

CONTENTS

Page Number

1	Introduction/Welcome
2	Aims of the School
3	Aims of the School (continued) General Information
4	School Organisation Staff
5	Admission to School Transition Transfer from other Schools Transfer to other Schools
6	Foundation Stage and The National Curriculum English
7	Mathematics Science Information Communication Technology
8	History/Geography Art Religious Education Music
9	Design Technology Personal, Social, Health & Citizenship Education PE and Games/Swimming
10	Assembly Valuables/Jewellery German Assessment
11	Helping at Home - Homework
12	SATs Results
13	School Day Buses
14	Bad Weather Conditions Snack Break Lunch

15	Sickness/Injury Head Lice Medicine
16	Asthma Security Safeguarding Parking
17	Fire Practices Absences from School School Uniform Behaviour
18	Anti Bullying Home School Contact
19	Open Sessions Home School Agreement Clubs Friends of the School The School Governance Committee
20	Complaints Procedures Special Educational Needs Secondary Education Child Guidance Centre
21	Child Guidance Centre cont.
22	Service Children's Schools
23	Map of Ramstein
24	Plan of School
25	Staff List
26	Schools Governance Committee List
27	Calendar 2009-2010
28	List of helpful abbreviations
29	St David's School Policies
30	Fair Processing - personal data and its protection
31	Post Script



Welcome to St. David's Primary School. We hope that you and your child enjoy your time here at Ramstein and that your child benefits from the purposeful, friendly atmosphere within our school. We aim to educate the "whole person" and pupils will be encouraged to develop lively, enquiring minds, a sense of self-esteem and the self-discipline that comes from working in an orderly school environment. We believe we are an open, friendly school and members of staff are always willing to talk to parents and would wish you to make visits to school. The education of children cannot happen in isolation and we encourage parents to help as their children progress through school.

We trust this document is helpful and informative, however, do not hesitate to contact us if further information and/or an appointment to visit the school is required.

V Cook
Headteacher

AIMS OF THE SCHOOL

Our aim as a school is to create a secure and happy school community in which, to the best of his or her ability, each child acquires a firm foundation in all aspects of their development, following the Foundation Stage Curriculum and the National Curriculum. The School Governance Committee has agreed the following aims for our school:

PERSONAL DEVELOPMENT

- a To encourage independence and self confidence.
- b To encourage individual development in invention, creativity and curiosity.
- c To develop a flexible attitude to meet the changing world.
- d To encourage good manners and kind considerate behaviour.
- e To promote awareness of what to do in emergencies.
- f To promote self discipline.
- g To encourage a commitment to the well being and development of the school and the wider community.
- h To promote equal opportunities for all children and to instil a positive attitude towards issues of gender, race and religion.
- i To promote an awareness of issues of personal safety.
- j To promote awareness of current world affairs.

INTELLECTUAL DEVELOPMENT

- a To develop reading ability to the highest level possible for each child.
- b To develop vocabulary, both written and spoken.
- c To develop spelling to the fullness of ability.
- d To develop a general knowledge of the environment from a historical, geographical and scientific viewpoint.
- e To develop the ability to listen to and contribute in discussion.
- f To develop the ability to write clear and meaningful English.
- g To develop number and mathematical concepts to the highest level possible for each child.
- h To develop the ability to solve problems.
- i To develop mental skills relating to number.
- j To encourage the skill of finding and interpreting information, using all relevant technology.

SPIRITUAL DEVELOPMENT

- a To give knowledge of the Bible and Christianity.
- b To promote awareness of the importance of religion as a factor in human experience and appreciate that all religious beliefs are worthy of respect and consideration.
- c To give knowledge of some of the world's major religions.

PHYSICAL DEVELOPMENT

- a To teach games, individual and team skills.
- b To develop the child's confidence in movement and gymnastic ability.
- c To develop body awareness and co-ordination.
- d To teach children to swim.
- e To recognise the importance of keeping healthy and those things which contribute to this.

ARTISTIC DEVELOPMENT

- a To develop ability in arts and crafts using a variety of media.
- b To develop the ability to create music.
- c To develop drama through movement, creativity and improvisation.
- d To develop an appreciation and enjoyment of the arts.

General Information

St. David's Primary School is a small school situated on the edge of the airbase in Ramstein village. It was opened to pupils in September 1982 in Vogelweh and moved to its present location in April 1995. The school is not purpose built, but occupies part of the ground floor of a German factory building and is sensitively converted. As well as having five large, airy and well appointed classrooms the children have the use of a hall, library, dining area, ICT suite and a small but well equipped playground. Please refer to pages 23/24 showing the plan of the school and the map showing its position. You can also visit our web page at

www.stdavids.sceschools.com.

If required access is available via a ramped entrance at the front of the yellow building (by the bakery), however, all visitors must register at the front office. Please do so by ringing the bell at the front of the front steps for assistance or telephoning 06371 42717 when directions and help will be given. 'Support' dogs are welcome. Alternative formats of school information can be provided on request.

Address: St David's School
UKJSU
Ramstein AB
BFPO 109
Tel: 00 49 6371 42717
Fax: 0049 6371 44490
Email: sce.stdavids@scschools.com

German Civil Address: Schulstrasse 4
66877 Ramstein
Germany

School Organisation

St. David's School is part of SCE (Service Children's Education)
The school has accommodation for about 100 children aged 3-11 years. In Foundation Stage FS1 & 2 work together, in KS1 years 1 and 2 are together and in KS2 years 5 and 6 are together as are years 3 and 4. Class sizes also vary from year to year depending on numbers in each age group, however, the school will always have mixed age classes. Within these classes, as is normal in any primary school, the children will work in various groupings from the whole class to individuals. The better than average teacher-pupil ratio enables us to cater for the wider than normal age span within the same class.

Foundation Stage (FS) 1	Age 3 - 4		Class 1
			+
Foundation Stage (FS) 2	Age 5		Class 2
Key Stage (KS) 1:	Year 1 / Year 2	Age 6/7	Class 3
Key Stage (KS) 2:	Year 3 / Year 4	Age 8/9	Class 4
	Year 5 / Year 6	Age 10/11	Class 5

Staff

All teachers are well qualified and educational practice at St David's mirrors the best practice to be found in UK. Current initiatives, documents and guidance from the Department for Children, Schools and Families (DCSF) are followed and staff attend professional development and training courses organised by our authority (SCE) and in UK.

We have an excellent support staff team, a number of whom are qualified, who help daily to support pupils learning & ensure the smooth running of the school. These include cleaners, lunchtime assistants, teaching assistants & secretary and admin staff. The staff changes from time to time and a list of the current staff can be found at the end of this booklet.

Admission to school

FS1/Little Dragons children are admitted in the term following their 3rd birthday. Children are admitted in to FS2 in the September following their 4th birthday. Prior to admission your child will have opportunities to spend time in school and you will be able to meet and talk to the class teacher and/or the Headteacher.

Home visits and early contact assist in this important transition process from home to school.

Transition

A wide range of strategies support pupils joining & leaving the school. For example, the class will contact an arriving child with pictures of the class and school and provide some general information. The new child can then e-mail and ask any questions and tell their new class a little bit about themselves.

Transfer from other schools

If you have contacted the school before your posting into Ramstein, then you should have received this Parent Information booklet in good time. When you arrive please contact us to arrange admission. We ask you to bring the reports from your child's last school, along with any samples of work, when you come to register. You should also bring the child's birth certificate with you. The Headteacher reserves the right to defer admission to any child whose needs are beyond the resources of the school. If records with the child are felt to be inadequate there may be a period of delay before the child can be admitted. An initial/introductory meeting with the Headteacher or her representative is required before an admission date can be agreed.

Transferring to other Schools

Once parents let us know the school to which their child is transferring we will help them find out more information to aid a smooth transition.

All children leaving St David's are given a Transfer Report which contains information that will greatly assist the new school in placing your child. You will need to come into school to sign for the documentation and collect your child's reports before leaving. The child will also take samples of work. We ask you not to pack this with your heavy luggage but to have it available when you arrange for admission to the new school.

Admission to schools in UK is not necessarily automatic and you should make enquiries well in advance as to the availability of places in schools in the area of your new posting.

Foundation Stage (FS) Curriculum/The National Curriculum

The education your child will receive at St David's School mirrors the best UK practice. The staff are all qualified teachers, dedicated to their tasks and sympathetic to the special needs of service children. Service Children's Schools follow the guidelines set out in the EYFS and National Curriculum. All children will receive a broad education encompassing all the core and foundation subjects at a level appropriate to their age and development. As with other schools we place great emphasis on teaching children the basic skills they will need later in life. Children in our care learn to read, write and handle numbers in an atmosphere of warmth and understanding. We recognise that children are individuals and teachers are sensitive to the fact that each child will develop at their own rate. We encourage each child to fulfil its own potential expecting that everyone will do their best.

Maths, English and Science are known as the core subjects. All other subjects are known as *foundation subjects*. A two year cycle in all *foundation subjects* is in place across Key Stage one and two.

N.B. Details of the National Curriculum (EYFS 3-5 years), Key Stage 1 (3 - 7 years) and Key stage 2 (7 - 11 years) may be found on www.nc.uk.net.

English

The language curriculum is concerned with the teaching of basic skills to enable all children to read fluently and write imaginatively, with neat handwriting in a grammatical style. Spelling is emphasised as are speaking and listening skills.

The teaching of literacy throughout the school follows the objectives laid out in the Early Years Foundation Stage (EYFS) Curriculum and National

Literacy Strategy (NLS), which cover the statutory requirements for reading and writing. Children are taught phonics and word building skills from an early age. A wide range of reading material is available at all levels and children are encouraged to borrow books from both the reference and fiction libraries and to use poetry and plays. Parents are encouraged to help with their child's reading and a home/school reading record is used to promote this contact. Friends Of the School (FOS) volunteers listen to children read each week. Older children are taught to develop wider reading competency through topic research and library reference skills.

Writing ability is fostered by providing many opportunities for self-expression within the framework of the EYFS Curriculum/Literacy Strategy. Spelling and grammar techniques are taught as is correct letter formation, producing the neat handwriting expected.

Mathematics

A positive attitude to mathematics is very important and is actively encouraged at St. David's School. The teaching of Maths throughout the school follows the objectives laid out in the EYFS Curriculum and National Numeracy Strategy (NNS). A wide variety of resources support this.

Children are taught in a variety of ways, as a class, in groups and individually if necessary. Children are encouraged with practical experiences and at home parents can help greatly by providing counting opportunities (coins, cutlery, steps) telling the time, weighing, and playing games. Help with number bonds and tables at home is also important.

Science

Science is one of the core subjects and at St. David's the staff aim to promote a sense of wonder and investigation into the world in which we live. Children are given the opportunity to experiment with many materials and to learn through exploration. The children study topics such as senses and sounds, forces, earth and space, light, electricity, growth and the human body. Environment of education and sustainability are key aspects of our science curriculum.

Information Communication Technology (ICT)

The school has a well equipped ICT suite (Internet linked) to which all classes have timetabled access each week. An ICT Teaching Assistant

supports learning in this area. Skills taught in ICT sessions are then transferred to the classroom and practised and applied in other curriculum areas being studied. Interactive Whiteboards are used by teachers and pupils in each class and plasma screens with FS1 and FS2. Resources for ICT are constantly growing and updated, most recently with a video conferencing facility.

History/Geography

History and Geography are taught in topics at FS/KS1, introducing the children to historical events and characters, how life has changed and looking at journeys, seaside, islands and the local environment. At KS2 the two-year programme gives coverage of the National Curriculum History and Geography areas. These include the Greeks, Tudor Britain, mapping, improving our local area and how people live in other parts of the world.

Art

We aim to help the children to express themselves creatively through art by using their imagination and by developing their ideas. Specific techniques are taught to the children and a wide range of mediums is provided for them to use, e.g. paint, clay, wood, plastic and fabrics.

The children are also introduced to the paintings of great artists and encouraged to appreciate their works.

Religious Education

All children are expected to take part in religious education unless a written request for exemption is received from the parent. The syllabus follows the SCE scheme of work, linked to the national model of units of work, and is incorporated into the ethos of the school. The programme covers moral and spiritual development, religious stories and an element of contemplation.

Music

The children participate in a variety of musical activities such as singing, playing percussion instruments as well as listening to and appraising music. At present there are lunchtime recorder and guitar clubs. Throughout the year the children take part in a variety of musical events to enhance the work of the classroom.

Design Technology

Children are given opportunities to develop their Design Technology capabilities through 'design and make' tasks and focussed practical activities, where new techniques and skills are learnt and practised.

PSHCE - Personal, Social, Health and Citizenship Education

Health, safety and hygiene are taught to all children throughout the school to encourage healthy attitudes to themselves and to others. This takes place in assemblies and in class lessons.

After discussion with the School's Governance Committee, sex education is taught at St. David's School, much through the science programme. During Year 5 & 6 outside agencies, such as doctor and health visitor, support delivery of the syllabus and materials are available for parents who would like to have prior knowledge of the areas covered. Parents are notified and have the right to withdraw their child if they wish, after discussion with the Headteacher.

PE

Physical Education is an important part of our curriculum. A range of activities have been designed to develop good co-ordination of mind and body and to allow children to express themselves physically in mime, dance and drama. A regular programme of gymnastics, dance, games and outdoor activities is followed.

Swimming is offered at a local pool. Years 1 - 6 have swimming sessions for a minimum of 8 weeks each school year. Pupils work towards Amateur Swimming Association awards. Health and Water Safety are also important aspects of the swimming curriculum.

For swimming, girls require a one piece costume and boys require swimming trunks, not Bermuda shorts.

Children should have a note if they are to be excused from PE and should your child suffer from any physical condition which could cause problems when taking part in strenuous exercise please let us know as soon as possible. The children should have a suitable change of clothes available for PE lessons - plimsolls, T-shirt and shorts or leotard. These can be kept in school and taken home at the weekends to be washed. Trainers and track suits may be worn for outdoor PE in cold weather. Please no Football kits.

Articles should have the child's name clearly marked as PE kit is very often lost and it is often difficult to establish ownership.

Assembly/Collective Worship

The children and staff take part in a broadly Christian, though non-denominational, daily assembly. These are taken by the Headteacher, a member of staff, the children themselves or a visitor, e.g. Padre. All the children are encouraged to take part in the assemblies and often contribute by making comments, reading out, or showing pieces of their own work or by performing short plays.

Valuables/Jewellery

Please do not send your child to school wearing jewellery (other than watches & ear studs) or wrist bands as such items can be lost or damaged and it is upsetting for all concerned. Jewellery and earrings especially should not be worn for PE lessons, as these are extremely dangerous. The school cannot be held responsible for the loss/damage of individual children's belongings unless they have been specifically asked to bring things in to school, therefore earrings should be left at home on PE days.

German

In FS and KS1 pupils learn German primarily through songs, rhymes and games. The children at KS2 have weekly lessons in German. The new Modern Foreign Languages Syllabus is followed as in UK schools. In addition pupils learn about the German culture whilst visits and visitors enhance their growing understanding.

Assessment

Teachers are continuously assessing progress and keep records to inform them of the next steps in learning in all curriculum areas.

On entering Foundation Stage One (FS1) staff complete an FS Profile for each child, which continues through FS2, as in UK. At the end of each academic year pupils assessments are 'collated' & form part of the annual report to parents. In addition Yr. 2 and Yr. 6 pupils are assessed using the national Statutory Assessment Tests (SATs). These results are reported to parents and the school's results are collated at the back of

this booklet. Specifically designed End of Year 3, 4 and 5 SATs papers are also used to support teacher assessment.

Each child has a record of achievement in school to which standard tests results, examples of work and annual reports are added.

Helping at Home - Homework

By showing keen interest at home in your child's progress you will help him/her develop. If, however, your child has worked hard at school all day then it is inappropriate for young children to be given large amounts of repetitive work for the evening. Children will bring home a reading book most evenings. Sometimes it will be a library book that you can read to your child. A reading record book is also sent home. Please use it to let the teacher know how reading is progressing at home. Children may bring small tasks home to research or complete and later they will need to practise number bonds, tables and spellings. Work at home should be treated as a pleasant co-operative task that doesn't last too long. Individual pupil targets are shared with parents and these can be supported at home. A weekly website is given in the newsletter and these can be explored with children.

SATs Results Academic Year 2008/2009

The SATs at both Key Stages are independently moderated. At KS1 it is expected that the majority of pupils will achieve Level 2 and Level 4 at KS2. A percentage of our pupils have special needs and this is reflected in our test results. A breakdown of statistics is below:

a. KS1. The figures for those achieving Level 2 or better are:

<i>Maths</i>	<i>Reading</i>	<i>Writing</i>	<i>Science</i>
<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>

NB 4 children participated, therefore 1 child = 25%

Level 3's (i.e. above average) were achieved in the SAT tests as follows:

<i>Maths</i>	<i>Reading</i>	<i>Writing</i>	<i>Science</i>
<i>50%</i>	<i>50%</i>	<i>50%</i>	<i>100%</i>

b. KS2. The figures for those achieving Level 4 or better are:

<i>Maths</i>	<i>English</i>	<i>Reading</i>	<i>Writing</i>	<i>Science</i>
<i>80%</i>	<i>100%</i>	<i>100%</i>	<i>80%</i>	<i>100%</i>

NB 5 children participated therefore 1 child = 20%

Level 5 (i.e. above average) results were as follows:

<i>Maths</i>	<i>English</i>	<i>Reading</i>	<i>Writing</i>	<i>Science</i>
<i>40%</i>	<i>40%</i>	<i>40%</i>	<i>0%</i>	<i>60%</i>

Once again St. David's pupils achieved better results than the vast majority of UK or other SCE schools in almost all areas.

These results are testament to the hard work and effort put in by both staff and pupils.

School Day

Monday to Friday: 08:45-10:30	First session
10:30-10:45	Morning Break
10:45-12:00	Second session for KS2
10:45-11:45	Second session for FS & KS1
11:45-12:15	FS2 & KS1 Lunchtime
12:15-12:45	KS2 Lunchtime
12:45-15:00	Afternoon session for FS2/KS1
13:00-15:00	Afternoon session for KS2
14:15-14:30	FS2/KS1 Afternoon break

FS1 session is from 8.45 to 11.45am each day

Children are supervised in the playground during the ten minutes before the beginning of school in the morning and at the close of school as they leave to meet their parents or the school buses. There is supervision by lunchtime supervisors during the lunch break, both within the school and in the playground.

Buses

Some children travel to and from school by bus. Please contact NCO IC MT flight (06371 401452) to arrange your child's transport, if necessary, when you arrive. Ensure that your child is at the bus stop a few minutes before the departure time you are given. If your child is not travelling on the bus on a particular day it is **essential** that MT Section and school be informed. It should not be left to the child to inform them but an adult needs to either write or phone to let us know. An adult should meet children from the bus in the evening. If no one is there to meet the children then the escort will keep the child on the bus and return them to MT. Enclosed with this booklet is a copy of the School Bus Charter.

Bad Weather Conditions

It can happen that conditions are so bad that the buses either do not run in the morning, are delayed or that the return journey will be made earlier than usual. School will make every effort to contact all parents before the buses leave school early. If you cannot be contacted then unless you have nominated an alternative adult to look after your child, your child will stay in school and will need to be picked up by yourself by 15:00 hours. School will be open every day despite weather conditions. The up to date policy is regularly shared via the school's weekly newsletter and the school's website.

Snack Break

All pupils have a healthy snack at morning break. This consists of milk or water plus a variety of fresh fruit, cheese, crackers, dips etc at a termly cost of €16.00. You will be prompted at the start of each term for the total amount in the weekly Newsletter or by email. Pupils are provided with water for consumption during the day.

Lunch

Each child will require a packed lunch as school meals are not provided. The children will be expected to try to eat all of their lunch and we ask for your co-operation here by only sending what you would reasonably expect your child to consume during the half-hour eating time. **No sweets or fizzy drinks please.** Please send a carton or a container with a drink in it. For safety reasons glass bottles should be avoided and cans of drinks should not be brought to school. In support of 'healthy eating' parents are requested to send only a small biscuit-based 'sweet' as part of lunch.

NB. Some children suffer from allergies and for those with a nut allergy it is especially dangerous. From time to time we have children in school for whom any sort of contact with nuts can be fatal. For pupils' safety parents should not send in food containing nuts e.g. peanut butter or Snickers bars, and also to ask children not to swap their packed lunch with anyone else. The school operates a no-nut policy. Parents are advised of this via the school brochure and regular reminders in the school newsletter. Should nuts inadvertently come into school (in any form) they will be handled with care. Where nuts form the main part of a child's lunch box e.g. peanut butter sandwiches the child will be carefully monitored eating the item and care taken to clear up any evidence i.e. hand washing and table clearing. If a biscuit contains nuts it will be returned home unopened via the lunchbox and a note sent reminding parents of our no-nut policy.

Sickness and Injury

Parents are required to ensure that the school always has up to date contact telephone number(s). Should a child become ill during school hours we have limited facilities for him or her to rest. The parents will be contacted by telephone and the matter discussed. It may be advisable for the child to be collected from school and taken home.

A certain amount of spare clothing is kept in school in case of accidents; it is all clean but may not fit perfectly. It may be advisable for younger children to have spare clothing provided for them in their school bags in case of "accidents". Every effort will be made to make your child comfortable and clean within the limitations of our facilities & any accidents will be dealt with sensitively. Please wash and return any item of clothing lent to your child.

If a child suffers an injury at school and we consider that medical attention is required then the parents will be contacted. If time is an important factor, we will contact the Doctor or hospital/ambulance and if necessary transport the child there. Minor scrapes and bumps are treated in school and letters are sent home should your child receive a bump to the head.

Head Lice

From time to time there are outbreaks of head lice among children. This is quite common but it is important that it is quickly treated. Please check your child's hair regularly and let us know if your child has picked up any eggs and do not send your child back to school until he/she is treated. A note/email will alert parents to be extra vigilant if a case of head lice has been detected.

Parents often become upset when their child gets head lice but in fact it is quite common and nothing to be too worried about, providing it is quickly treated.

Medicine

SCE guidelines on administration of medicine in school are followed carefully. If your child is ill he/she should be at home. If the Doctor feels the child is fit enough to return to school then medicine should be adjusted where possible so it is not needed during the school day. When necessary, medication may be administered by the parent during the school day or lunchtime.

If a child unavoidably needs to take medicine during school hours and the school agrees to administer the medicine, a form from the school office

should be completed. Also a doctor's note, including the exact dosage, should be delivered by the parent (or responsible adult) to the school, together with the medicine. Medicine is administered purely on a voluntary basis by the school and no responsibility can be taken for loss, damage or mishap to medicines. The child should not bring medicines with them on the buses. Forms are available in the school reception area. The staff can only use water on injuries but permission to use antiseptic wipes and plasters can be given on the admission form when a child is admitted to school.

Asthma

The school must be informed if a pupil needs an inhaler. Inhalers can be brought into school for children who suffer from asthma. They should be clearly labelled and for younger children will be kept in the school office. The child has access to its own inhaler whenever he/she should need it and this is monitored by the school secretary/First Aider.

Security

The safety of children at this school is paramount. Access to the building is locked at all times during the school day. Should there be any delay in anyone answering the door please be patient as this is purely for the safety of the children.

Safeguarding

Pupils' health, safety & wellbeing are paramount and are recognised as the responsibility of all within the school community. As part of our safeguarding remit a number of policies are in place (e.g. Child Protection) which clearly identify the steps and actions required when concerns exist. Any concerns regarding the health, safety and welfare of pupils will be referred to the appropriate authorities.

Parking

Parking in front of the school is at the owner's own risk, but there is a large car park at the rear of the building. Please be aware that the school forecourt/parking area is very busy with children getting on and off buses and being dropped off/being collected. Therefore, we ask that you do not drive in to or out of the area between the times 08.30—08.45 and 15.00—15.15. Thank you

Fire Practices

Regular talks and practices are held and the children know they are to leave the building sensibly and assemble in the playground in the "cage".

Absences from School

Parents should inform the school in writing when it is known in advance that a child will be absent from school. Likewise, if a child has been absent and previous notification was not possible, then the reason for absence should be sent to school in writing on the child's return. It is not helpful to your child if he/she misses school. Illness is unavoidable so every effort should be made to ensure that your child misses no other school time. Holidays during term time can only be authorised for 10 days in any academic year when granted by the Headteacher. This is not an entitlement and the Headteacher has to be satisfied that the head of household has no alternative but to take leave at this time.

Also, an additional ten days may be granted by the Headteacher, before, during or on return from a (minimum) three-month tour of duty out of theatre which is deemed hazardous or dangerous.

School Uniform

Red sweatshirts bearing the school's motif are available to order, although there is no compulsory school uniform. Children are encouraged to wear white polo shirts or blouses/shirts and grey or black skirts/trousers or the print dresses common to all schools. Parents may choose to purchase the red and white school polo shirts - white for daily use and red for PE, preferably with black shorts. Jeans should not be worn and shoes should be appropriate for running around in the playground. During winter and wet weather conditions the children should have a pair of shoes or plain slippers (well fitting with backs), suitable for wearing inside the school and either boots or strong shoes for outside. The shoes that they wear inside may be the ones they use for PE. Please label all clothing, as over the year our "lost property box" does become rather full. Trainers should not be worn all day and pupils are expected to change clothes and footwear (both before and after) undertaking physical exercise.

Behaviour

There are few formal rules and any that exist are based on common sense. Positive attitudes such as:

Consideration for others
Good manners
Self control and self discipline
Respect of property either their own or others
Self motivation and working hard

are encouraged and we welcome parental support.

Each class discusses and agrees its classroom code at the beginning of the school year. This code is consistently referred to by adults and pupils. It is important that your child realises that in school he/she is a member of a community and there are others who should not be disturbed.

School rules are fully discussed and agreed with the children. Rules are reinforced by praising good examples of behaviour and emphasising positive achievements but are backed up with sanctions in the event of misbehaviour.

If a serious problem occurs, then the parents would always be fully involved in discussion with the Staff and Headteacher.

All children are expected to respond appropriately to any adult in school and also on an out of school trip. When such a visit is arranged the parents will be informed and permission sought. The ratio of child to adults on any organised trip will always be well within safety margins.

Anti Bullying

Any form of bullying is regarded as unacceptable and every instance is investigated. If cases of bullying are proven then sanctions will be applied according to the severity of the offence. Pupils are expected (and regularly reminded) to report any bullying to an adult. The school does not encourage retaliation and it is stressed that 'telling' is the responsibility of all children.

Home School Contact

Day to day contact between teachers and all parents may not always occur naturally because of the location of the school/homes, however we are anxious to ensure good communication with parents. Parents are free to call at any time; normally a message will be taken and the member of staff concerned will call back later. If for any reason your home or work number should change please let us know as soon as possible so that we can maintain contact.

Open Sessions

Regularly during the year you will be invited into school to see some of the activities that take place and to discuss your child's progress with his/her teacher. (Dates and times are circulated in the weekly newsletter and on the notice boards.) Additionally parents will receive an annual report detailing their child's progress during the academic year.

Home School Agreement

Like all schools in UK we have a home school agreement and you and your child will be invited to sign it when you register. This document clearly identifies what is expected of everyone in the partnership of education.

Clubs

With the help of parents and community volunteers, there are a variety of activities offered both after school and at lunchtime. If your child stays after school then parents need to make arrangements to collect him/her.

Clubs currently include guitar club, recorder club, computer club (all at lunchtimes for all children), and netball, football and tag rugby (for KS2 children), after-school. Athletics club takes place in the Summer term for FS2/KS1/KS2.

Friends of the School

This has been set up with the help of parents to support fundraising events and social activities outside school time (school discos, barbeques). Members also support activities in school time, such as reading. If you would like further information and/or may be interested in getting involved, either now or in the future please contact the school.

The School Governance Committee (SGC)

The MOD established advisory committees at school and command levels in 1982. Governance committees have no executive authority but provide a formal link between the school and its community, supporting the school as 'critical friend'. At present the committee meets regularly and holds an Annual General Meeting. A list of the members of the SGC is provided at the end of this booklet.

Representation from across the school and its community make up the committee. If you would be interested in joining the SGC, either now or in the future, please contact the school for more information.

Complaints Procedure

The aim of the school is to deal with any complaint quickly and effectively, so the first point of contact should be the class teacher or the head, generally through the School Secretary. Our authority, SCE, has published a booklet for guidance if parents feel their complaint has not been adequately addressed and a copy of this leaflet is available from the secretary.

Special Educational Needs

Children's needs will vary from one child to another. Most needs can be dealt with by the school, and parents will always be fully involved. We believe that it is much better to help any child with difficulties within the context of the classroom. The school has a Special Educational Needs policy and a SENCO (Special Needs Co-ordinator) who works closely with staff and parents for the benefit of the children. If we feel that outside advice is necessary, then with the parents' knowledge and agreement, we will contact the Child Guidance Service. This is, however, a considerable distance away and children with extreme special educational needs or in need of constant monitoring or help may find their needs cannot be met here at Ramstein.

Secondary Education

There are no British Secondary schools in this area and all children of secondary age will have to attend schools elsewhere. There is a Service Children's Secondary School, Windsor School, with boarding facilities at Rheindahlen. There is very good liaison with the staff of Windsor School; they make visits to St. David's and children transferring to Windsor school are invited to spend 2 days at the school during the Summer Term prior to transfer. Advice on Secondary Education and Boarding Schools can be obtained from the Service Children's Education Authority Advisory Service or from the RAF Education Officer and we do hold some boarding school information in school.

The Child Guidance Centre

The Child Guidance Service consists of a team of staff with various professional skills. They work with and advise on children having a wide range of difficulties. The address of the Child Guidance Centre serving St David's School is:

The Child Guidance Service
Wegberg Military Complex
BFPO 40

Each Child Guidance Centre is staffed by:

An Educational Psychologist
A Social Worker
A Speech Therapist

The staff at the Child Guidance Centre offers help and advice to children, parents and teachers. The types of difficulties mainly dealt with include:

Learning Difficulties
Special Educational Needs
Behavioural and adjustment difficulties at school or home
Emotional difficulties
Speech and language difficulties

Children are referred to the Child Guidance Service mainly by:

Schools
SSAFA
Parents
Unit MO and other medical personnel

When schools, medical personnel and SSAFA refer a child they will first have discussed the child's difficulties with parents, suggested referral, and gained the parents' agreement for referral to be made.

The Educational Psychologist will usually see children at school or within the home. Often a joint discussion takes place between parents, teacher and the Educational Psychologist. The Social Worker sees parents and children mainly at home, school, or the Child Guidance Centre. They may work with parents, child or total family. The Speech Therapist sees children mainly in schools or at the Child Guidance Centre. The therapy programme is made out jointly by the Speech Therapist and parents, for the parents to follow at home. Because of the distances involved, visits by the team from the Child Guidance Centre can be infrequent.

Service Children's Schools

Service Children's schools are intended, as far as possible, to provide the same pattern of education as that given in the UK. The education will, therefore, conform in type and scope to that provided in England and Wales under the Education Acts, although these have no legal validity overseas. Within the Ministry of Defence, the Secretary of State for Defence and Service Children's Education (a tri-service organisation, staffed by Officers of all three Services), are responsible for the administration of Service Children's Education world-wide. The responsibility for Service Children's schools in Northwest Europe is invested in the Commander in Chief BAOR, who exercises this responsibility through the Commander Education BAOR. In matters affecting schools on RAF stations and other schools where the child population includes a significant number with parents in the RAF, the Commander Education acts in association with the Command Education and Training Officer RAF Germany. The professional direction and general internal administration of Service Children's Education in NW Europe are under the day to day control of a civilian, the Chief Executive, SCE, BFPO 40 who has overall responsibility for primary, middle and secondary schools. The address and telephone number of the Area Education Officer for St David's School is:

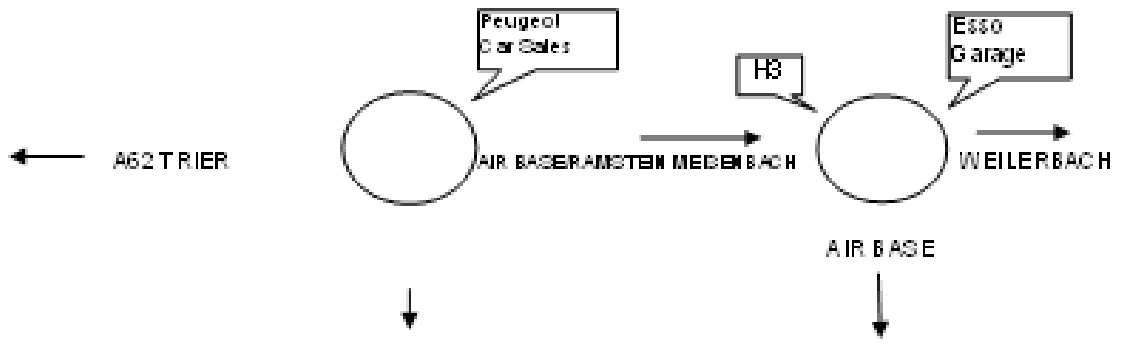
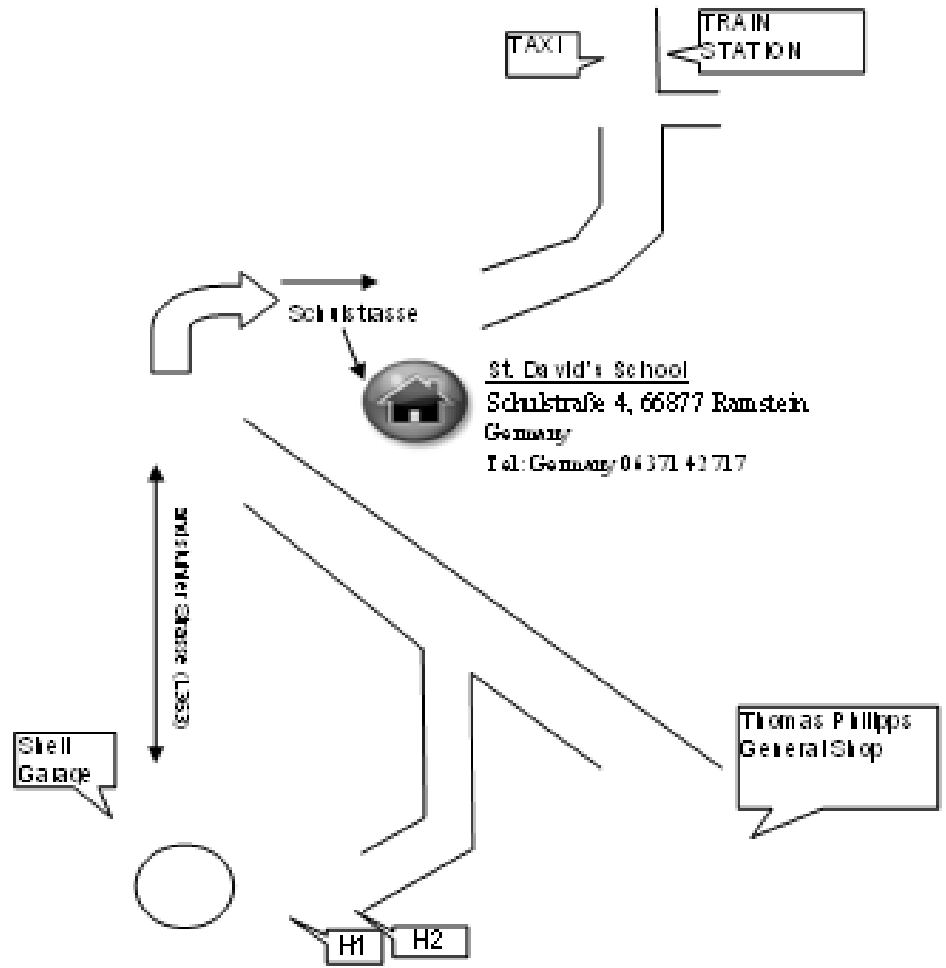
AEO
HQ SCE
Building 5
Wegberg Military Complex
BFPO 40

Finally we hope your stay here is both enjoyable and rewarding. The school sends out weekly newsletters (by e-mail if possible) to keep you informed as to what is happening. Of course if you have any concerns, questions or suggestions please don't hesitate to contact us.

MAP OF RAMSTEIN



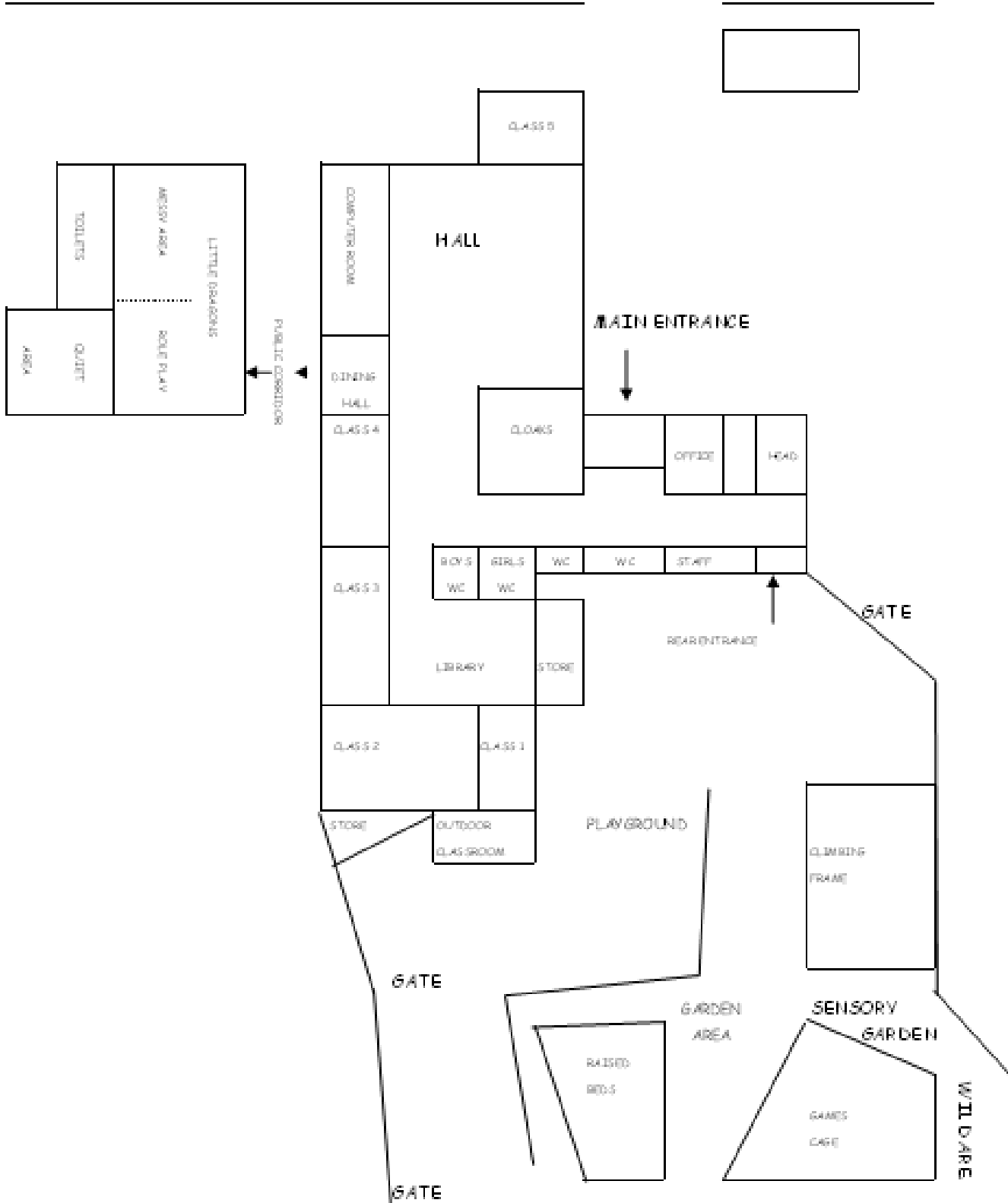
- H1 - Europa Hotel
- H2 - Pilsch Hotel
- H3 - Circle Hotel



PLAN OF SCHOOL

Annex A

SCHULSTRASSE



TEACHING STAFF

Mrs Val Cook	Headteacher (Senco/Assessment/ Health & Safety including food)
Mrs Alison Tweddle	Assistant Headteacher (Music/PE/Maths/ICT)
Mrs Anne Curd	Early Years Leader Class 1& 2 Foundation Stage (Literacy/Art)
Mrs Deborah Greenwood	Class 3 Year 1/2 (History/Geography)
Mrs Caroline Roberts	Class 4 Year 3/4 (RE/PSHCE/Multicultural)
Mr Mel Herbert	Class 5 Year 5/6 (Science/DT)
Mrs Lesley Hidden	Supply Teacher

SUPPORT STAFF

Miss Jemma Simpson	Secretary
Mrs Nicola Caplan	Admin Assistant
Mrs Gillian Driscoll	Office Development Manager
Mrs Marie Beck	Librarian
Mrs Tracey Barker	Art TA
Mrs Lesley Calder	TA Foundation Stage Assessment Co-ordinator
Mrs Gillian Clive	TA/Lunchtime Supervisor (LTS)
Mrs Corene Cox	TA/LTS
Mrs Jane Hartle	Pastoral TA/LTS
Mrs Colleen McGleenon	IT TA
Mrs Frances Riley	TA/LTS
Mrs Sheena Urquhart	TA/LTS
Mrs Rosita Williams	TA

SCHOOL'S GOVERNANCE COMMITTEE

Chairman	Sqn Ldr J Cox
Headteacher	Mrs V Cook
Teaching Staff Rep	Mrs A Tweddle
Early Years FS Rep	Mrs L Calder
Support Staff Rep	Mrs F Riley
Parent Rep - Class 1	Vacant
Parent Rep - Class 2 Friends of the School Rep	Mrs T Barker
Parent Rep - Class 3	Vacant
Parent Rep - Class 4	Sqn Ldr Beck
Parent Rep - Class 5	Mrs F Riley
SSAFA Rep	Mrs K Gilling
Secretary	Sqn Ldr M Barker
Youth Activities Liaison Officer	Sgt P McCarron

School Calendar 2009- 2010

Autumn Term 2009

First day of term (non-contact day)	Tuesday 1 st September 2009
Staff Training	Wednesday 2 nd September 2009
First day of term for pupils	Thursday 3 rd September 2009
Last day of term	Friday 18 th December 2009
Half-term	Monday 26 th to Friday 30 th October 2009

Spring Term 2010

First day of term	Wednesday 6 th January 2010
Last day of term	Thursday 1 st April 2010
Half-term	Monday 15 th to Friday 19 th February 2010

Summer Term 2010

First day of term	Monday 19 th April 2010
Last day of term	Thursday 22 nd July 2010
Half-term	Monday 31 st May to Friday 4 th June 2010

Autumn Term 2010 (Provisional)

First day of term (non-contact day)	Wednesday 1 st September 2010
First day of term for pupils	Thursday 2 nd 2010

National Curriculum Tests

KS2 NC tests begin week commencing 10th May 2010

Staff Training Days (school will be closed)

Tuesday 1st September 2009
Wednesday 2nd September 2009

The school is required to close for 5 days to provide staff training. Two of these staff training days have already been taken, (1st & 2nd September 2009). As well as staff training days the school is also required to take 2 additional closure days. These remaining days will be confirmed following the SGC meeting on Wednesday 30th September.

Useful Abbreviations

BFSWS – British Forces Social Work Services
CDD – Curriculum Development Day – 5 annual closure days designated for training
CDT – Curriculum Development Teacher
Cohort – Year Group
DCSF – Department for Children, Schools & Families (previously DFES)
D.T. – Design Technology (a curriculum subject)
EAL – English as an additional language
ESW – Education Social Worker
Ed. Psych. – Educational Psychologist
EY – Early Years
FOS – Friends of the School
FS – Foundation Stage
FS1 – Nursery
FS2 – Reception Class
HLTA – Higher Level Teaching Assistant
IDT – Inclusion Development Teacher
IEP – Individual Education Plan
iP – Investors in People
INSET – In-Service Training
IT/ICT – Information Communication Technology
KS – Key Stage
KS1 – Old ‘infants’
KS2 – Old ‘Juniors’
LTS – Lunchtime Supervisor
LSA – Learning Support Assistant
MFL – Modern Foreign Language (for us German)
NC – National Curriculum
OFSTED – Office for Standards in Education
PHSCE – Personal, Health, Social and Citizenship Education
QCA – Qualifications and Curriculum Authority
S/M – Staff Meeting
SGC – School Governance Committee
SALT – Speech and Language Therapy
SDP – School Development Plan
SIP – School Improvement Plan
SEF – School Evaluation Form
SEN – Special Educational Needs
SENCO – Special Educational Needs Co-ordinator
SGC – School Governance Committee (new name for SAC)
SLT - Senior Leadership Team
SCE – Service Children’s Education
SSM – Support Staff Meeting
TA – Teaching Assistant
TLR – Teaching and Learning Responsibility (the new management structure in schools)
TSM – Teaching Staff Meeting
WALT – We Are Learning To
WSM – Whole Staff Meeting

Copies of policies are available on request – generally they will be emailed to protect the environment. Parents comments are always welcomed & support policy reviewing.

Policy

Aims of the School
Vision Statement
Adult Volunteer Helpers
*Anti Bullying
Assemblies
Assessment
*Child Protection/Safeguarding
Continuing Professional Development
Early Years and Foundation Stage
Emergency (inc Annex A Bad weather)
Equal Opportunities
Gifted and Talented
Health, Safety and welfare
Homework
Inclusion Policy Statement
Internet Policy (SCE)
Intimate Care
Learning & Teaching
Monitoring
Document
Off-site Visits
Positive behaviour
Racial Equality
Sex Education
SCE occupational stress management
SEN
SGC Visits Policy

CURRICULUM

Curriculum Map
Art
Design & Technology
English
Geography
Handwriting Policy
History
ICT
Maths
Modern Foreign Languages
Music
Physical Education
PSHE & Citizenship policy
Religious Education
Science
Swimming
Useful Abbreviations
Work Experience Guidance

Arts Policy
Attendance
Complaints Procedures
Communication
Library



FAIR PROCESSING NOTICES - LAYER ONE

St. David's School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT) and ContactPoint (*ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support*). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data. Mrs Cook, Headteacher, is St. David's Data Protection Officer.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website www.stdavidschoolramstein.uk or for those pupils/parents where this is not practical, a hard copy can be obtained from St. David's School, telephone number 0049 (0)6371 42717.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. A copy is e-mailed to you along with this letter and will also be available on the schools website (www.stdavidschoolramstein.uk), January 2009 onwards.

POST SCRIPT

As part of our ongoing self-evaluation process, encompassing all aspects of the school, please find a few moments to complete the comments slip below. Your feedback is valued as it helps us ensure good communication and a positive relationship. Please return the completed slip to the school office at your convenience.

Many thanks

The Headteacher

Name (optional) _____

Did you find the information relevant/helpful? YES/NO

In particular _____

Did the information answer all your questions/queries? YES/NO

I would have liked to know more about _____

Comments/suggestions for improvement _____

Many thanks