



# BALCOMBE SCHOOL

## **NEW STARTERS**

### **Information for new parents**

Please ensure you have completed the following forms (submit electronically): Available on school [website](#).

- New Pupil Information form
- Home/School Agreement
- Pupil Health Form *where applicable*
- Asthma Health Form *if applicable*
- Disability Form *where applicable*

## CONTACT DETAILS

Tel: 01444 811403  
Email: [parents@balcombeschool.co.uk](mailto:parents@balcombeschool.co.uk)  
Website: [www.balcombeschool.co.uk](http://www.balcombeschool.co.uk)  
Headteacher Mrs Wendy Millbanks

Registration: 0900  
School End: 1515  
Lunch: Infants 1200-1315 / Juniors 1215-1315

Class: **LAKE**  
Year Group: Reception / Year 1  
Teacher - *Mon-Thurs* Mrs B Hoddell  
Teacher - *Fri* Mrs J Barber  
TAs Mrs P Jobbins / Mrs A Wilkinson / Mrs Dodgson

Class: **COOMBE**  
Year Group: Year 1 / Year 2  
Teacher: Miss E Bendall  
TAs Mrs R Bolland / Mrs E Jones

Class: **FOREST**  
Year Group: Year 3 / Year 4  
Teacher: Mrs H Rowland (Mon-Wed)  
Mrs K Gainey (Thurs-Fri)  
TAs Mrs S Cornwell

Class: **SPRING**  
Year Group: Year 4 / Year 5  
Teacher: Mrs S Couves  
TA Mrs P Gardiner

Class: **MILL**  
Year Group: Year 6  
Teacher: Mr A Evans  
TAs Mrs J Waters / Mrs A Kirby

Learning Mentor Mrs A Kirby  
Office Manager Mrs Margaret Lawrance  
Bursar Mrs Lara Power  
Office Assistant Mrs Andrea Hewitt  
& Club organiser

# TERM DATES

Academic year 2017 to 2018	
Term	Dates
<b>Autumn term 2016:</b> Half term break: <i>INSETs</i>	<b>Monday 4 September 2017 to Wednesday 20 December 2017</b> Monday 23 October 2017 to Friday 27 October 2017 <i>TBA</i>
Christmas break☆:	Thursday 21 December 2017 to Wednesday 3 January 2018
<b>Spring term 2017:</b> Half term break: <i>INSET</i>	<b>Thursday 4 January 2018 to Thursday 29 March 2018</b> Monday 12 February 2018 to Friday 16 February 2018 <i>TBA</i>
Easter break☆:	Friday 30 March 2018 to Friday 13 April 2018
<b>Summer term 2017</b> Half term break <i>INSET</i>	<b>Monday 16 April 2018 to Tuesday 24 July 2018</b> Monday 28 May 2018 to Friday 1 June 2018 <i>TBA</i>
	<a href="#">Link</a> to WSCC School Term Date

☆Includes bank holidays

## COMMUNICATING WITH PARENTS

All communication from the school is sent to parents via SchoolComms email or posted on the Website.

If you need assistance in using the school website please advise the school office.

When contacting the school please always do so by telephone (01444 811403) or email ensuring you use the address [parents@balcombeschool.co.uk](mailto:parents@balcombeschool.co.uk)

Where possible please pay contributions to school for trips, activities, etc using the **sQuid** online payment system. Details can be found on the school website. The school bursar will provide you with your login details on joining.

## TAKING CHILDREN OUT OF SCHOOL IN TERM TIME

Regular school attendance is important in helping children to make the most of their capabilities and taking children out of school not only has a negative effect on the school as a whole, but also a massive impact on each child.

Parents do not have the right to take a child from school for holiday purposes and the headteacher cannot authorise absence except in the case of exceptional circumstances. To request absence for exceptional circumstances a school

Absence Request form must be completed and submitted to school.

[Application for absence during school time](#)

## **SCHOOL MEALS**

### **ENTITLEMENT TO FREE SCHOOL MEALS**

**INFANT PUPILS** - All Infant age children – Reception, Year 1 and Year 2 – are eligible for Universal Free School Meals – UFS. These meals are provided by Chartwells. You do not have to place an order for these meals but it is useful for the school to know if you do not wish to take them up order these for your child – this will also help with waste.

**ALL PUPILS** - Eligibility for Free School Meals can be found on the West Sussex website. **All** eligible parents are encouraged to apply, this also attracts additional funding for your child and assistance with contributions towards school visits/activities, etc. It is therefore important that eligible parents of Infant pupils also apply to attract additional funding for their child, notwithstanding the fact that Infant children all get free meals.

Link to West Sussex County Council [Information & application form](#)

## **HOT MEAL ORDERS (YEARS 3-6)**

Orders for hot meals should be placed directly with Chartwells, either by phone or using the website: See details of [Universal Free School Meals](#) for Years R-2

Tel: 0845 6037998

Website - [www.mealselector.co.uk](http://www.mealselector.co.uk)

email: - 73041@compass-group.co.uk

## **MID-DAY MEAL SUPERVISION**

We are always grateful for help with our Mid-day Meals Supervision from 1200 noon to 1.15pm

This position is currently paid at approx £7.00 per hour. Any parents wishing to help should speak to the office staff. Parents willing to help out at odd times, during staff illness, etc are always required.

## **REGISTER FOR FREE MILK – under 5's**

Follow [LINK](#) to Cool Milk website

# SCHOOL UNIFORM

**\*ALL UNIFORM MUST BE LABELLED WITH NAME TAGS**

To order uniform please follow [link](#) to the Tec Schoolwear website and choose School Uniform/Balcombe School.

## GIRLS

Grey Skirt / Trousers/Pinafore - winter

Blue Gingham Dress - summer

White Blouse / Polo Shirt - *embroidered*

[Tec Schoolwear](#)

Royal Blue Sweatshirt - *embroidered*

[Tec Schoolwear](#)

**Black** Sensible Shoes

Black/Navy/White supporting Sandals (with socks)

## BOYS

Grey Trousers / Shorts

White Shirt / Polo Shirt - *embroidered*

[Tec Schoolwear](#)

Royal Blue Sweatshirt - *embroidered*

[Tec Schoolwear](#)

Black Sensible Shoes

## PE KIT

White Shorts

[Tec Schoolwear](#) – or other

White T-Shirt / Polo Shirt

White Socks

Plimsoles / Trainers

Tracksuit/jogging Bottoms – black or blue

Tracksuit/sweatshirt top – black or blue

## MISCELLANEOUS

Book Bag – *embroidered* (Years R-3)

[Tec Schoolwear](#)

Gym Sack – *embroidered* (Years R-3)

[Tec Schoolwear](#)

**Clothes Labels\***

[Tec Schoolwear](#) – or other

## OPTIONAL

Blue Fleece (full or half zip)

[Tec Schoolwear](#)

Mistral Jacket (unembroidered)

[Tec Schoolwear](#)

Cap – *embroidered*

[Tec Schoolwear](#)

White Rugby Shirt (worn under sweatshirt)  
– winter – *embroidered*

[Tec Schoolwear](#)

## No Jewellery

- Children may wear a watch but must be responsible for looking after it
- If your child wears earrings they must be removed for activities/PE or you must be responsible for providing tape to tape over the earrings.

## Our Vision

Our vision is that all children who attend Balcombe CE Primary School, no matter what their circumstances, will experience a time of fun, excitement, variety, stimulation, challenge and support. The learning journey will be personal to them, motivate them to do their best and enable them to achieve their goals. Their learning will have a clear sense of purpose and equip them with the skills, knowledge and attitudes needed to deal with life's challenges and opportunities. They will develop and live by a set of Christian values and make a positive contribution to their immediate community and the society within which we live. Our children will know how to stay safe and be healthy.

## Our Aims

Every child will feel:

- Safe, happy and secure

Every child will be:

- Independent
- Confident
- Motivated

Every child will have:

- Fun
- High self esteem
- Skills for life
- A lifelong love of learning

Every child will develop:

- Respect for others' ideas, opinions and beliefs
- Christian attitudes and a multi cultural awareness
- A view of themselves as part of the school, village, area, national and global community
- A feeling of responsibility for the environment

Every child will:

- Achieve their potential
- SUCCEED

**Balcombe School plays an active and integral part in the local community and aspires to cater for all the children in it.**

# PRIVACY NOTICE

## Data Protection Act 1998

We **Balcombe C E (C) School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. *If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.*

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact **Margaret Lawrance in the school office**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://wsgfl.westsussex.gov.uk/ccm/content/leadership/education-research--information-unit/privacy-notice-formerly-fair-processing-notice.en><sup>2</sup> and

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy-notices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacy-notices/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

<ul style="list-style-type: none"><li>• Sue Bryan Learning Children's Services West Sussex County Council County Hall Chichester PO10 1RF</li></ul>	<ul style="list-style-type: none"><li>• Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a> email: <a href="http://www.education.gov.uk/help/contactus">http://www.education.gov.uk/help/contactus</a> Telephone: 0370 000 2288</li></ul>
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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

<sup>2</sup> Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.