



# Wellsprings School

Brochure for Parents and Carers  
2023-24

Wellsprings School

Crowcombe Road

Taunton

Somerset

TA2 7NF

Tel: 01823 275556

<https://wellsprings.somerset.sch.uk/>

Designated Safeguarding Lead is Mark Lunn (Headteacher).

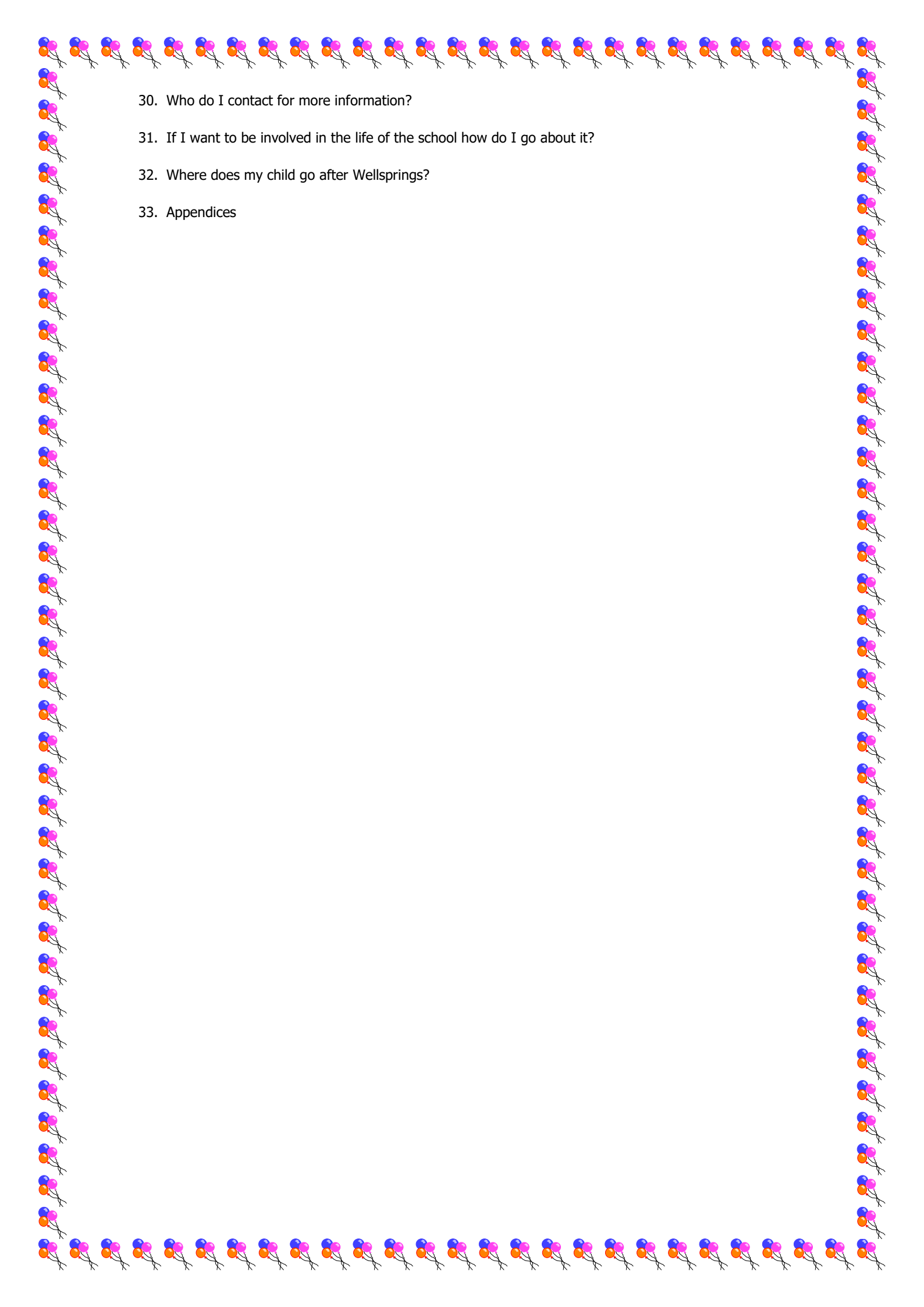
Deputy Designated Safeguarding Leads are Nicky Hatton (PfSA), Jane Holcombe (Inclusion Lead) and Catherine Lang (Early Years Lead).

Safeguarding Governor is Jasmine Wark.



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**Welcome!**

Dear Parent/Carer

Thank you for choosing Wellsprings Primary School for your child.

We are pleased to be linked with your family. We hope you will come to see our school family as an extension of your own.

We are all proud of our caring and welcoming attitude to pupils and parents and try always to maintain a calm and positive approach.

Wellsprings School is about continuous improvement. We are always trying to provide an improving service and will welcome your help with this.

This is a place where lifelong learning is encouraged for everyone including pupils, parents and staff. We are all at different points on that journey whether we are four or more than forty. By sharing ideas, opinions and experiences in a caring, supportive way, leading to teamwork between home and school, we will ensure that the children get the best we can all offer. Nothing less will do, for the children represent our tomorrow. We want it to be better than today, so that your child gains happiness and a rich, varied education.

By working together, we can ensure that it is achieved.

**Mark Lunn  
Headteacher**

## Wellsprings School Vision statement



### 3. The School Premises

Wellsprings School is situated in the north of Taunton.

The school, which was built in 1950, enjoys attractive spacious grounds including an environmental pond area, an area of woodland and two playgrounds. The school backs on to adjoining parkland.

The present number of children on roll is about 310, aged from 3 – 11, most of whom come from the immediate neighbourhood.

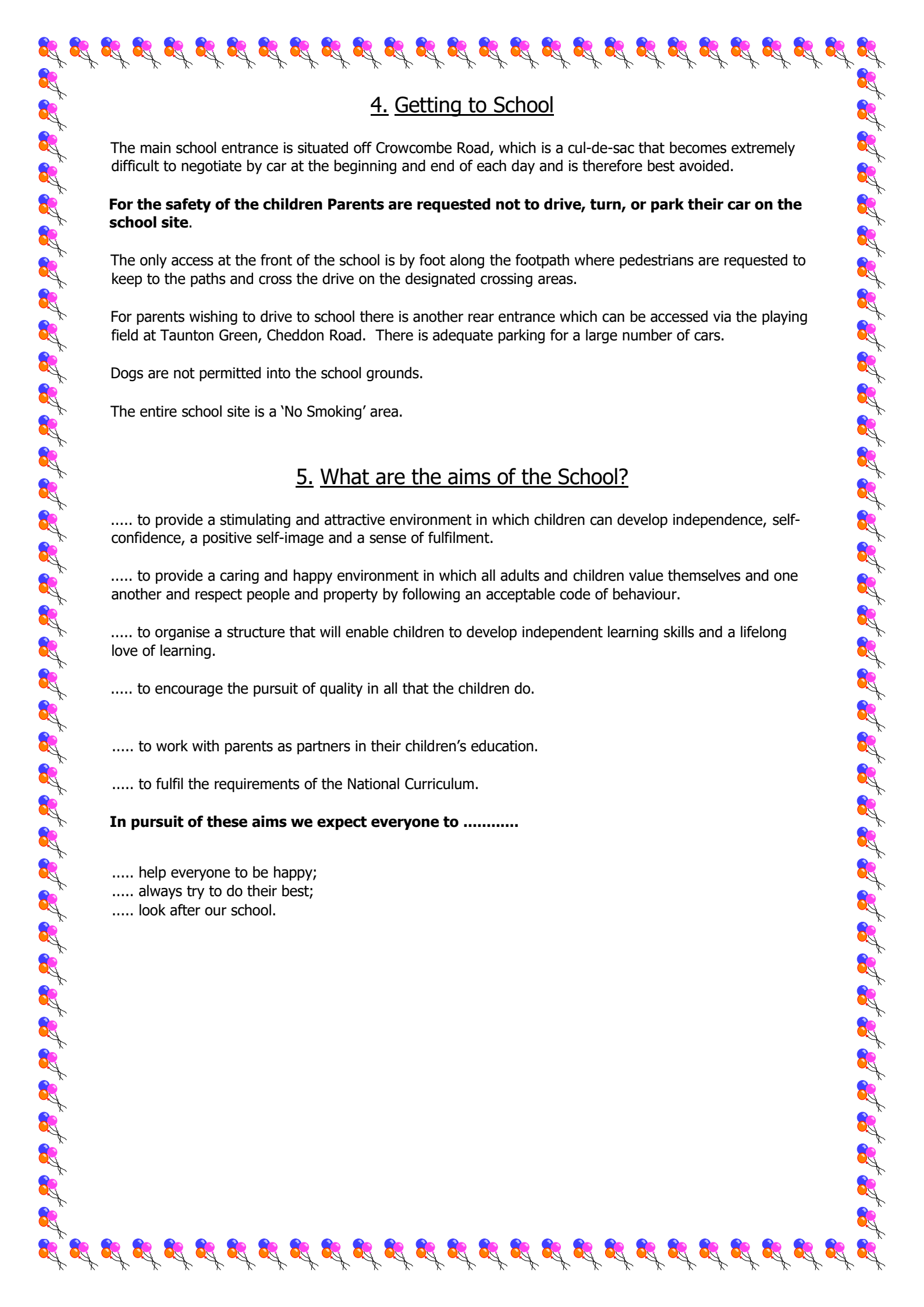
The brick-built accommodation is exceptionally large for a primary school and in recent years large areas of the school have been remodelled and refurbished.

There is a lot of space inside the school!

The building includes a large hall with a stage and lighting and modern P.E. apparatus; a computer suite and separate dining area where children may eat a cooked lunch or their own packed lunch. There is a linked network of computers running through the school in all the classrooms.

Squirrels Nursery and our Reception classrooms (Foundation Stage) is at the rear of the school, adjacent to the Opportunity Group building, and comprises three rooms plus a very large outdoor area.

The school fields are used for football, hockey, rugby, cricket, cross country running, rounders, athletics, summer play times, sports days and summer fetes. There is also a large and established conservation area where we hold Forest school sessions. We share our site with Taunton Opportunity Group which offers education to pre-school children with additional educational need.



## 4. Getting to School

The main school entrance is situated off Crowcombe Road, which is a cul-de-sac that becomes extremely difficult to negotiate by car at the beginning and end of each day and is therefore best avoided.

**For the safety of the children Parents are requested not to drive, turn, or park their car on the school site.**

The only access at the front of the school is by foot along the footpath where pedestrians are requested to keep to the paths and cross the drive on the designated crossing areas.

For parents wishing to drive to school there is another rear entrance which can be accessed via the playing field at Taunton Green, Cheddon Road. There is adequate parking for a large number of cars.

Dogs are not permitted into the school grounds.

The entire school site is a 'No Smoking' area.

## 5. What are the aims of the School?

..... to provide a stimulating and attractive environment in which children can develop independence, self-confidence, a positive self-image and a sense of fulfilment.

..... to provide a caring and happy environment in which all adults and children value themselves and one another and respect people and property by following an acceptable code of behaviour.

..... to organise a structure that will enable children to develop independent learning skills and a lifelong love of learning.

..... to encourage the pursuit of quality in all that the children do.

..... to work with parents as partners in their children's education.

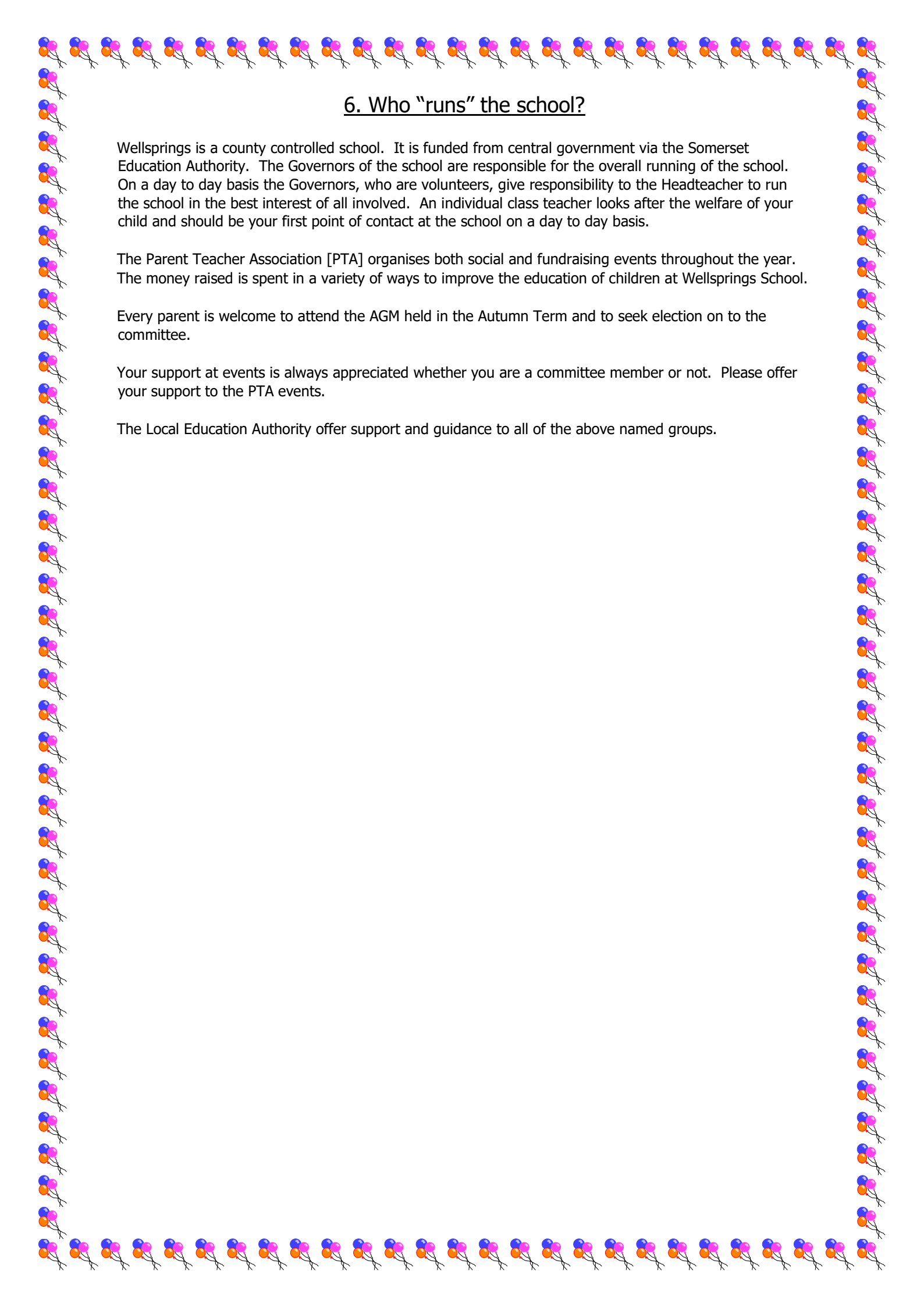
..... to fulfil the requirements of the National Curriculum.

**In pursuit of these aims we expect everyone to .....**

..... help everyone to be happy;

..... always try to do their best;

..... look after our school.



## 6. Who "runs" the school?

Wellsprings is a county controlled school. It is funded from central government via the Somerset Education Authority. The Governors of the school are responsible for the overall running of the school. On a day to day basis the Governors, who are volunteers, give responsibility to the Headteacher to run the school in the best interest of all involved. An individual class teacher looks after the welfare of your child and should be your first point of contact at the school on a day to day basis.

The Parent Teacher Association [PTA] organises both social and fundraising events throughout the year. The money raised is spent in a variety of ways to improve the education of children at Wellsprings School.

Every parent is welcome to attend the AGM held in the Autumn Term and to seek election on to the committee.

Your support at events is always appreciated whether you are a committee member or not. Please offer your support to the PTA events.

The Local Education Authority offer support and guidance to all of the above named groups.

## 7. Is there a school uniform?

We are very pleased that our parents support the wearing of uniform. Our uniform looks smart, is practical and helps children to feel that they all belong to our school.

### **Uniform for children in KS1 and KS2**

Bottle green sweatshirt\* or cardigan\* with school logo.  
School weatherproof fleece\* (optional) (outdoor wear only).  
White polo shirt.  
Black or Grey skirt or pinafore dress or black or grey tailored trousers.  
Black shoes (or sandals during the summer term). **Training shoes are only acceptable if they are completely black with no logo.**  
Green/white summer dress.  
School baseball cap\* (optional).

### **P.E. KIT**

White T-shirt\*  
Black shorts\*  
Black daps or trainers for outside games.  
P.E. bag\* to keep everything in.

In warmer weather, we ask that parents/carers apply sun screen to their child before coming to school or provide cream to be self-administered under supervision in school.

### **Uniform for children in the Foundation Stage**

The school uniform has been adapted to be more suitable for the Reception children. They will access outdoor play in all weathers and will get dirty. Their 'uniform' is their 'working/playing' clothes and we do not expect them to stay clean and tidy when they are at school. They will need to wear:

- Grey or Black trousers / grey skirt or pinafore dress / green/white summer dress
- White polo shirt
- School sweatshirts\*
- Black shoes/black trainers without logos
- Wellington boots, waterproof coat and trousers (to be kept in the unit)

Items marked with \* are available from

<https://myclothing.com/ueslink/5853.school?t=1601379134731> or the school office.

Squirrels Nursery children do not have a uniform but there are sweatshirts and polo shirts in assorted colours that can be ordered if you would like them to have one. We do have waterproof dungarees and coats for all children. We always encourage children to be as independent as possible when it comes to dressing and un-dressing. Please help us to help them by providing them with uncomplicated clothing: elasticated trousers, for example will help prevent 'accidents' when children are in a hurry to use the toilet.

Please contact the office if you are struggling to meet the demands of the uniform requirements financially. We may be able to help and if there are also second hand uniform items we sell of good quality at really low prices.

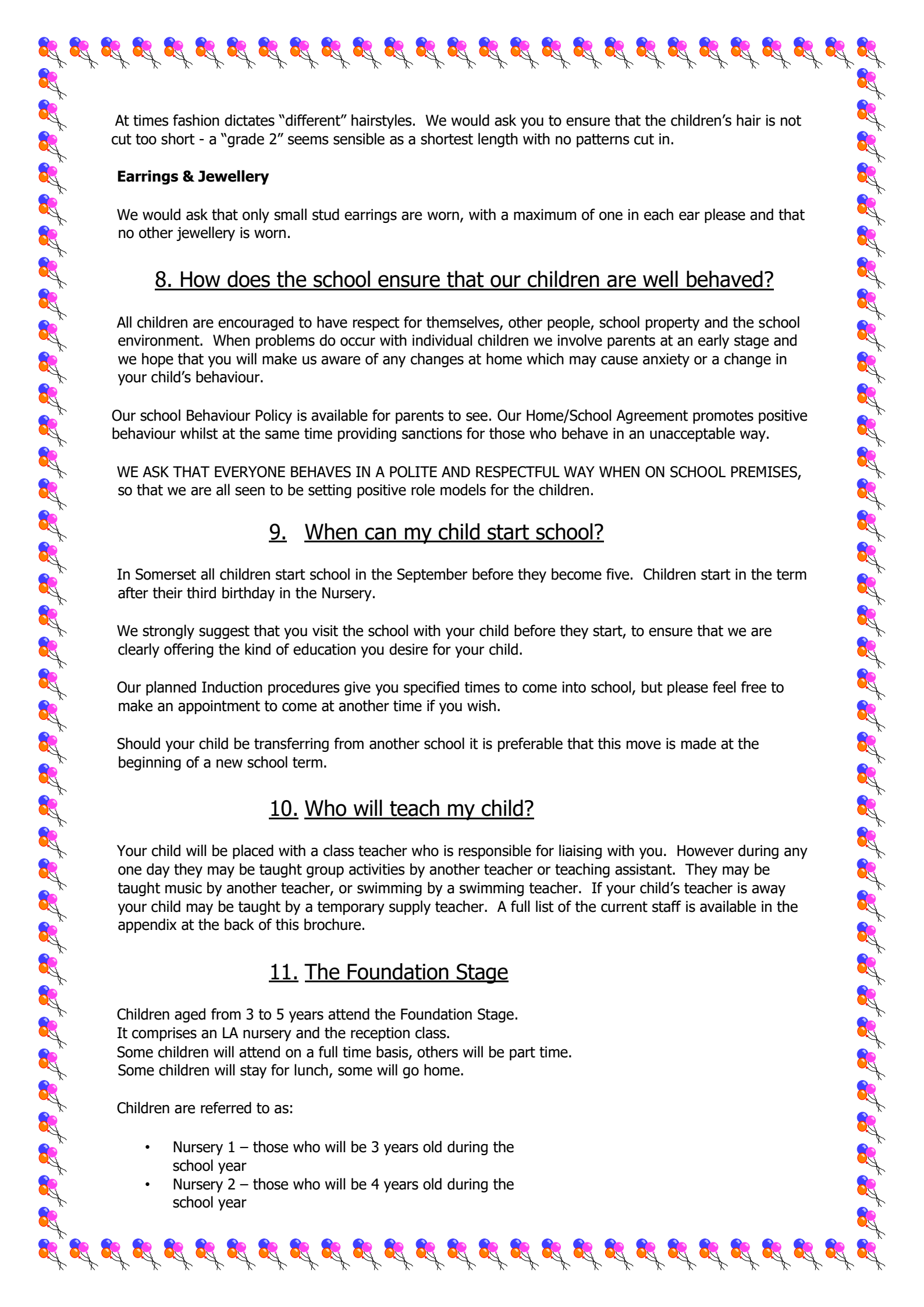
**Please** make sure that you put your child's name in their clothes – it is really difficult to distinguish one pair of black trousers from another unless they are named!

### **Footwear**

Shoes can present an expensive problem to parents at times, especially towards the end of the Summer Term. We would ask you please to support the uniform policy.

### **Hair Cuts**





At times fashion dictates "different" hairstyles. We would ask you to ensure that the children's hair is not cut too short - a "grade 2" seems sensible as a shortest length with no patterns cut in.

### **Earrings & Jewellery**

We would ask that only small stud earrings are worn, with a maximum of one in each ear please and that no other jewellery is worn.

## 8. How does the school ensure that our children are well behaved?

All children are encouraged to have respect for themselves, other people, school property and the school environment. When problems do occur with individual children we involve parents at an early stage and we hope that you will make us aware of any changes at home which may cause anxiety or a change in your child's behaviour.

Our school Behaviour Policy is available for parents to see. Our Home/School Agreement promotes positive behaviour whilst at the same time providing sanctions for those who behave in an unacceptable way.

WE ASK THAT EVERYONE BEHAVES IN A POLITE AND RESPECTFUL WAY WHEN ON SCHOOL PREMISES, so that we are all seen to be setting positive role models for the children.

## 9. When can my child start school?

In Somerset all children start school in the September before they become five. Children start in the term after their third birthday in the Nursery.

We strongly suggest that you visit the school with your child before they start, to ensure that we are clearly offering the kind of education you desire for your child.

Our planned Induction procedures give you specified times to come into school, but please feel free to make an appointment to come at another time if you wish.

Should your child be transferring from another school it is preferable that this move is made at the beginning of a new school term.

## 10. Who will teach my child?

Your child will be placed with a class teacher who is responsible for liaising with you. However during any one day they may be taught group activities by another teacher or teaching assistant. They may be taught music by another teacher, or swimming by a swimming teacher. If your child's teacher is away your child may be taught by a temporary supply teacher. A full list of the current staff is available in the appendix at the back of this brochure.

## 11. The Foundation Stage

Children aged from 3 to 5 years attend the Foundation Stage.

It comprises an LA nursery and the reception class.

Some children will attend on a full time basis, others will be part time.

Some children will stay for lunch, some will go home.

Children are referred to as:

- Nursery 1 – those who will be 3 years old during the school year
- Nursery 2 – those who will be 4 years old during the school year

- Reception – those who will be 5 years old during the school year.

There are up to 60 children at any one time, 3 teachers, 1 Early year's practitioner and 6 teaching assistants.

Any child within the Taunton area is eligible to attend the Foundation Stage at nursery level, no matter which primary school they will attend from reception onwards. We do, however, believe that continuity and consistency are of utmost importance for every child and would therefore recommend that they transfer directly to Wellsprings School.

Should a parent wish to apply for a nursery place, they may do so when their child reaches his/her 2<sup>nd</sup> birthday by completing an application form (available from the school office or Foundation Stage).

A child can start when they are 3 years old, should a place be available. Parents interested in applying for a place are welcome, and advised, to visit the Unit beforehand.

Both Nursery and Reception children follow the Foundation Stage Curriculum – set by the government - which begins when a child is 3 years old and continues until the end of the reception year. The children have the opportunity to learn and develop attitudes, skills, knowledge and understanding that will give them the best possible start to their education, in a safe and child friendly environment.

## 12. Times of the Foundation Stage day

The day begins at 8.50 in for Reception children. Nursery children start at 9.00.

**11.40** – Nursery morning children go home.

**12.00** – Nursery afternoon children arrive for lunch.

**3.00** – end of the day for Nursery children.

**3.10** – end of the day for Reception children.

Please make sure that a member of staff knows who will be collecting your child if you are unable to do so.

The phone number is the same as that of the school - 01823 275556 - just ask to be put through to the Foundation Stage.

## 13. School Day Timetable

Times of the School Day are as follows (staggered for the start of the 2021-22 academic year).

Foundation Stage	Morning Session	Afternoon Session
Begins	8.50	12.10
Ends	11.40	3.10

The Foundation Stage comprises nursery age children and children in Reception.

School	Key Stage 1	Key Stage 2
Begins	8.45	8.45
Ends	3.15	3.15
Lunch	12.00 - 1.00	12.30 - 1.30
Break Times	10.45 - 11.00 a.m. 2.30 - 2.45 p.m.	10.20 - 10.40 a.m. (Y3/4) 10.45- 11.05 a.m. (Y5/6)

\*Key Stage One children are Years 1 and 2 and Key Stage Two children are Years 3, 4, 5 and 6.

## 14. Do you have clubs after school?

Yes! We try to run as many clubs as time allows and all members of staff are encouraged to take an active part in the running of these clubs. The clubs vary from term to term but there are normally clubs on every night after school which include sporting, music, art and leisure activities.

### **Breakfast and After School Clubs**

Breakfast Club is run every day from 8.00 am and costs just £2 per child per day (£10 per week). This must be booked via the Parentmail portal. After School Club is currently runs on Mondays, Tuesdays, Wednesday and Thursdays, from 3.15 to 5.30 pm. Costs are £3.50 up to 4.30 and £6.50 up to 5.30. Places do need to be booked in advance, through the Parentmail portal. Please ensure that payment for both clubs is kept up to date. (please note that for After school club paying via Parentmail does not necessarily guarantee a place at the club, we have to work within adult/child ratios, please just check a place is available.)

## 15. What about lunch?

All early years' children will be entitled to a free school meal; this is not compulsory but will be offered. Currently cooked lunches are provided by BAM Catering at a cost of £2.40 a day (subject to change). Children take menus home to choose from and this is based on a 3-week cycle changing every 8-10 weeks.

If you prefer your child to bring a packed lunch they will eat in the dining room/sandwich room or on summer days at the picnic benches or on the field in the grounds. Please pack your child's lunch in a named unbreakable container. Drinks should be in a plastic container. **We ask that sweets and fizzy drinks are not sent as a part of a lunch box and that processed foods are kept to a minimum.** Water will be provided to drink in class for your child to drink.

Children eat their lunches under the supervision of our Teaching Assistants.

If you are in receipt of Income Support, Income based Job Seekers allowance, Child Tax Credit – with a joint annual income not exceeding £16,190 and **NOT** also receiving Working Tax Credit (as assessed by the Inland Revenue) OR support under part VI of the Immigration and Asylum Act 1999, your children are entitled to free lunches. NB: Any award of Working Tax Credit automatically disqualifies entitlement to Free School Meals. Please ask at the school office for an application form.

## 16. Parentmail

We use an online payment and communication system called Parentmail which is an app you can use from your mobile phone to make payments and to keep up to date with the latest information. All we need to get you set up on this is an email address.

## 17. At morning break

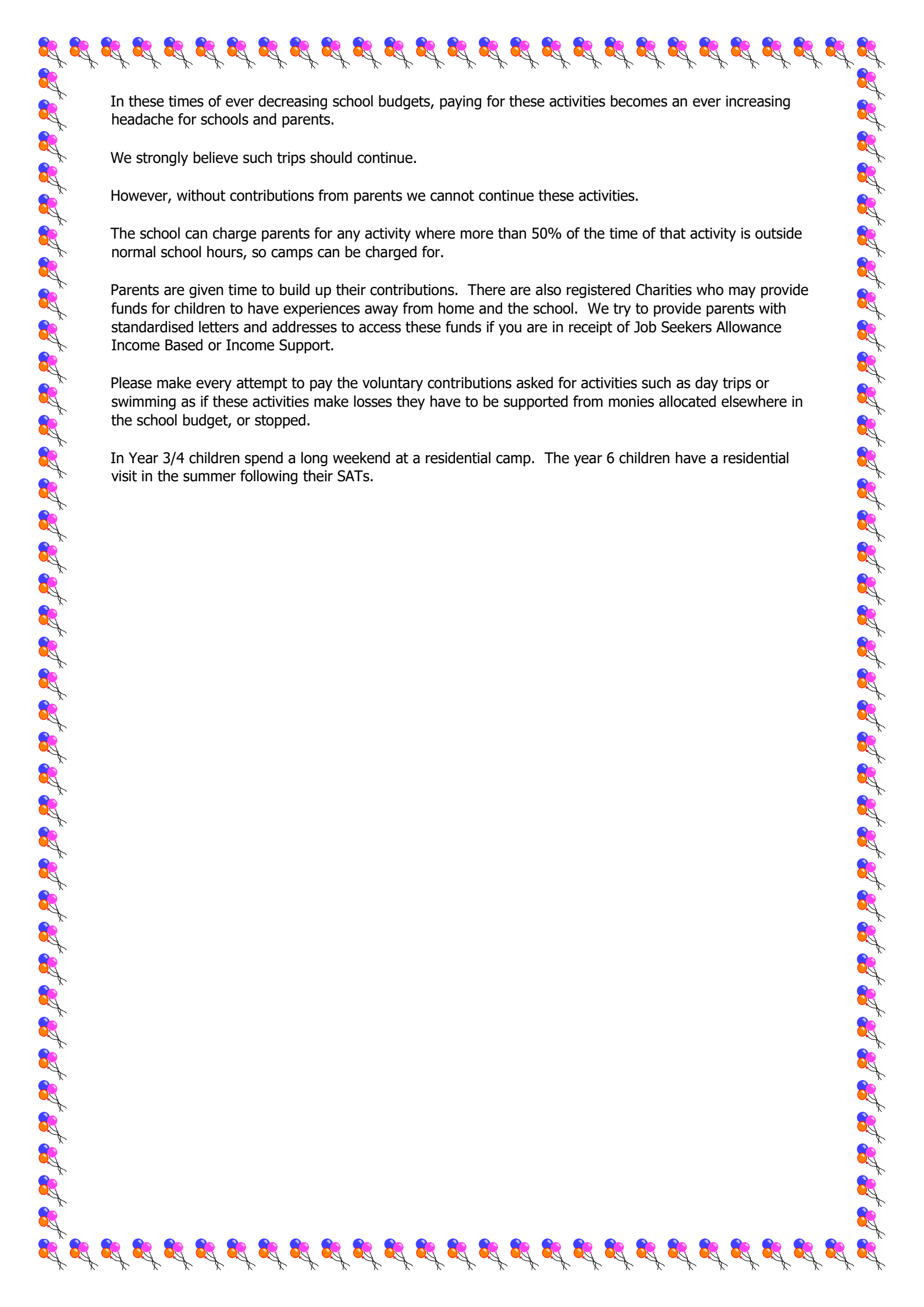
All children in the Foundation Stage and Key Stage 1 are given fresh fruit or vegetables to eat at snack times (funded by the government). There is also an opportunity for children to have fresh milk to drink each day by making arrangements with a local dairy. The school office can provide details. Milk is provided free for under 5's.

**In Key Stage 2, children may bring in their own piece of fruit or snack.**

## 18. Is there anything else I need to provide?

Providing your child was the hardest part!

At various times we need to ask for contributions to cover the cost of visits away, visiting speakers, swimming, music lessons or other activities which aim to enhance the normal day to day education in the school.



In these times of ever decreasing school budgets, paying for these activities becomes an ever increasing headache for schools and parents.

We strongly believe such trips should continue.

However, without contributions from parents we cannot continue these activities.

The school can charge parents for any activity where more than 50% of the time of that activity is outside normal school hours, so camps can be charged for.

Parents are given time to build up their contributions. There are also registered Charities who may provide funds for children to have experiences away from home and the school. We try to provide parents with standardised letters and addresses to access these funds if you are in receipt of Job Seekers Allowance Income Based or Income Support.

Please make every attempt to pay the voluntary contributions asked for activities such as day trips or swimming as if these activities make losses they have to be supported from monies allocated elsewhere in the school budget, or stopped.

In Year 3/4 children spend a long weekend at a residential camp. The year 6 children have a residential visit in the summer following their SATs.



## 19. Who decides who else is in my child's class?

We try to keep the number of children in a class as low as the constraints of the overall school budget allow.

Each year, sometime after May 31<sup>st</sup>, children's' classes are decided for the next academic year. Children are grouped to start in the school depending on known maturity and their known ability to stay on task.

After that we try to keep groups of children together so that we have the best mix of children in each group in terms of age, ability and friendship groups.

We do set children by ability for some group activities though classes are "parallel" in nature with an equal balance of abilities across each like class.

When a child knows their class for the following year, they are at times anxious. Please try to calmly help them take a sensible view of their concerns.

## 20. What can I do to help my child?

There are lots of publications and opinions about this!

Being a parent is a very hard job to do well and we all receive little or no training. Therefore, at times it proves difficult!

All of us can do a great deal to help our children make the most of their time at school.

Providing a consistent, well ordered routine in life at home is a great start.

Things such as:

- Attending school every day except when your child is too ill to be here.
- Regular bedtimes.
- Plenty of time for getting to school at the correct time (8.40 - 8.50) in a calm, ordered way.
- Time spent playing with your child.
- Limiting television time to one or two programmes per day.
- Reading to and with your child every day.
- Being there at the end of the school day, if work commitments allow.
- Remaining calm and positive with your child.

all reap rewards in terms of your own child's development.

Always talking in a supportive and positive way about what is being done at school and about the people who work there, will encourage your child to have a good attitude to the school generally.

Finally if there is a problem at any time, rather than believe totally what your child tells you alone, come to the school and check the facts calmly with the class teacher.

## 21. What are the children taught and when?

Each child is taught a curriculum based upon the National Curriculum. This includes English, Maths, Science, Religious Education and Information Technology which form the core of the National Curriculum and History, Geography, Art, Design and Technology, Music, Physical Education and PSHE. The teaching of R.E. is based upon the Somerset Agreed Curriculum for Religious Education (SACRE).

Nursery and Reception aged children are taught a Foundation Stage curriculum based on the Early Learning

Goals that ideally a child should achieve by the age of five in Personal, Social & Emotional Development, Mathematics, Physical, Communication, Language and Literacy, Knowledge and Understanding of the World and Creative aspects of Learning.

The Foundation Stage covers the following key areas of learning:

- **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, roleplay, and design and technology.

A Newsletter is issued at the start of each term to inform parents in more detail the aspects of the curriculum to be covered during that term.

Sex Education is taught as part of integrated topics throughout the school, with aspects of human reproduction being taught late in year six. If you wish to withdraw your child from this part of the sex education programme, please complete the consent form that will be sent out.



## 22. What about religion and spiritual beliefs?

Wellsprings is a non-denominational LA controlled school though we do follow a broadly Christian ethos, and children are provided with a daily act of worship, which may take different forms. Any parent has the right to withdraw their child from acts of collective worship and Religious Education. Should you feel this may be necessary, would you please come to discuss the matter with the Headteacher so that agreed alternative provision may be made for your child.

## 23. Are children who do well rewarded?

We give rewards for children doing things well and this is normally done in school assembly. We are also very keen to hear about children doing well out of school and often re-present certificates earned outside school in assembly.

The children also earn DOJOs throughout the year, an online reward scheme, and they track how many they have earned on a weekly basis.

There is more information about this in our School Behaviour/SEMH Policy.

## 24. What do I do if I am concerned about my child's progress?

The school has an "open door" policy. Teachers are available after the school day on most days to see parents (please try to avoid early morning as they are usually busy getting ready for the day) If a member of staff is not free an appointment can be made. If at any time you are concerned about your child's work, behaviour, health or general happiness, please come into school and talk over your concerns. The staff at school listen, show they have heard and will take action whenever possible to alleviate your fears.

Each child has regular tests during their time at school which will keep you informed about their progress.

In the Foundation Stage, assessment is made through observations of children through their everyday activities. We keep a record of this through our online learning journal Tapestry.

In Year 2 and Year 6 all children sit National Curriculum tests, known as SATs, the results of which are reported to you.

In every year from 2 - 6 every child is tested in nationally recognised tests for Reading, Spelling, Maths. All of these results are measured against a national average and you are kept informed of your child's progress.

This enables you to have a clear picture as to whether your child may need extra help, whether they are less able or much-able than average.

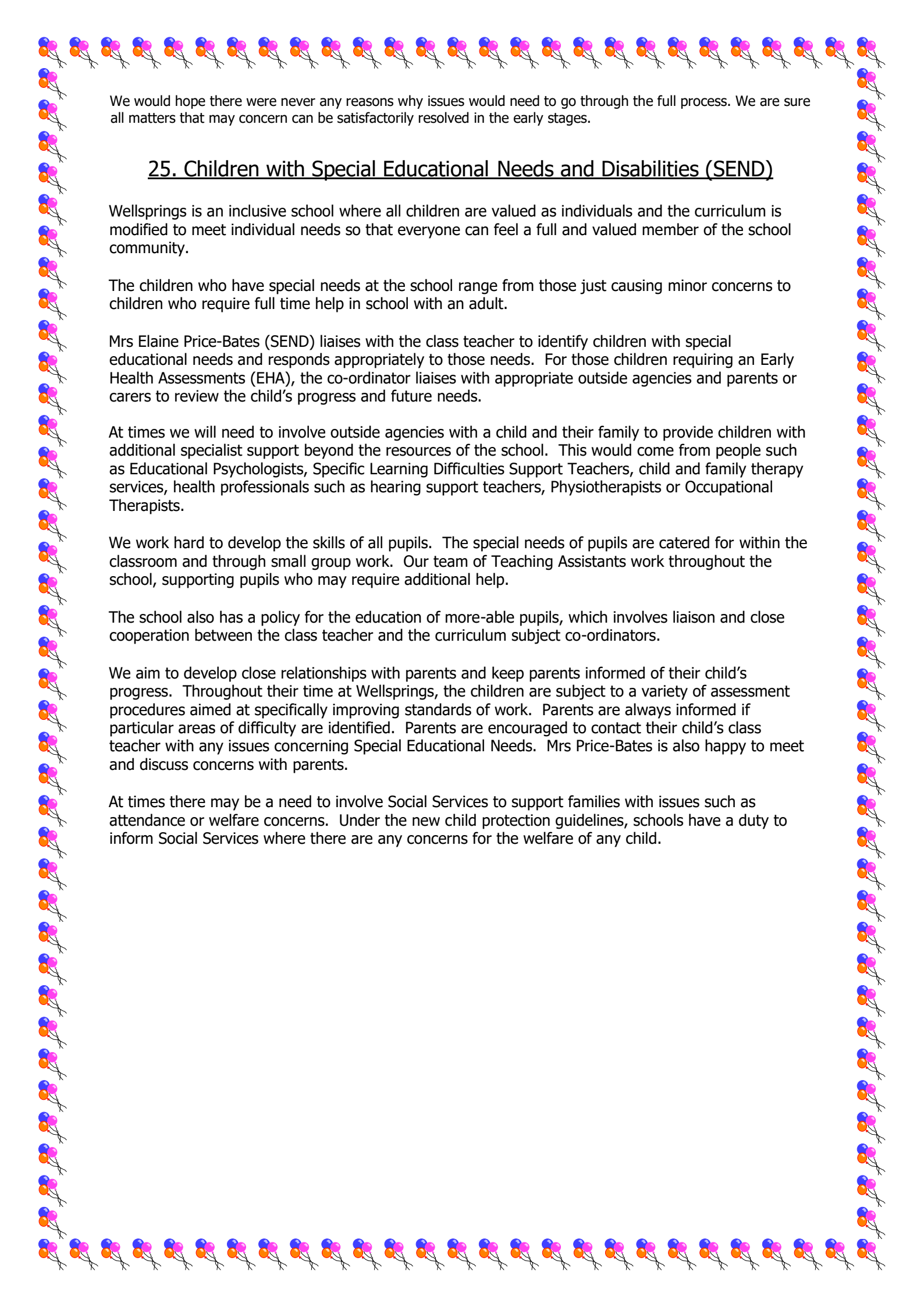
Should your child need extra help they will be placed onto an assessment procedure, and assistance from people such as Education Psychologists, Speech Therapists, or the Child and Family Therapy Service may be sought. Whatever action the school takes you will be informed.

Wellsprings follows the guidance provided by Somerset County Council regarding the concerns and complaints procedures by parents. A leaflet outlining the procedures in detail can be accessed via the school website.

The guidance suggests that the preferred point of contact should be the class teacher. More often than not, this can be done informally, although it is sometimes best to book an appointment if you want time to discuss an issue at length.

Stage 2 of a complaint should be investigated by the Head teacher or where the Head teacher has already discussed the concern, the Chair of Governors.

If after this there has been no resolution of the problem, this will be investigated and the chair will write to you. If after this there has been no resolution of the problem, a panel of governors will hear the complaint. Complaints about the Headteacher will be dealt with initially by the chair of governors.



We would hope there were never any reasons why issues would need to go through the full process. We are sure all matters that may concern can be satisfactorily resolved in the early stages.

## 25. Children with Special Educational Needs and Disabilities (SEND)

Wellsprings is an inclusive school where all children are valued as individuals and the curriculum is modified to meet individual needs so that everyone can feel a full and valued member of the school community.

The children who have special needs at the school range from those just causing minor concerns to children who require full time help in school with an adult.

Mrs Elaine Price-Bates (SEND) liaises with the class teacher to identify children with special educational needs and responds appropriately to those needs. For those children requiring an Early Health Assessments (EHA), the co-ordinator liaises with appropriate outside agencies and parents or carers to review the child's progress and future needs.

At times we will need to involve outside agencies with a child and their family to provide children with additional specialist support beyond the resources of the school. This would come from people such as Educational Psychologists, Specific Learning Difficulties Support Teachers, child and family therapy services, health professionals such as hearing support teachers, Physiotherapists or Occupational Therapists.

We work hard to develop the skills of all pupils. The special needs of pupils are catered for within the classroom and through small group work. Our team of Teaching Assistants work throughout the school, supporting pupils who may require additional help.

The school also has a policy for the education of more-able pupils, which involves liaison and close cooperation between the class teacher and the curriculum subject co-ordinators.

We aim to develop close relationships with parents and keep parents informed of their child's progress. Throughout their time at Wellsprings, the children are subject to a variety of assessment procedures aimed at specifically improving standards of work. Parents are always informed if particular areas of difficulty are identified. Parents are encouraged to contact their child's class teacher with any issues concerning Special Educational Needs. Mrs Price-Bates is also happy to meet and discuss concerns with parents.

At times there may be a need to involve Social Services to support families with issues such as attendance or welfare concerns. Under the new child protection guidelines, schools have a duty to inform Social Services where there are any concerns for the welfare of any child.



## 26. Pupils with Disabilities

Admission arrangements for pupils with disabilities are the same as those for able bodied pupils.

Although our school has two floors, there is provision via a lift to access to the second floor for children in wheelchairs. Toilets have also been adapted to cater for children needing changing facilities.

Wheelchair access at the front of the school is good with automatic electric doors providing easy entrance into school. Classroom access onto the patio areas have been ramped, together with corridor access onto the playgrounds.

All corridors are wide enough to be accessible by a wheelchair user.

The school has an Accessibility Policy which the Governors regularly update.

## 27. Safeguarding

We at Wellsprings School take our Safeguarding responsibilities very seriously. This means that we have ensured (and will continue to do so) that everyone working in the school has successfully completed the necessary clearance to enable them to work with your children. It also means that we have a staff member who is specifically trained and nominated as the Designated Child Protection Lead with school. This person is Mr Mark Lunn. We also have Deputy Designated Child Protection Leads in Elaine Price Bates, Nicky Hatton, Catherine Lang and Jane Holcombe. All these staff are fully trained safeguarding leads who regularly monitor and review the safeguarding practices across the school. Our Governor safeguarding lead is Tricia Budd, who also liaises with the DSL and DDSLs regularly.

We would always hope to share any concerns we may have about your child with you at the first opportunity, as we hope you do with us about your child or any other child. Part of our legal duty to safeguard your children may also include us needing to consult with and take advice from other agencies such as the Police, or Children's Social Care, should the need arise.

By working closely together with you and our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.

## 28. If my child is ill or has a medical problem what should I do?

You know your child; if they are ill please do not send them to school, unless they have a poor attendance record. A poor attendance record should lead all of us to question every illness.

If your child has an ongoing medical problem, this will be disclosed on your child's application form though it would be helpful to us if you also did so verbally.

If your child becomes ill during the day, an adult will attend to him/her. If necessary parents will be contacted.

We are willing to administer prescribed medicines that need to be taken during the day such as antibiotics, but parents **must** complete a form from the office in order for us to do so. When medication is necessary to regulate long term conditions such as asthma, then we will administer it following the necessary plan and arrangements made at the school office. Children are requested not to bring patented medicines such as painkillers, cough sweets or lip salve into school.

Head lice are an ongoing problem in all school communities. If children are seen by us to have live lice in their hair you will be contacted and asked to take your child home and treat their head. If this proves an ongoing problem in your family, a School Nurse or Health Visitor will contact you to help you confront the problem.

## 29. If my child is absent from school or requires absence due to a holiday, what should I do?

If your child is absent from school, **please telephone the school office on the first day of absence or report the absence via Parentmail** and send a note the day your child returns. If the illness is prolonged, please keep us informed about progress. In the event of sickness and diarrhoea please allow 48 hours after the last bout before returning to school. Parents/carers can also update school around absences via ParentMail <https://pmx.parentmail.co.uk> .

Any absences where the school has not been notified may be classed as unauthorised and will be recorded on your child's record, according to government legislation.

Absences that must be classed as unauthorised include: parental or family illness, day visits to family members, treats and trips (birthdays etc).

Where a child's attendance is poor over a period of time, it is likely that an Education Attendance Officer will make contact with home to find out why.

**The guidance from the DfE currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in "exceptional circumstances" of up to ten school days leave per year.** Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Parents should complete a Leave of Absence Request form which is available from the school office. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence to support your request. If we have concerns about possible safeguarding risks such as risk of FGM or Forced Marriage, we will follow the necessary protocols. (Please see our school's Safeguarding Policy for more information.)

DfE guidance states: 'Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought, the frequency of the request; whether the parent gave advanced notice; and the pupil's attainment, attendance, and ability to catch up on missed schooling'.

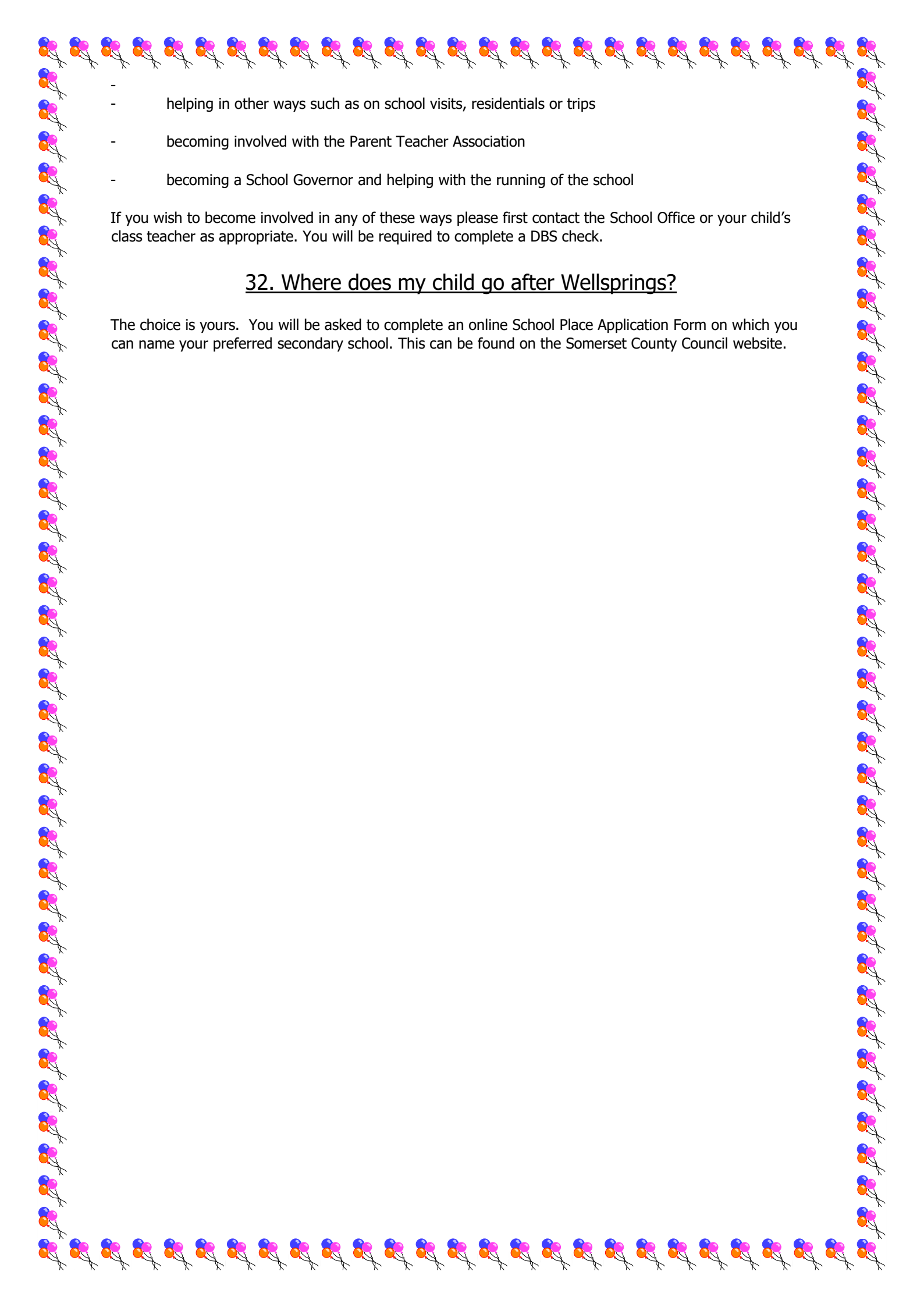
## 30. Who do I contact for more information?

Staff are always pleased to meet parents and children and is happy to show them around the school. This is the best way to see the school in action. This will give you a chance to question the future direction and expectations for the school.

## 31. If I want to be involved in the life of the school how do I go about it?

Parents can do a great deal on a day to day basis. These are some of the ways to become involved.

- helping in classrooms by assisting teachers in their work with children

- 
- - helping in other ways such as on school visits, residential or trips
  - becoming involved with the Parent Teacher Association
  - becoming a School Governor and helping with the running of the school

If you wish to become involved in any of these ways please first contact the School Office or your child's class teacher as appropriate. You will be required to complete a DBS check.

### 32. Where does my child go after Wellsprings?

The choice is yours. You will be asked to complete an online School Place Application Form on which you can name your preferred secondary school. This can be found on the Somerset County Council website.



Appendix i

List of Governors

Mark Lunn	Headteacher
John Sharpe	Chair/Co-opted
Les Saunders	Co-opted
Nicky Hatton	Co-opted
Jasmine Wark	Co-opted
Katrina Marshall	Elected Staff
Chris Hall	Elected Parent/Vice Chair
Luke Middleton	LA Governor
Trisha Budd	Co-opted
Mrs Michelle Hall	Elected parent
Miss Kate Mahoney	Elected parent

**The role of the school governor**

As a school governor you would be part of a team (the governing body) with a range of important responsibilities. Governors work in partnership with school staff to shape the future of the school, to decide the key issues that will help staff to raise standards and to determine how the school will best spend its money to achieve these aims. Being a governor is not easy, but it is important, interesting and satisfying. Governors have the opportunity to express their own views, to listen to the views of others representing the school and its community and to influence pupils' education for the better.

Appendix ii

Who are the STAFF at the school?

2022/23

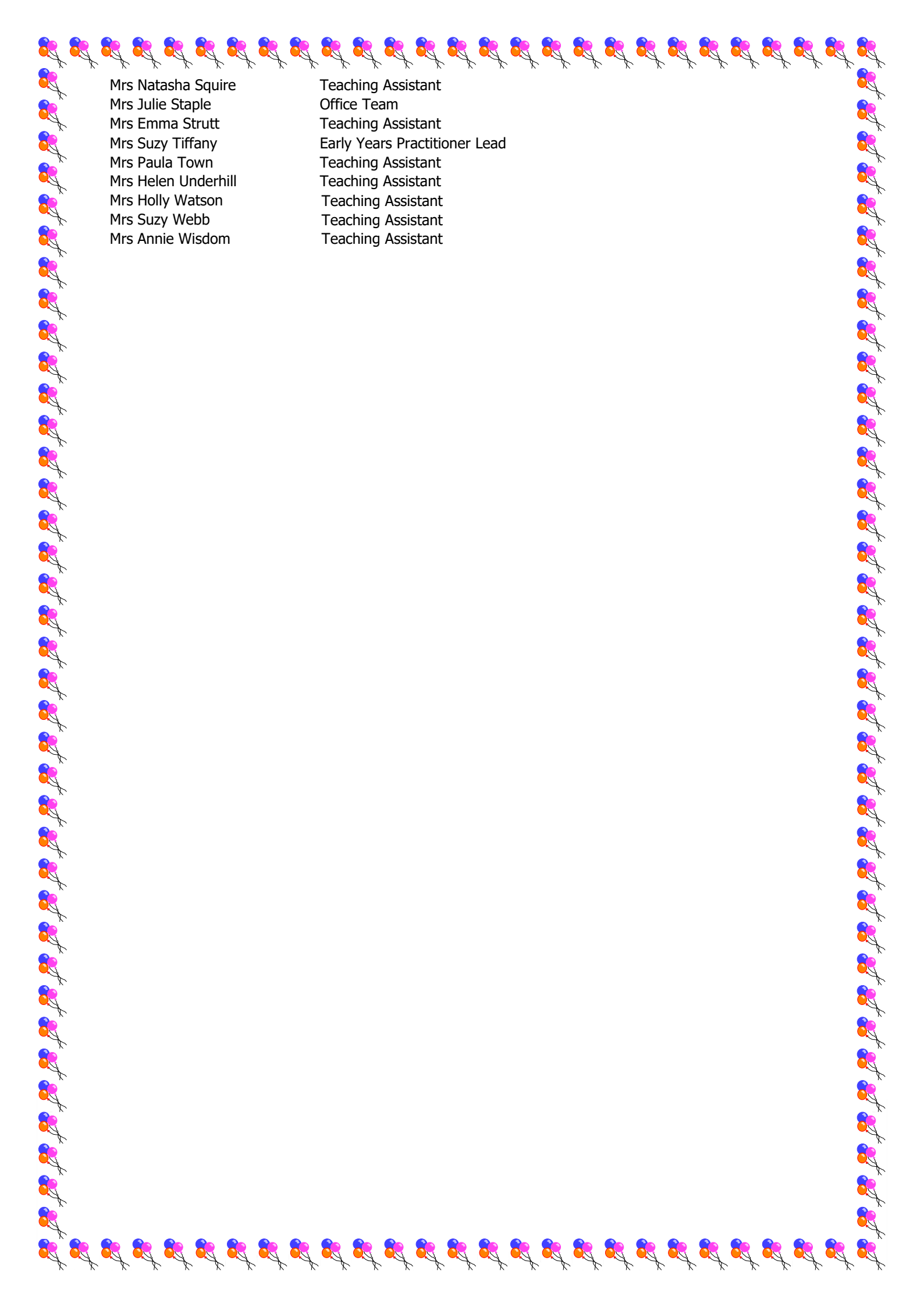
Mr Mark Lunn Headteacher

**Teaching Staff**

Mrs Catherine Lang	Year 1/Reception teacher, EYFS/Curriculum/MFL Leads, DDSL
Mrs Hannah Lawrence/	Year 1/Reception teacher, PHSE/RSE Lead
Mrs Stephanie Hill	Year 1/Reception teacher, Music Lead
Mrs Katrina Marshall/	Year 1/2, Key Stage 1 Lead and Assistant Headteacher, History Lead
Mrs Joanne Adams	Year 1/2, Reception/Year 1, RE Lead
Miss Anne Cross/	Year 1/2
Miss Abigail Barker	Year 1/2, Maths Lead
Miss Abi Hawthorne	Year 3/4, PE Lead
Mr Luke Jones	Year 3/ 4, Key Stage 2 Lead, Assessment/Computing Lead
Mrs Clare Fearn	Year 3/4, Geography Lead
Mrs Charlotte Webber	Year 3/4, Art Lead
Mrs Sarah Williams	Year 5/6, STEM Lead
Mrs Aurelie Broadway	Year 5/6, English Lead
Mr Martin Fowle	Year 5/6, Maths Lead
Mr Philip Ward	Year 5/6, DT Lead
Mrs Jane Holcombe	Inclusion Lead
Mrs Elaine Price-Bates	Mental Health Champion

**Support Staff:**

Mrs Nicky Hatton	Parent Family Support Advisor
Mrs Rachel Birch	Teaching Assistant
Miss Sarah Bolt	Teaching Assistant
Mrs Lyndsay Brown	Teaching Assistant
Mrs Emma Comer	Teaching Assistant
Miss Michelle Duheume	Teaching Assistant
Miss Kim Ellis	Teaching Assistant
Mrs Mary Farmer	Teaching Assistant
Mrs Michelle Hepple	Teaching Assistant
Ms Sharon Hooper	Teaching Assistant
Mrs Laura Horrobin	Teaching Assistant
Mrs Helen Kimber	Teaching Assistant
Mrs Gaye King	Teaching Assistant
Miss Nicola Kingham	Teaching Assistant
Miss Tyra Lambert	Breakfast club/ Teaching Assistant
Kim Lester	Bursar
Mrs Kayleigh Lythgoe	Teaching Assistant
Mr Alan Marshall	Caretaker/Cleaner



Mrs Natasha Squire  
Mrs Julie Staple  
Mrs Emma Strutt  
Mrs Suzy Tiffany  
Mrs Paula Town  
Mrs Helen Underhill  
Mrs Holly Watson  
Mrs Suzy Webb  
Mrs Annie Wisdom

Teaching Assistant  
Office Team  
Teaching Assistant  
Early Years Practitioner Lead  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant