

Welcome to Offord Primary School

Thank you for choosing Offord Primary School, we hope that this welcome pack gives you the information you need about our school. We are continually evolving to provide a rich, inclusive and creative learning experience for all. We make every effort to deliver a curriculum full of enjoyment and challenge. We aim to provide our children with the skills and enthusiasm they will need to become lifelong learners. To ensure our children achieve excellence for all, we are proud to be a part of The Cam Academy Trust which we joined in September 2019. Their support, development opportunities and expertise has already benefited the continuous development of our school and will further support on-going changes, ensuring it continues to succeed.

Ethos & Values

Offord Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to provide an inclusive, happy, stimulating and challenging environment where everyone's potential is valued, enabling them to become confident members of the wider community with respect for themselves and others.

We are committed to:

- making learning irresistible and encouraging lively enquiring minds
- creating enthusiastic and independent learners
- developing the whole child, honouring the diversity of each individual
- encouraging the active involvement of all members of the school community

We believe that by nurturing each child's well-being, children will become effective and successful learners. Our key aims in supporting each child's wellbeing, are to help support each child to:

- Recognise their own strengths and difficulties
- Develop self-esteem and self-confidence
- Work and play co-operatively
- Compete fairly, win and lose with grace and dignity and respect all others
- Recover from setbacks and persist in the face of difficulties
- Make and sustain friendships
- Recognise and stand up for their own rights and the rights of others
- Be able to solve problems alone and with the help of others
- Manage feelings such as frustration, anger and anxiety
- Understand and value the differences between people

We encourage everyone to aim high, have fun and be the best they can be. We provide a secure, happy, caring and stimulating environment where everyone feels good about themselves and respects and abides by our

Golden Rules:

- We are gentle - *we don't hurt others*
- We are kind and helpful - *we don't hurt anybody's feelings*
- We listen - *we don't interrupt*
- We are honest - *we don't cover up the truth*
- We work hard - *by ourselves and with others*
- We look after property - *we don't damage or spoil anything*

British Values

At Offord Primary School we create opportunities to promote the fundamental British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Democracy

We negotiate classroom and school roles and responsibilities for pupils, encouraging and listening to pupil opinions and suggestions. Playground buddies and learning mentors are trained to take a meaningful role to support others. Our School Council demonstrates democracy in action.

The rule of law

This is demonstrated through our policies and practice. We uphold high expectations of behaviour including adherence to our agreed Golden Rules, reward systems and sanctions.

Individual liberty and mutual respect

These are exemplified through day to day expectations and practice. We encourage and develop independence whilst demanding socially responsible attitudes and actions.

Tolerance and Respect

Good manners are expected from all members of the school community. We have high expectations of behaviour in and out of school. We celebrate and learn about different religious festivals, promoting understanding and tolerance of those with different faiths and beliefs. The school has a long tradition of support for charities including: Children in Need, Macmillan Trust, The Poppy appeal, Sports Relief, Comic Relief, Jeans for Genes Day, Godmanchester Food Bank, and Operation Christmas Child.

Equality

At Offord we welcome and uphold our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity. We promote community cohesion in line with our duty under the Education and Inspections Act 2006.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Special Educational Needs and Disabilities (SEND)

Offord Primary School is committed to providing equal opportunities, high quality education and care for all children in school, so they can reach their full potential. We strive to eliminate prejudice and discrimination and develop an environment where all children flourish and feel safe. Our SENDCo is Miss Janet Hartland and she can be contacted via the school office. If your child has a Special Educational Need or Disability or you have any concerns regarding their development, please do not hesitate to contact her.

The school SEND Information Report outlines how Offord Primary School supports children with SEND and can be downloaded from our website. Information regarding The Cam Academy Trust's SEND framework, Cambridgeshire's Local Offer and Cambridgeshire's Guidance document, which highlights the changes being made to the identification of SEN and what happens if your child has a Special Educational Need or Disability, can also be found on our website.

Pupil Premium

Pupil Premium Grant is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children. This is based on research showing that children from low income families perform less well at school than their peers. The pupil premium is intended to directly benefit the children who are eligible, helping to diminish the difference between them and their peers.

At Offord Primary School, we believe that all pupils should be supported to outstanding progress and achievement and be proud of themselves. We are committed to using the resources made available to us to help achieve the best outcomes for all learners. Pupil premium is used to support both individuals and groups of children both academically and with teaching and learning behaviours. Projects have included: individual and small group support in reading, writing and maths; swimming lessons; enrichment activities and day and residential visits, Booster and 1:1 tuition, Transition work, Social Skills activities, Sensory Circuits and providing experiences to improve literacy, mathematics, and wellbeing. Some of the funding is also used for resources to support the learning of some of the pupils. This extra funding has been seen to have a positive impact on the academic progress, behaviour and attitude to learning of the children.

Students receive Pupil Premium if they are in receipt of Free School Meals or have qualified for free school meals at any point in the past six years. If you require more information regarding Free School Meals or Pupil Premium, please do not hesitate to contact the school office. All inquiries are treated in the strictest confidence.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.

To ensure we fulfil this responsibility at Offord Primary School, all professionals are trained to ensure their approach is always in the best interest of the child. No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time everyone who comes into contact with them has a role to play in identifying concerns and the sharing of information, on a 'need to know' basis. The Safeguarding team will ensure the information is collated and dealt with appropriately.

The Safeguarding team at Offord Primary School is:

Kate Ruddock, Headteacher, Designated Safeguarding Lead

Sharon Taylor, Safeguarding Lead

Rita Rose, Governor responsible for Safeguarding

If you have safeguarding concerns about any children, please do speak to one of the Safeguarding team or a member of staff.

E-Safety

In an increasingly digital world it's important that our students, parents and carers feel that their information is protected and safe. This is why The Cam Academy Trust has a robust Data Protection Policy, which can be viewed online.

With technology developing at a rapid speed our children are increasingly vulnerable as younger and younger they can access the internet in an ever-growing number of ways. Whilst we teach the children how to keep safe online, it is important that parents and carers know the dangers and teach them e-safety at home. If you want further information about how to keep your child safe online, please look at the links on our website. These will provide you with a wealth of information and enable you to report any undesirable sites you find.

Inductions and Transitions

From Pre-School

We have a very close relationship with Offord Pre-School, which is located within the grounds of the Primary School so almost all the children starting in reception will be very familiar with the school already.

There is a robust transition process, which is discussed with parents in the summer term ahead of school entry in September. All children joining the school in Reception are invited to taster sessions in the Reception classroom so that they meet the staff who will be caring for them. Home visits are also offered so that children can meet staff in a familiar environment. Teachers visit the pre-school and other settings if applicable to see children in an Early Years learning environment. The school encourages parents and other professionals to share information about each child's needs and interests.

If your child is starting in Reception we will contact you directly to arrange taster sessions, home visits and information evenings.

To Secondary School

Offord Primary School is a feeder school for Hinchingsbrooke School in Huntingdon. Hinchingsbrooke offer a comprehensive transition programme to assist Year 6 students with the move to secondary school. All parents will receive a letter from Hinchingsbrooke detailing the events, which are mainly held in the Summer term. If your child opts for a different secondary school, you will need to liaise with them directly regarding their transition programme once your child's place has been confirmed.

Attendance and Absence

Offord Primary School is committed to full attendance by all pupils. There is clear evidence of the link between attendance and achievement.

However, we understand there are occasions when your child will be unable to attend. To report a child's absence please contact the school before 8.45am, by telephone on 01480 810308, by email absence@offordprimaryschool.org or call into the school office in person. Please contact us on each day of your child's absence. If your child has suffered sickness or diarrhoea, please keep them off school for 48 hours after the last occurrence.

It is the school's policy to ring parents to ascertain why a child/children are not at school as soon as we are aware of the absence and if we have not been informed. Please do speak to your child's Class Teacher or the Headteacher if there are any issues you feel the school should be aware of.

Department for Education guidance is clear that schools are only allowed to authorise any planned term-time absence in extremely exceptional circumstances, for example a single day for a funeral of a close relative or a medical appointment. Term-time holidays do not qualify.

If possible, medical appointments should be made outside of school hours, however where this is not possible the school office will need to see evidence of the appointment otherwise the absence will be marked as unauthorised. Evidence can include appointment letters, cards, texts or emails, or letters from hospitals or clinics.

If you do plan to take your child out of school for a pre-organised event (other than medical) then please complete a leave of absence request form (copies also available from the school office) and make an appointment to speak to the Headteacher. Any decision about taking action as a result of non-attendance is made by the Local Authority Attendance Officer (LAO).

The Cam Academy Trust employs an Education Welfare Officer, Kerry Puttock. The school and EWO always try to work with pupils and parents at an early stage to resolve attendance issues. This is nearly always successful. However, the EWO also has a legal role and if other ways of resolving attendance have failed, these officers can use legal sanctions such as Penalty Notices or prosecutions in the Magistrates court. Kerry can be contacted via the school office.

Accidents and Sickness

Parents whose children are new to the school are asked to complete a form which provides us with an emergency telephone contact number so that, in the event of sickness or serious accidents, we can either inform you immediately or someone else - a friend or relative - who can take responsibility at short notice. Such information may be kept on a computer data base to which you have access as required by the Data Protection Act. Please keep us advised should any of these contact numbers change. In the event that we are unable to make contact, parents are also asked to make a signed undertaking, giving the school permission to transport the child to hospital or a doctor if we deem that it is necessary

There are always first aiders on duty during the school's normal working hours who will follow simple first aid procedures in the event of a minor accident. If children become a little 'off colour' during the day, we provide them with quiet and comfort to give them a chance to recover.

If your child has had vomiting or diarrhoea, please ensure they remain off school for 48 hours from the last bout of illness.

Medicines in School

Most children from time to time will need to take medication due to childhood illnesses.

Short-Term Medicines

For children receiving a short-term course of prescribed medicine, parents/carers will be invited to come into school during the day to administer this treatment. Alternatively parents/carers can administer the medication

just before school begins and/or as soon as possible when children leave school. School staff will not administer short term prescribed medication.

Long-Term Medicines

For children with long-term medical needs the school will meet with the parents/carers and, where appropriate, health professionals and other agencies before the child begins school. Parents/carers will need to complete a request for the school to administer medication. The Headteacher will then complete a form giving agreement for the medication to be administered. The school will not give medicine to any child unless the parent/carer completes the form and the Headteacher has agreed that school staff can administer the medication.

All medication must be in a container clearly labelled with the child's name, date of birth and medication name. The school will not dispose of medicines; parent/carers will be asked to do so. Medication will be sent home at the end of each school year and not stored in school.

Parent/carers must not send any medicines, including those bought over the counter, into school for pupils to self-medicate.

The school records details each and every time a child takes medication during the school day and restricts the number of people permitted to administer/supervise the process. All medication is locked securely away in the first aid cabinets. Where manufacturers' instructions require that medication is stored in a temperature-controlled environment this will be stored in the school's refrigerator.

Parents will be asked to complete and sign a Medication in School form each time they bring medicine into school for their child.

Health Screening

During your child's time at school they may be offered Vision Screening and Hearing Screening tests by the Community Health team. They will also be offered Flu vaccinations every year in the Autumn term. A consent form is always sent out to parents prior to these visits taking place.

Sun Cream

When the weather is warm, parent/carers are asked to put long-lasting sun cream on to children before they come to school. Children can also bring sun cream with them, but they must be able to use it independently as staff are not allowed to apply it. Younger children will be supported in learning how to apply sun cream to their bodies. Sun cream brought into school must be clearly labelled with your child's name.

School Lunches

Our school day includes lunchtime provision. You can choose to provide your child with a packed lunch or we can supply them with a hot meal. All children in Reception to Year 2 are entitled to Infant Free School Meals, which are funded by the government, if your child is in Year 3-6 payment for their meal will be required, unless you are entitled to free school meals.

Your child may be eligible for free school meals if you receive certain benefits. The list of benefits is available on our website, as well as a link to Cambridgeshire County Council to apply for Free School Meals. Even if your child is currently in Reception-Year 2 and you are eligible for Free School Meals, you should apply now so that provision is uninterrupted as they move up the school.

From Year 3 onwards children's meals cost £2.40 per day per child or £12.00 per week. To use our online payment system, SIMS Pay please ask the school office for your child's unique reference code and details about how to sign up.

Our school meals provider is abm catering. We are a Production Kitchen, which means that our cook, Mrs Fountain, will be cooking the majority of the food on site from scratch. The ingredients will, where possible, be sourced locally and the menu is checked by a nutritionist for balance across the meal choices on a day and over the week. Please see the latest School Lunch Menu on our website. If your child has a medically diagnosed

allergy or intolerance, then please contact the school office and we can ensure that their needs are catered for.

If you decide to provide a packed lunch, please read our packed lunch guidance, which is also available to download on our website. Research shows that eating a healthy school lunch can positively affect children's behaviour in the classroom. As you will be aware there is increasing concern about rising rates of obesity and health-related problems in children. As a school, it is part of our responsibility to help children learn how to eat healthily and, as such, we encourage you to follow to the guidelines provided to help you make informed choices for your child's packed lunch. Water is always available, so providing an additional healthy drink is optional.

Playtime Snacks

Offord Primary School is also signed up to the Health Promoting Schools Initiative. As part of this we have a healthy eating policy. Sweets, biscuits and crisps are not allowed to be eaten at break-times. A piece of fruit is quite acceptable as an alternative. The School also participates in the County Initiative of offering a free piece of fruit or vegetable each morning break for our Reception, Year 1 & Year 2 pupils.

Cool Milk Scheme

Offord Primary School is signed up to the Cool Milk Scheme which is available to all pupils. School milk is free for all under-fives and is available to pupils aged five or older, currently at a cost of 24p per day. Each pupil that registers with Cool Milk will receive a carton of semi-skimmed milk every day. If your child is currently under five, free milk will be available until the Friday before your child's fifth birthday. You will receive a payment request three weeks before that time - if you wish your child to continue to receive school milk following their fifth birthday simply make a payment. You can register your child at: www.coolmilk.com.

Water Bottles

It is important that children stay hydrated throughout the day and each child is asked to bring a named water bottle with them. We encourage these to be filled with water rather than juice. The water bottles are kept in a central place in each classroom so that children can access them throughout the day. Refills of water are available.

Uniform

We take pride in the appearance of the children in our school and we encourage them to wear school uniform. We believe that a good, positive attitude to appearance promotes similar attitudes to other aspects of school life. Please help us by ensuring your child comes to school in school uniform. However, we also recognise that purchasing school uniform can be expensive, so we have worked hard to source badged items at the best possible price. Offord Primary School uses Total Clothing to supply all our badged items, please use the link on our website to go directly to the ordering page for our school.

The school uniform comprises:

- Grey trousers, tailored shorts, skirt or pinafore dress (unbadged)
- Navy blue and white checked dress - optional for the Summer Term (unbadged)
- School blue polo shirt (badged or unbadged)
- School blue sweatshirt or cardigan (badged or unbadged)
- Black Outdoor shoes, preferably not trainers
- School Fleece or Jacket (optional)

No jewellery should be worn, except for a single pair of stud earrings and a standard watch may be worn (not a smart watch).

PE Kit

PE is a statutory part of the school curriculum and all children are expected to take part in every lesson. We recommend children bringing their PE Kit into school at the start of the week and keep it in school all week in

case there are timetable changes. A letter is needed from parents if there is a reason why a child is unable to take part in the PE lesson. All jewellery must be removed for PE.

The PE Kit comprises of:

- Trainers
- Navy blue or black shorts
- Plain T-shirt preferably white, blue or black
- Tracksuit or jogging bottoms and sweatshirt is recommended for cold weather games

It is recommended that PE kits are kept in an appropriate named bag such as a drawstring bag. You will be advised when your child will be having swimming lessons.

Forest School

You will be advised when your child's class will have Forest School lessons. On these days they should come dressed in school uniform and bring old clothes, named wellington boots and waterproofs with them.

Important Information

- All clothes, shoes and other possessions should be clearly marked with your child's name.
- Jewellery can be dangerous and children with pierced ears should only wear small plain studs to school. Watches are also allowed but must be removed for PE. Earrings must be removed for PE.
- Hair should be worn in a sensible and neat style. Long hair must be tied up for PE.
- **Mobile phones are not allowed in school.**

Un-named items of clothing or equipment will be kept in lost property (by the school office) for a limited period and will be displayed at the end of every half term for children or parents to claim.

Apps and Communications

We use a number of ways to keep in touch with you and provide information regarding the school and your child's progress. Communicating with parents is vital to making sure that we get the correct information out about activities, events and things that really matter concerning your child.

Offord Primary School currently use parenthub and SIMS InTouch as a way of getting information to parents/carers as quickly and efficiently as possible, rather than sending out lots of letters via the children. It is also a system that allows us to contact each family quickly if there happens to be an emergency or cancellation of an event at short notice.

Parenthub

Parenthub is a downloadable app and is the main way in which the school communicates directly with parents. Teachers can upload information and images of what has been happening in class, so you get a better idea of what's been happening at school. Once your child is registered at school you will be able to download the free app and verify your information to enable posts and personalised messages.

Sims In Touch

We send messages to parents using Sims In Touch and they should automatically arrive in your email inbox.

SIMS pay

We use SIMS pay for online payments of school lunches. You will need to speak to the school office to obtain your child's unique reference code required to sign up. Payments for other items such as trips, etc. need to be made by cash or cheque (payable to The Cam Academy Trust).

Tapestry Online Journal

Staff and Parents of children in Reception can record children's experiences and learning using this online program.

The School Day

The school day starts at 8.45am. The school will be open from 8.40am, children arriving at this time should come straight into class and will be set a task by their class teachers. All children need to be in their classrooms

by 8.45am. Registration will close at 8.50am and any children arriving after this time will be marked with a 'U' code denoting this.

Morning break is from 10.10 – 10.30am and is followed by our whole school assembly. Reverend Salt from All Saints Church conducts the assembly on Thursdays. Lunchtime is 12.15 – 1.15pm.

Celebration Assemblies are held every Friday morning at 8.55am to celebrate achievements during the week. A message will be sent out on the Wednesday before, informing you if your child has been nominated for an award and inviting you to the assembly.

The school day finishes at 3.15pm. It is expected that children will be collected by parents, or carers, or that parents will make arrangements for the collection of their children. The school should be notified of any changes to the normal collection arrangements before 3pm so that class teachers can be informed. Staff wait with the children to ensure they are collected by the correct person. Applepips staff will collect any children who are going to Applepips Out of School Club.

We do ask that younger children are supervised whilst waiting for children to come out of school and that they do not use any of the school equipment in the school playground.

Travelling to School

We actively encourage children to walk or cycle to school rather than come by car. When cycling, we strongly encourage the wearing of helmets. Our cycle shelters provide dry and secure shelter for bicycles and scooters during the school day. Those parents who have to bring their children by car are asked to park in The Horseshoe Inn car park and walk to school from there. Parking on Millers Close should be avoided and parents' cars are not permitted into the school car park, except for disabled access. Parking across the school gates at any time is not permitted, as these are required to be kept free of obstructions in case of emergency access.

Security

In order to allow those parents who are dropping children off at Offord Pre-School time to settle their child in, our gates will remain open until 9.00am and are then locked. Visitors to the school can access via the pedestrian gate in Millers Close and are asked to sign in at the school office and produce identification. Children are trained not to open a door to any adult without first seeking out a member of staff. All staff and voluntary help in school have had Disclosure and Barring Service (DBS) checks.

Forest School

Over recent years, staff, governors and parents have worked hard to develop the outdoor area at Offord Primary School, particularly the Orchard which has been transformed into a 'Forest School' area.

'Forest School' is a specialised learning process. It offers regular opportunities for all learners to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees.

Here all children, from pre-school through to Year 6, enjoy timetabled, specialist taught sessions. This is a wildlife haven with a pond (fenced for safety), wildflower areas, an outdoor classroom and woodland for den making. There is a story teller's throne, in a circle around a fire pit which is sometimes used to make fires under careful supervision.

Mrs Taylor leads our Forest School Programme and has trained the teaching staff to ensure that each session will allow learners to focus on personal, social and technical skills.

Children will need to bring in their wellies and suitable clothing to ensure they can participate in their session. They will be outside in all weathers with their teachers and supportive teaching assistants and will be encouraged to be involved in all the activities. From time to time, we will update the Facebook page with photos of these exciting sessions.

The Forest School is part of our extensive outdoor space. There is also a large playing field used for PE lessons and school events including our very popular Sports Day in July.

The playground is big enough for a netball court and has gardens and play areas, including a trim trail with a wobbly bridge, a giant sand pit and an outdoor classroom. All children are able to use the equipment at playtime and wherever they are they can be seen clearly by staff. We also have a vegetable garden and a greenhouse set up for us by the village Gardening Club.

School Outings & Activities

At Offord Primary School we organise regular outings to link in with school topics and course work. Residential trips are also organised for children in Key Stage 2. Parents are informed well in advance of all educational visits. Occasionally trips are taken to areas of interest in The Offords, such as the Church, Millennium Green or local shop.

We offer a variety of school clubs and groups which meet during and out of school hours. They include Multiskills Club, Dodgeball, Running Club and other seasonal sports, a choir, as well as a range of activities offered by the Out of School Club. The School's policy is to encourage as much involvement from the children and interested parents as possible.

Staffing

All the staff at Offord Primary School warmly welcome you to the school and are dedicated to your children's learning and development. We look forward to working with you. We have a team of experienced teachers and they are supported by teaching assistants, who can work individually and with groups of children on specific tasks, to meet their learning needs.

Our teaching assistants supervise the children at break and lunchtime. They are obviously very familiar with the school and work closely with the teaching staff to ensure that break and lunchtimes are a happy and safe time for all children.

Our cheerful office team can support parents/carers with a range of queries, for example school uniform, admission procedures and applying for Pupil Premium support and Free School Meals.

The headteacher, Mrs Ruddock, is regularly on the school playground at drop-off and pick-up times to talk to parents/carers.

Please see the school website for an up to date list of staff.

Assessment

Assessment is a continuous process which takes place in every area of school life. Through it we are able to build a complete picture of a child's rate of development, not only intellectually, but emotionally, socially and physically. Assessment is an important part of the teaching and learning process at our school. By assessing what the child knows, understands and can do, the teacher is able to plan future programmes of work for individuals and also to report individual achievements and progress to parents and other teachers.

The methods of assessment used by the teaching staff involve talking with the child, observing the child doing something and looking at the work produced by the child. In all of these we aim to match the skill or content of the task to the level of attainment of the child.

A number of the assessments are statutory and are reported to the government and include:

- Assessing those who have achieved a Good Level of Development at the end of the EYFS
- The results from the National Curriculum Tests (commonly known as SATs) taken at the end of Key Stage 1
- The results from the National Curriculum Tests (commonly known as SATs) taken at the end of Key Stage 2

Parental Involvement

At Offord Primary School we recognise and welcome the important role that parents play in their child's education. There are a number of ways parents can support and become involved in our school community.

Welcome Weekdays

On one day of each half term we invite parents/carers to join us for the last half hour of lessons in school. Each Welcome Weekday, as they are known, has a subject focus such as maths, reading, English etc. and you are welcome to join in with the lesson or look through your child's work.

Parent Consultations and School Reports

Each term you will have the opportunity to meet with your child's Class Teacher to discuss your child's progress in a formal Parent Consultation. This usually lasts about 10 minutes and parents are able to look through their child's work whilst there. We usually hold some of the appointments in the evening to accommodate working parents.

School Reports are sent home to parents during the second half of the Summer Term.

If you have any concerns or queries regarding your child, please do speak with their Class Teacher. They are available to talk briefly in the morning when you drop your child off or when you collect them at the end of the day. Appointments for a longer conversation can be made through the office.

Home School Agreement

We ask parents and pupils to sign a Home School Agreement. The Agreement has been prepared to reflect what different members of the school community should expect from one another in order to provide the best possible education for the children. Once we have received your signed copy, our headteacher will sign and return it to you. We will keep a copy in school as a record.

Voluntary Helpers

A number of parents come in to help in our school and assist with tasks such as hearing reading, helping with craft or cooking and accompanying the class on school trips. Their help is invaluable to the Class Teachers. If you feel you can help in any way, please speak with your child's your Class Teacher. You will have to undertake a Disclosure and Barring Service (DBS) check beforehand, which can be arranged through the school office.

Offord Parent Teacher Association (OPTA)

Offord Parent Teacher Association (OPTA) is an organisation made up of parents and staff. Its role is to encourage closer links between home and school. PTAs are best known for their fundraising work, but they have a useful social function too. Fundraising events provide an opportunity for parents, staff and pupils to get together.

At most schools, including Offord, all parents/carers and teachers are automatically members of the PTA. An Annual General Meeting is usually held in September to which all parents are invited and will be warmly welcomed. At this meeting a committee is elected to run the PTA – usually consisting of a chair, a vice-chair, a treasurer, a secretary and ordinary committee members. These ordinary members include at least one, and often two, parents from each class as 'Class Reps'. They are elected annually and their job is to pass on information from the PTA to other parents in their child's class.

The OPTA committee usually meet once a term and set up smaller working groups to organise individual events. Any help, however small, is always appreciated and very much needed.

OPTA raises money through events. They usually hold one main event each school term – for example, a Christmas Fair in the winter, Easter Raffle and a Summer Fair. Other OPTA events include school discos and book fairs. They are always looking for new fundraising ideas. Remember, the money raised directly benefits the children.

Funds raised by OPTA are intended to provide 'extras', not already provided for by the school's main funding. In the past they have fund-raised for the Outdoor Classroom, books for the new school Library, Christmas crackers for the festive lunch and subsidised transport for school trips. The OPTA committee and headteacher decide how to spend PTA funds. Smaller purchases include items such as presents for Father Christmas to distribute.

There are many different ways you can help with the PTA, whether you have lots of time to offer or not. Some of the roles require more of a time-commitment but it is immensely rewarding knowing that your efforts are making a difference to the school life of your child or children. For more information please contact our Chair, Claire Faux, via the School Office.

Community Partners – Other Schools

As part of The Cam Academy Trust we have strong partnerships with the other Trust primary phase schools:

- Hartford Infant School, Huntingdon
- Hartford Junior School, Huntingdon
- Thongsley Fields Primary & Nursery School, Huntingdon
- Jeavons Wood Primary School, Cambourne.
- Everton Heath Primary School, Everton
- Gamlingay Village Primary, Gamlingay

We are also part of the HAPP [Huntingdon Area Primary Partnership], which is made up of the schools who feed into Hinchingsbrooke School and St Peter's School. Together we provide opportunities to develop and support each other through Teaching and Learning Continuous Professional Development [CPD] opportunities and issues arising within the community.

The school works closely with each of the partner schools throughout the year with a varied schedule of training and development opportunities for staff and joint events and activities for students.

Before and After School Club

Applepips Out of School Club offers fully qualified, Ofsted-registered childcare for 4-to -11year olds in a separate purpose-built building on-site at Offord Primary School.

The provision includes:

- Breakfast Club from 7.30am to 9.00am, including a nutritious breakfast
- After-School Club from 3.15pm to 6.00pm, including a light tea
- Regular or one-off bookings taken
- Fully qualified and experienced staff
- A wide range of indoor and outdoor activities
- Ofsted registered –accepts childcare vouchers and childcare tax credits can be claimed (for before and after school club only)
- Holiday Club every school holiday for all children aged 4-11years of age

For more information about Applepips, please telephone 01480 811977 or email: info@applepipsclub.co.uk

Governing Body

The responsible authority of Offord Primary School is the board of trustees of The Cam Academy Trust. Responsibilities are delegated to the Local Governing Board (LGB) in line with the Trust Scheme of Delegation.

There are three types of governor: Trust appointed, staff elected and parent elected, each for four-year terms. Additionally, the Trust and LGB can appoint individuals as 'Associate Members' who may have specialist skills or knowledge for a minimum term of one year, up to the maximum of four. They are not governors, and cannot vote, but they can attend governor meetings and can chair committees set up for a specific purpose. The Trust appoint the Chair and Vice Chair. The LGB must have a good balance of experience and the skills required to

monitor and support a school's performance and to make evidence-based strategic decisions, while also supporting other schools within the Trust as required.

The role of the Governing Body is broad. They approve Trust targets for academic achievement, performance targets for the Headteacher, approve the school budget, appoint staff, approve school policies and many other roles.

The LGB both challenges and supports the Headteacher to facilitate pupil progress and to ensure the ethos and values of the school reflect local priorities and align with those of the Trust.

Please see our website for more information regarding the Governing Body and a list of our current Local Governing Board members.

Policies and Procedures

Details of key policies can be found on our website and on The Cam Academy Trust website. Please enquire at the school office if there are any queries with a particular policy or procedure.