICKING UP YOUR CHILD. Please ensure your child is aware of any arrangements for collecting them after school.



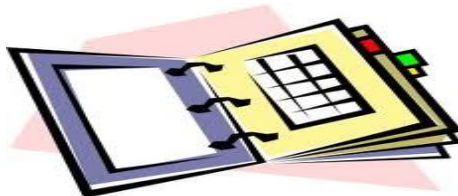
Your child will have the opportunity of taking part in a variety of day trips and residential visits as well as benefitting from the many speakers and workshops.



MEDICAL

Should a child need attention during lessons or break time, they will be sent to the school office to be cared for by a member of the office staff. At lunchtime the midday supervisor will administer first aid for minor injuries or if more serious, refer to the school office. The office will contact parents if the child is felt to be too unwell to remain at school. In the case of a head injury, parents will be informed either verbally or on a red form. The school maintains an accident book and procedures for dealing with more serious injuries.

If your child has any medical needs that we should be aware of, including medication or inhalers, please complete the attached *Health Care Plan* and return it to the school office.

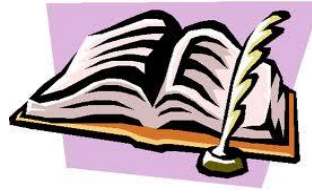


ABSENCE & APPOINTMENTS

If your child is absent from school for any reason the school must be informed by telephone at the earliest opportunity. If no valid reason for absence is given it will be recorded as 'unauthorised'. Attendance is checked daily and parents of children who are frequently absent will be contacted by letter.

Should you need to take your child out of school for a medical appointment, please inform a member of staff.

VISITORS



All visitors must report to the school office and sign in/out in the Visitors Book.



TELEPHONE

Pupils are not permitted to phone home from the school office except in an emergency.



COMPUTERS

To avoid viruses, please do not allow your child to bring in software from home for use on school computers.

Memory sticks used on home computers should be regularly checked for possible viruses.

Pupils are allowed supervised access to the Internet to enhance their curriculum work. The Internet is filtered by the South West Grid for Learning to reduce the possibility of pupils viewing inappropriate sites and images.

The following rules apply:

A pupil may only use the Internet with the permission of the teacher or authorised adult.

The Internet may only be viewed in the presence of the teacher or authorised adult

The pupil may only surf the Internet for subjects as directed by the teacher or for website addresses as directed by the teacher.



VALUABLES

Jewellery is not permitted in school with the exception of small plain ear studs.

Children are expected to remove the studs themselves for PE and swimming. If you are planning to have your child's ears pierced, please do this at the start of the long holiday to minimise any disruption to a child's PE or swimming lessons.

All money sent into school must be clearly labelled with the child's name and class and taken to the school office.



CHILD PROTECTION PROCEDURES

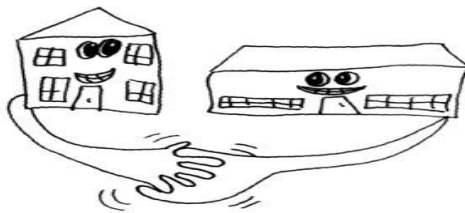
All staff are trained in child protection. Any concerns should be written down and passed onto a member of staff immediately.



USE OF PHOTOGRAPHY

The Head teacher and governors are responsible for any decisions regarding the photographing or videoing of school performances. Staff will guide parents or carers regarding these decisions.

To comply with the 1998 Data Protection Act, we require your permission to use any photographs taken of the children during school hours which we subsequently wish to use in school publications, website or in the local press. Please complete the attached permission form to inform us of your wishes.



HOME – SCHOOL PARTNERSHIP

We firmly believe in a strong partnership between the school and the family and are always willing to listen to the views and suggestions of the parents. A child's education is a continuous process in which we all share, giving children confidence, enthusiasm and enjoyment in learning.

We welcome parental involvement in the school and operate an 'Open Doors' policy. There are opportunities for informal discussions with the class teacher at the end of the school day or briefly, at the start. Alternatively, appointments can be made with the class teacher or headteacher.

Parent helpers/volunteers. We warmly welcome any additional help parents are able to offer. This may be listening to children read, providing a special skill such as cooking, art or craft. If you can offer some time or a skill, please do speak to the class teacher.

Offers of transport to take the children to outside events/activities are gratefully received. Please confirm with your insurance company that you are fully covered. All children must wear seat belts and those under 1.35 meters must sit on booster seats.

A fortnightly newsletter informing parents about current school activities is sent to parents either by post or email. We welcome contributions from parents, pupils and our local community.

Notes/letters are occasionally sent home with the children and we would ask that parents regularly check their child's book bags for correspondence.

Notice boards. At the front of the building there is a notice board where information may be found about the school and local community events. In the school entrance hall another notice board carries copies of the newsletter, Governor reports, FOTS meeting information, updates on curriculum issues and current legislation, general information and guidance.

Open Afternoons are held at least twice a year to provide an opportunity for parents to come into school to look at their children's work and talk to the class teacher.



Friends of Trekenner School

All parents and staff automatically become members of the Friends of Trekenner School. The aim of the FOTS is to encourage parents, school staff and the community to work together to enrich the learning opportunities of each child. FOTS meet on a monthly basis, in addition to holding fund raising events during the school year. Your support and contribution, large or small is invaluable.

The chair of the FOTS is Mrs Sharon Meergans. She can be contacted via the school office.



THE SCHOOL GOVERNORS

The school governing body is responsible for monitoring the running of the school and assists with the planning and development of the school.

The governing body is made up of parent, teachers, members of the community, together with the head teacher and a representative of the County Council. The governing body meets twice termly to discuss issues and policies and individual governors visit during the school at least once a term. The Chair of Governors, or any governor, is happy to discuss issues or concerns with parents or carers. Their contact numbers are with the school office.

CHAIR	Mandy Precious
LEA	
STAFF	David Reardon, Liz Davies,
CO-OPTED	Joanne Burt, Simon Hancock, Lorraine Dodge
PARENT	Isobel Parnell

CLERK TO GOVERNORS

Julie Lambert



STAFF

Head Teacher	David Reardon
Teachers (KS2)	Lisa Sheppard, Ed Horn, Lesley Harrison(SENCO), Zoe West, Ryan Le-Doux Lucas
Teachers (KS1/EYFS)	Vicky Farrelly, Lorraine Dodge, Lesley Harrison
Learning Support	Sally Dingle, Helen Judge, Sue Collings, Sarah Behennah, Eira Hancock
Pre-School	Liz Davies, Sam Wonnacott
Secretaries	Delyth Jones, Julie Lambert
Cook	Bex Canarn
Cleaner	Tina Neale