



St David's School

General Information

(Revised October 2018)

STATUS

St David's is an educational trust and an independent school which is an accredited member of the Independent Schools Association (ISA). The school provides education for boys and girls aged 3 – 11. The school comprises three sections:

- The Early Years Department (co-educational, children aged 3 – 5)
- Key Stage 1 (co-educational, Years 1 and 2, children aged 5 – 7)
- Key Stage 2 (co-educational, Years 3 – 6, children aged 8 – 11)

The Head Teacher is Miss C Mardell. The governance of the school is the responsibility of a School Council of Governors. The chair of the School Council of Governors is Mr. D. Brown.

The school postal address for correspondence and the registered office of the trust is:

St David's (Purley) Educational Trust Limited
Woodcote Valley Road
Purley
Surrey
CR8 3AL

Tel: 020 8660 0723

E-mail: office@stdavidsschool.co.uk

School Website: www.stdavidsschool.co.uk

The address for any communication with the Chair of Governors is c/o St David's School.

ETHOS AND AIMS

The Ethos

'Our aim is to provide an all-round education in a supportive and happy environment that will challenge every child to fulfil their maximum potential. It is our aim to educate the whole child, academically, socially and morally, through a broad and balanced curriculum, so that they are able to integrate and flourish with confidence in their next school.'

The General Aims

- To provide a good all-round education for all pupils at St David's.
- To provide a caring 'family' community where everyone will behave with courtesy, consideration, and tolerance towards others.
- To offer a broad and balanced curriculum which is regularly reviewed.
- To encourage each child to have a disciplined approach to work and to learn the benefits of contributing positively to the school and participating in all it has to offer.

St David's School fosters good relationships between members of staff and the pupils themselves. Bullying, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the pupils and parents and we expect the same of pupils and parents in relation to the school.

We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that the pupil will take a full part in the activities of the school, will attend each school day, will be punctual, will work hard, will be well-behaved and will comply with the school rules including the wearing of uniform.

The delivery of the curriculum will reflect the school ethos and its aims which are to:

- Value children as individuals, responding to their needs in small class groups, drawing out and developing their varied talents and potential.
- Provide a friendly, family atmosphere, conducive to learning, where courtesy, kindness and consideration for others are fostered in all pupils.
- Offer, through a broad, balanced and relevant curriculum, opportunities, encouragement and guidance for pupils to pursue excellence in intellectual, physical and cultural activities, whilst also developing their spiritual and moral understanding.
- Recognise and celebrate positive achievements.
- Promote a genuine partnership between pupils, parents and staff, based on mutual trust, good communication and co-operation.
- Prepare pupils for life after St David's by helping them to acquire skills and attitudes needed to move on happily, confidently and successfully into the next stage of their education.
- Develop and support staff fully within the context of personal needs, school needs and national initiatives, by offering them respect, recognition and responsibilities, together with opportunities for new experiences.

Great importance is attached to the spiritual background of the School's life and to the training of character. The school is essentially Christian in ethos, but children of every creed are welcome and, as Religious Education is non-denominational, each child can participate and contribute. The School day usually begins with an assembly which provides a strength of community spirit.

ADMISSION ARRANGEMENTS

• **Early Years:**

The majority of pupils join Nursery in the September after their third birthday. However, children are welcome to join Nursery in the actual term of their third birthday, but it must be noted that these children will remain in their correct age group and will not move up to Reception until the correct age (possibly remaining in Nursery for four or five terms).

Pupils are admitted to Reception in the September after their fourth birthday.

At present there is no formal assessment for entry to Nursery and Reception.

In the Summer Term prior to the pupil taking up their place at the start of the next academic year, Early Years staff will arrange a visit to the child's home at a mutually convenient time, whereby the Form Teacher is able to meet and observe the child in familiar home surroundings. Following a successful home visit, the new Nursery and new Reception pupils are invited to attend the school for a session in order to meet the Head of Early Years, their Class Teacher, Teaching Assistants and their new class mates, thus starting the induction process.

Although there are no formal entrance tests for pupils wishing to enter the Early Years classes, if a child should join Nursery or Reception at non-standard transitions, a place may be offered on completion of a home visit and a satisfactory informal assessment made during a trial visit to the school.

- **Key Stage 1 and 2:** Pupils are considered for admission into any year group during any term after discussion with the Head Teacher. Prospective parents normally visit the school first with their child(ren) to meet the Head Teacher and discuss their requirements. They also have an opportunity to view the school in action by visiting the facilities and classes. Children spend a trial day in the appropriate class group. There are no formal entrance tests for pupils wishing to enter St David's. However, the Class Teachers/Inclusion Leader submit a brief report to the Head Teacher following the child's visit, commenting on general all-round ability compared to the rest of the class group and the prospects of harmonious social integration within the group. The Head Teacher will require a copy of the child's latest school report.
- **Whole School:** Before any class visits take place, parents are required to complete the school Registration Form and pay the non-returnable registration fee. If a place is offered, to complete the admission procedure, an Acceptance Form needs to be completed and an acceptance deposit is payable. This deposit is retained by the school until the pupil leaves when it will be refunded.

INCLUSION

St David's School is committed to providing a sufficiently challenging curriculum for all its pupils. We recognise that, at any level, early identification of special needs is very important as prompt intervention makes remediation easier and reduces social/emotional problems.

If parents know that their child has a special educational need and/or disability, all the facts, reports and information must be divulged and be fully discussed with the Head Teacher and Inclusion Leader BEFORE entry to St David's can be considered. It is essential that the school feels confident about being able to cater properly and appropriately for the special needs of the child, but not at the expense of other pupils. Normally St David's does not feel that it can cater appropriately and adequately for children with Educational Healthcare Plans. However, any enquiry about placing such a child at St David's School is given due consideration, before a decision is reached.

At St David's the term EAL is used to refer to the teaching of English to speakers of other languages. Within our curriculum planning, our aim is to be inclusive. We get to know the pupils' cultural/linguistic backgrounds. In the Early Years we help pupils feel confident and respond positively to all attempts to communicate. In the Junior sections of the School, the bilingual children have full access to the curriculum and are able to thrive within our normal small class setting. We endeavour to ensure that all schemes of work acknowledge the needs of such pupils. We seek to find opportunities to share and celebrate cultural experiences bilingual pupils bring with them into our learning environment. We record details of pupils' mother tongue, oracy/literacy skills. We ensure that records reflect the full range of pupils' cultural and community activities. The learning needs of EAL pupils vary greatly and additional support is available from our Learning Support Department for those pupils whose English skills are still developing. Most lessons contain many opportunities for EAL pupils to use and develop their language skills. Some EAL pupils may receive help from a member of the Learning Support Department.

At St David's we are committed to ensuring that all pupils maximise their potential. Through our Gifted and Talented scheme we recognise, support and challenge pupils who achieve at a particularly high level. In class our very able pupils are challenged through a variety of extension and enrichment tasks. Additionally we offer a range of extra-curricular activities to our gifted and talented pupils which give them the opportunity to further extend their learning in a range of subjects.

POLICIES

Successfully and effectively providing for children from 3 – 11 years old is a challenging task for any school. Along with the breadth, balance and relevance of the curriculum to suit all children at different stages from Nursery to Year 6, there is a need for continuity and progression through the Early Years to the end of Key Stage 2. Further information is provided in the St David's Curriculum Policy which outlines the philosophy and thinking behind the construction of the curriculum.

Parents are free to ask for or look on the school website for the following information:

- Details of academic performance
- Details of complaints procedures
- Staff and summary of qualifications
- Terms and Conditions of Entry
- Privacy Notice

The following policies are available on the school website.

- Able, Gifted & Talented
- Administration of Medicines
- Admissions & Transitions
- Anti-bullying
- Child Protection and Safeguarding
- Complaints Procedure
- Curriculum
- E-Safety
- English as an Additional Language (E.A.L.)
- First Aid
- Guidelines on Infection Control
- Health & Safety

- Off-Site Educational Visits
- Pastoral Care
- Positive Behaviour
- Preventing Extremism and Anti-radicalisation
- Special Educational Needs and Disability

CUSTOMER SATISFACTION

We aim to offer teaching and learning opportunities of the highest quality and create a friendly, family ethos within the whole school. We believe that children and parents are entitled to expect courtesy and prompt careful attention to their needs and wishes. We run an 'Open Door' policy, where parents are invited to air any concerns, questions or offer suggestions with the Head Teacher. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. A copy of our 'Complaints Procedure' is on our website. We believe that the best interests of the children can only be well served if the staff and parents work together in partnership towards the same agreed goals.

Copies of Early Years Foundation Stage complaints will be kept for 3 years.

ISI INSPECTION REPORT 2015

A copy of our latest Inspection Report is available to view by clicking on the following link on our school website: <http://www.stdavidsschool.co.uk/Inspection.aspx>

Reviewed by	C Mardell/B Rogers
Date approved by SLT	October 2018
Review date (every year)	October 2019