

CRAWLEY DOWN VILLAGE C OF E SCHOOL

PROSPECTUS



2025/2026





September 2025

Dear Parent/Carer

Welcome to Crawley Down Village C of E School.

We hope this Prospectus will give you an insight into the school, its values, its ethos and its expectations.

We believe that the education of our children is a partnership between family and school and that it is by working together that we will achieve the vision of Crawley Down Village C of E School. There are many opportunities for families to become involved in the life of the school and we hope you will feel able to accept this offer of partnership. We hope your child will enjoy their time here.

This prospectus contains statutory information required by the DFE together with additional information about the school.

Yours sincerely

A handwritten signature in black ink, appearing to read "Olm Bur".

Mr O Burcombe
Headteacher

A handwritten signature in blue ink, appearing to read "Steve Warr".

Dr S Warr
Chair of Governors



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SCHOOL VISION AND VALUES

Vision Statement

Crawley Down Village C of E School aspires to be a learning community where love and respect are at the heart of all we do. We aim to be a school that lives life in all its fullness; encouraging and supporting each other to be the best we can be.

Learning together, flourishing together: "With God, all things are possible."
Matthew 19:26

Christian Values

Every adult and child within the school community is valued equally at Crawley Down Village C of E School. We have the following Christian Values that we promote through all the work we do.

RESPECT	TRUST
COURAGE	COMPASSION
CREATIVITY	LOVE
RESPONSIBILITY	PEACE
THANKFULLNESS	JUSTICE
PERSEVERANCE	SERVICE
HUMILITY	HONESTY
HOPE	REVERANCE
WISDOM	FRIENDSHIP
GENEROSITY	FORGIVENESS

Demonstration of these values is recognised daily through our house system and through weekly and termly celebrations.

British Values

Crawley Down Village C of E School believes in promoting British Values, which are:

- Democracy
- The Rule of Law
- Respect for all others
- Tolerance of different faiths, religions and beliefs
- Individual liberty

We see our role as encouraging, promoting and embedding British Values. This means we challenge any extremism, views or opinions held by pupils, staff, parents and governors, which are contrary to fundamental British Values.

HOME SCHOOL AGREEMENT

Behind this agreement lies the principle that educating a child is a shared process, with all school staff, governors and parents working together to achieve an effective outcome.

The school will:

- Provide a happy, caring, ordered and secure environment where every child can develop socially, physically, emotionally and spiritually.
- Provide a broad and balanced curriculum, designed to extend every child to his or her full potential.
- Expect and encourage high standards of behaviour.
- Provide parents with an outline of what their child will be taught.
- Set appropriate homework on a regular basis.
- Make regular assessment of every child's progress.
- Keep parents and pupils informed about progress.
- Keep parents informed about any concerns or problems that affect their child's progress or behaviour.
- Keep parents informed about general school matters.

Headteacher's signature

The family will:

- Ensure that their child attends school regularly, arrives on time, appropriately dressed and equipped, having had a good night's sleep.
- Support their child with homework and other opportunities for home learning.
- Support the school's policies and guidelines for good behaviour.
- Keep the school informed about concerns or problems that might affect the child's progress.
- Take an interest in what their child is being taught and meet regularly with school staff to discuss his or her progress.
- Ensure that privacy of other families and children is not compromised by sharing information inappropriately through social media.
- Approach the school if there are any concerns.

Parent / Carer's signature

The pupil will:

- Arrive at school on time, appropriately dressed and with everything they need for the day.
- Ask for help when they need it.
- Respect others and their property.
- Be in charge of their own learning and behaviour.
- Make sure that letters and messages get home
- Adhere to the school vision and values

Pupil's signature

SCHOOLING IN CRAWLEY DOWN

The building of All Saints' Church in 1843, and the completion five years later of the enclosure of the surrounding common, known as Crawley Down, led to the Earl of Chichester, Lord of the Manor of South Malling, Lindfield, granting land adjoining the church for the establishment of a school in 1851. There were two other seats of learning in the neighbourhood; a school set up by the minister of the Countess of Huntingdon's chapel at Snowhill, opposite the Duke's Head inn, and a dame school run by a Miss Reynolds. All Saints' School, as the new school became known, was founded in accordance with the principles of the National Society, a Church of England educational body which was responsible for the building of schools in many villages and towns at this time. Early records of the school have been lost, but the first Master was Mr. Francis Seaton, who was charged with the education of about 50 fee-paying pupils.

The opening of a railway station in 1860, and the development of several small country estates in the vicinity caused the growth of a village on the former Down, and led in turn to the gradual enlargement of the school in the ensuing decades. In the 1880s an infant classroom was added. School records have survived from 1910, when about 150 children were on roll. The syllabus of work for the eldest children at that time, the school taking pupils from 5 to 14 years, included hygiene and temperance, ambulance, agriculture and citizenship. Attendance was often poor, as much because of bad weather as illness, the children often having to walk long distances from outlying farms and cottages over unmade roads and with inadequate protection from the elements. In late 1918 the influenza epidemic temporarily reduced the school population to 27.

In the 1930s electric lighting and central heating were installed and schools' wireless broadcasts were used for the first time. The school garden was an important feature of the curriculum and when war broke out in 1939, agricultural research experiments were conducted by the pupils for the Government. Pupils and staff from Oldridge Road School, Balham, had been evacuated to the village just prior to the declaration of hostilities, but it was not long before the daily routine was interrupted by air raid warnings, and the school's novel air raid precautions, using corrugated iron sheets placed over the desks, achieved notice in a national newspaper.

Following the 1944 Education Act, the school became a Voluntary Junior and Infants School, with pupils leaving at 11 to attend secondary school, firstly at Worth and later in East Grinstead. In 1962 hatted classrooms were added for the first time and in 1973, with the village growing appreciably because of new housing development, Burleigh First School, intended as the first stage in the re-organisation of schools in the area, was built to accommodate the infants. However, a change in the local authority caused plans to be abandoned and it was not until 1982, 131 years after the original foundation that the Juniors also moved to new premises in Hophurst Drive and Burleigh was re-organised as an Infant School.

Following the retirement of Miss Burdock, Headteacher of Burleigh, in the summer of 2005 plans were put in motion for the amalgamation of Burleigh Infant and Crawley Down Junior. The new school opened in September 2006 in the existing buildings and extensive construction work during 2007 has now provided a modern extension to the existing Junior School, which was officially opened on 19th October 2007. The school expanded in September 2016 and we now take sixty reception aged children every year.

A further new extension was completed to accommodate the growing pupil numbers. This opened fully in September 2020.

In December 2024, we joined the Hurst Education Trust, a multi-academy trust serving children across the Mid Sussex area.

GENERAL INFORMATION

Name and Address	Crawley Down Village C of E School Hophurst Drive Crawley Down West Sussex. RH10 4XA Tel. 01342 713292 Fax. 01342 718517 e-mail. office@crawleydownschool.com Website: www.crawleydownschool.com	
Type of School	Academy – Hurst Education Trust (HET)	
Headteacher	Mr. Oliver Burcombe	
Chair of Governors	Dr. S Warr	
Pupils on Roll	406	
Age Range	4 - 11 (co-educational)	
Terminology explained	Reception age (ages 4-5) Years 1 - 2 (ages 5 – 7) Infants Years 3 - 6 (ages 7 – 11) Juniors	- Foundation stage - KS1 - KS2

Accommodation

The accommodation comprises 16 classrooms, two halls, cloakrooms, toilet facilities, an administrative area and a library. The main hall is used for Collective Worship and a wide variety of other sessions, and contains a comprehensive range of apparatus for physical education. There are four hard play areas, a large seating area and a large playing field.

Education Area

The school is situated in the North East Area of West Sussex. The Area Education Office is Based at:-

County Hall North
Chartway
Horsham
West Sussex
RH12 1XH

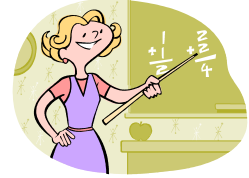
Telephone: 03330 142 903
Email: admissions.north@westsussex.gov.uk

THE STAFF

Teaching Staff:-

Mr. O. Burcombe
Mrs. K. Rose
Mrs. G. Jordan
Mrs. E. Deadman
Mrs. S. Marshall
Mrs. V. Lendon
Mrs. R. Ashborn
Mrs. E. Armstrong
Miss. A. Rawlings
Mrs. R. Parr
Mr. N. Lake
Miss. A. Azeem
Mr. S. Stewart
Miss. A. Gallego
Mrs. F. Yousaf
Miss. L. Lester
Mrs. L. Chessa
Miss. S. Stemp
Mrs. K. Miller
Mrs. R. Rogers
Mrs. A. Kolter
Mrs. A. Lavictoire

Headteacher
Deputy Headteacher
Assistant Headteacher/EYFS and KS1 Lead
Inclusion Leader
Assistant Headteacher/KS2 Lead



Support Staff:-

Mrs. K. Prior
Mrs. M. Ward
Mr. L. Jantas
Mrs. T. Grainger
Mrs. L. Wright
Mrs. S. Pratt
Ms. C. Fry
Mrs. M. Brewer
Miss. J. Knapp
Miss. F. Marshall
Miss. L. Wright
Mrs. M. Griffin
Mrs. J. Porter
Mrs. K. Venn
Miss. A. Cox
Mrs. C. Stagg-Clark
Mrs. R. Nickols
Mrs. S. Batten
Mr. B. Gosling
Miss. R. Smith
Mrs. C. Kennedy
Miss E. Aria Alvarado
Miss. L. Jones
Mrs. J. Andrews
Mrs. M. Brewer
Miss. B. Brewer

School Business Manager / Admin Assistant
School Business Manager / Admin Assistant
Premises Manager
Learning Mentor/Teaching Assistant
Learning Mentor/Teaching Assistant
SEND Admin Assistant/Midday Meals Supervisor
Higher Level Teaching Assistant
Senior Midday Meals Supervisor
Teaching Assistant/Midday Meals Supervisor
Teaching Assistant/Midday Meals Supervisor
Teaching Assistant/Midday Meals Supervisor
Teaching Assistant/Midday Meals Supervisor
Teaching Assistant/Midday Meals Supervisor
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Midday Meals Supervisor

THE LOCAL GOVERNING BOARD

Dr. S. Warr
Mr. A. Webber
Rev. C Keyte
Mr. O. Burcombe
Mrs. A. Bellisio
Mr. D. Streeter
Mrs. L. Goodwin
Mrs. A. Cooke
Mr. F. Townley
Mrs. V. Heasman
Parent Vacancy
Staff Vacancy

Chair
Vice Chair, Safeguarding Governor



Clerk to Governing Body:
TBC

Contact:
Dr. S. Warr

Chair of the Governing Body

Tel: (01342) 713292

TERM DATES 2025/2026/2027

*Inset Service Training Days for school staff take place on five days in each academic year

Autumn Term 2025

Term Starts 3rd September
Term Ends 19th December

Half Term 27th October – 31st October inclusive

Spring Term 2026

Term Starts 5th January
Term Ends 27th March

Half Term 16th February to 20th February inclusive

Summer Term 2026

Term Starts 13th April
Term Ends 22nd July

Half Term 25th May to 29th May inclusive

Autumn Term 2026

Term Starts 1st September
Term Ends 18th December

Half Term 26th October to 30th October inclusive

Spring Term 2027

Term Starts 4th January
Term Ends 25th March

Half Term 15th February to 19th February inclusive

Summer Term 2027

Term Starts 12th April
Term Ends 21st July

Half Term 31st May to 4th June inclusive

ADMISSION ARRANGEMENTS



We are very proud of our school and welcome enquiries to visit the school. If having read this prospectus, you would like to visit or have the opportunity to ask further questions, please do not hesitate to contact the school office to make an appointment.

Admissions to Crawley Down Village C of E School from the designated area are managed by the Local Authority.

Children attain compulsory school age at the beginning of the term after their fifth birthday but West Sussex policy is to offer places to pupils at the start of the school year (September) in which they become five. For the school year 2026/2027, all children (successful on application) will be offered full time places from the autumn term. There will be a staggered start across the first two weeks.

Visits to the school

At the school, we strongly believe that successful education can only be achieved through a close co-operation and understanding between school and home. To this end, visits from parents wishing to register their child for first time admission or seeking to transfer a child aged between four and eleven to the school are welcomed.



In the autumn term, prior to the children starting school, there will be opportunities for the children and parents to visit the school. This is an excellent opportunity to see the school on a normal working day and ask any questions you may have.

Our maximum intake (Pupil Admission Number) is 60 pupils. Admission to our school at the beginning of the school year is co-ordinated by a team based in Horsham.

Applications to the authority should be made in writing or by telephone to:

Admissions Team
County Hall North
Chartway
Horsham
West Sussex
RH12 1XH

Telephone: 03330 142903
Email: admissions.north@westsussex.gov.uk

Preliminary visits for parents and children upon admission



We consider it to be very important that a child's transition from home to school is a smooth and happy process, where all involved feel well informed and confident about what is to take place. There are a number of procedures to make the transition into school as smooth as possible and these are outlined below.

Opportunities will be provided for each child to spend some time in the classroom and for you to meet with the staff who will be working with your child. Parents of new children will also at this stage have a chance to discuss in private, with the Headteacher, any confidential matters, medical requirements, etc. relevant to their child. They will hear too, a description of the way the school operates and its approach to the curriculum in the Reception year, and will be able to raise any initial queries. Strategies for helping children to adjust to the school situation will also be considered.

During the summer term there is also an evening meeting at which parents of pupils entering the school in September are invited to meet with the Headteacher, staff and representatives of the Governing Body.

Disability



No child will be refused admission on the basis of intellectual or other personal reasons, including disability. The Governors seek advice to ensure that any child with a disability is receiving the appropriate education by admission to Crawley Down Village C of E School and wish every child to have full access to all activities. The school is well equipped to deal with pupils with disabilities, being on one level with independent access to most of the building and playground available to children with physical disabilities.

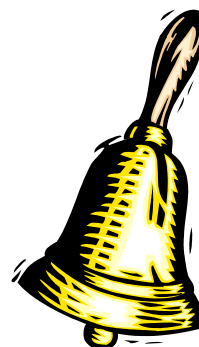
First Day at School

It is school policy to stagger the admission of children starting school for the first time, in order that each child may receive an individual welcome and one-to-one attention on arrival. Therefore not all pupils will be admitted on the first day and it may be a few days into the term before some of the intake start.

SCHOOL ORGANISATION

School Hours

8:35 am	Children permitted on site
8:45 am	Registration for EYFS/KS1
8:50 am	Registration for KS2
15 min break	Morning
1 hour break	Lunch
3:15 pm	School finishes for Foundation and KS1
3:20 pm	School finishes for KS2



Once a child has entered the school grounds they must not leave again before the end of the school day without permission from a member of staff. Morning school commences promptly at 8.45am for infant pupils and 8.50am for KS2 pupils. Children arriving after this time will need to enter via the school's main door and sign in with the school office. Similarly, parents wishing to collect children during the working day will also need to gain access by means of the main entrance and tell office staff why the child is leaving. We have an electronic security system which means all visitors have to sign in at the main entrance.

At the end of each day, parents are requested to wait by the gates until 3.00 pm and then to enter the school grounds and collect children from their classrooms at the above times. If you are unable to meet your child personally, or have to alter usual arrangements at short notice, please inform the school, since no child will be sent home with another adult unless direct permission has been given by his/her parent(s). Parents of children in Year 6 (and Year 5 after October half term) need to sign a form to enable their children to walk home.

Class Groupings

There are two classes in every year group.

Since September 2005 every teacher is required to be given 'PPA' time (Planning, Preparation and Assessment), equivalent to 10% of their timetabled teaching time. Staff covering for colleagues' PPA time will take on responsibility for teaching specific subject areas. The Leadership Team who are class based will be out of class for more time due to their additional responsibilities.

Behaviour

The general behaviour of the children is of great importance to the school, the community and to the children themselves. Qualities of honesty, kindness and fair dealings are encouraged, whilst politeness and thought for others are regarded as a basis for good relationships within the school. The children are helped towards working purposefully in a friendly learning environment and are expected to develop an increasing awareness of self-discipline. Parents are consulted when their child's behaviour causes concern and equally parents are welcome to contact the school with any concerns. Please see the Behaviour Policy which is available on the school website.

Houses

Each child on entry is allocated to one of four houses, which have the colours red (Canterbury), blue (Chichester), green (St Paul's) and yellow (York). Siblings are usually placed in the same house. In P.E. and games, all children wear coloured T- shirts that denote their house allegiance.

Children earn individual house points for demonstrating the school values. These house points contribute to whole school totals which are collated each week and form part of our celebration worship.

Photographs of Pupils



All pupils, subject to parental consent, will be photographed individually and/or with brothers and sisters within the school during the autumn term and again, in class groups with their teacher, in the summer term. On each occasion a colour print of the photograph is offered for sale to parents.

Children who join the school after the end of the autumn term may also be photographed individually in the summer term at the request of their parents.

School Uniform

The school strongly expects all children to wear the appropriate clothing, in the school colours of burgundy and grey or black.

Certain articles may be ordered from Taylor Made

<https://www.taylormadeuniforms.co.uk/uniforms/crawley-down-village-c-of-e-school/>

Prices are available on the Taylor Made website.

Sweatshirt	-	burgundy with school logo
Sweatshirt cardigan	-	burgundy with school logo
Reversible Coat	-	burgundy with school logo
Fleece Jacket	-	burgundy with school logo
Sun hat	-	burgundy with school logo
Book bag	-	burgundy with school logo
P.E. shirt	-	school t-shirt, colour dependent upon allocated team
P.E. bag	-	colours to match P.E. team
Hair Set	-	school colours (bands and clips)



School coats, hats and fleeces are not essential, but optional.

Remaining items may be purchased at any major store and include the following:

Polo shirt	white
Long trousers	grey or black (no jeans or cords)
Short trousers	grey or black



Skirt	grey or black
Pinafore	grey or black
Summer dress	light blue gingham with plain white socks
Summer play suit	light blue gingham with plain white socks
Socks	grey or black
Tights	grey or black
P.E Shorts	black shorts, black cycling shorts (mid thigh length), black tracksuit bottoms or black leggings – no coloured logos with socks for P.E. Black trainers with subtle logos can be worn instead of black shoes, but they must be fully black
Trainers	black - low heeled. High heels, open toe sandals and knee high boots are unacceptable
Shoes	any appropriate style
Top Coat	

Please ensure that all items of clothing are clearly marked with your child's name. PE kit is to be worn to school on designated PE days. There is no need for school uniform to be worn on designated PE days.

Children are encouraged to drink water during the day and therefore a named water bottle (with a sports top) should be in school every day to ensure that children are adequately hydrated. Drinks such as squash are not acceptable unless agreed beforehand.

Absence from School

Parents should inform the school by telephone, or letter, by 9.00am on the morning of absence, giving the reason.



Whenever medical appointments or dental appointments etc, necessitate children leaving school before the normal time, they must be collected from the school office by the parents and signed out. Prior notification of such an absence should be sent to the school (with evidence of the medical appointment) so that we can make suitable arrangements for the child to be ready. There are Absence from Learning forms which can be collected from the school office and the school website.

Under no circumstances will children be allowed to leave the premises in order to meet parents in places away from the school.

Holidays during Term Time

Government regulations now stipulate that Headteachers should no longer authorise holiday during term time, apart from in exceptional circumstances, at the Headteacher's discretion. Parents can be issued with a Fixed Penalty Notice of £80 (if paid within 21 days) or £160 (if paid within 28 days) for unauthorised absences or failing to ensure that their children attend school regularly. This fine is per parent and per child. These regulations do not include sickness or medical appointments. Fines are not applicable to children who are not of statutory school age, however absences will still be unauthorised.

School Meals and Lunchtime Arrangements



All children in Reception, Year 1 and Year 2 are entitled to Universal Infant Free School Meals. A hot meal is available for them on a daily basis. We are able to offer a hot meals service to those families for children in Key Stage Two who want to purchase them and to those families entitled to free school dinners. Further information is available from the office.

Children provided with packed lunches from home should bring them in a small box or bag; please no glass containers or 'fizzy' drinks. We would encourage all parents to set an example of healthy eating practice to their children and supply them with an appropriately healthy lunch box. We are 'nut free' due to allergies within the school.

The same high levels of care and supervision in place throughout the working part of the school day also operate in respect of all pupils during the lunch break.

School Fruit and Vegetable Scheme



The Reception year and the Key Stage 1 pupils participate in the Government's School Fruit and Vegetable Scheme, which entitles each child within these year groups to receive a **free** piece of fruit or vegetable each day. The Scheme is voluntary, and although there is no obligation for children to take part, it is hoped that as many as are able will do so because of the benefits to health. We do ask parents to inform the School office if they do not wish their children to participate in the Scheme and similarly if their children have allergies to fruit/vegetables of any kind.

School Milk Scheme



All children will be automatically registered for free school milk up until their fifth birthday. Milk may be purchased from a child's fifth birthday onwards. The Business Manager will ensure that all parents who wish their children to have milk at age 5 are provided with an order form. It is then the responsibility of parents to ensure its completion and return, freepost, to Cool Milk at School Ltd, who administer the scheme and liaise with a local dairy regarding delivery.

N.B. Milk can be also supplied free of charge to pupils who have an entitlement to means tested free school meals. Please enquire at the school office if you would like your child to have it.

Accident or Illness at School

When a child is taken ill at school, we contact the parents concerned and ask them to make arrangements to take their child home. In the past we have had instances where children have been sent to school not feeling well and a great deal of time has been spent contacting parents. If you are in any doubt about your children's health, please keep them at home until they are fit and well. If a child experiences vomiting and diarrhoea, they **must be kept off school for the next 48 hours** from the last episode.



Any child taken ill during the day will receive attention from a qualified First Aider. Parents will then be contacted and requested to take their child home to recover. Pupils sustaining minor bumps, cuts and grazes will also be treated by a First Aider or another member of staff.

Should a **serious** accident occur, we adopt the following procedure:-

- a) Call 999 for an ambulance in an emergency
- b) Contact parents, if possible.
- b) If parents cannot be contacted but the school know a hospital visit is necessary and an ambulance hasn't been called, we will make arrangements for the child to be taken to East Surrey hospital as soon as possible.
- c) In the absence of parents, 2 members of staff will accompany the child.
- d) If we have been unable to reach the parents, we make further efforts to do so and ask them to get to the hospital as soon as possible, so that the teachers or teaching assistants can return to school.

In order that parents can be informed promptly in cases of illness at school, you will need to keep us up-to-date with changes in telephone numbers or employment. If both parents work it would be useful to know if a friend or neighbour (prior agreement essential) would take care of your child until such times as they can be taken home.

Medicines in School



Inhalers for asthmatic children are placed in first aid bags in the classroom. Inhalers accompany the class to games, P.E. or an exchange of classrooms.

Medicines can be administered in school if they are **prescribed**. The medication must be within its original packaging and with its original instructions. In such cases, parents should complete a form, available from the office, stating the type of medicine, and dosage required. Medicines should be handed into the school office by a parent, and be clearly marked with the child's name. They will be kept in a locked cupboard in the Medical Room.

The school hold a supply of **Piriton** and **Paracetamol**. We can administer these with your prior permission. We regret that, for reasons of safety, we are unable to permit any other medicines in school. Parents are however, welcome to call in at any time to give necessary treatment.

For more details, please see our Medicines In School Policy.

GDPR



Since 25th May 2018, new regulations have been introduced which affect how our school handle people's data. This is called the General Data Protection Regulation. Compliance with the regulations will be an ongoing process and the school has appointed a Data Protection Officer to advise and manage compliance with the regulation.

The Data Protection Officer is responsible for overseeing data protection with the school, so if you do have any questions in this regard, please contact them as stated below:

Data Protection Officer: Darren Carpenter , Deputy Chief Executive, Hurst Education Trust
Address: College Lane, Hurstpierpoint, Hassocks. BN6 9JS
Email: dcarpenter@hurst.education
Telephone: 01273 836915

Health, Safety and Security



The Local Governing Board is responsible for Health, Safety and Security within the School. Termly audits are carried out with staff and reported to the next board meeting, together with details of any accidents that have occurred. Every effort is made to seek to identify all potential hazards and then to eradicate or lessen the danger. Risk assessments are carried out prior to permission being given for school trips to take place.

Safeguarding

All staff, governors and volunteers working in the school are required to undergo a Disclosure and Barring Service check prior to taking up duties. The school follows the guidelines and procedures set out by the Local Safeguarding Children's Board in relation to child protection and safer recruiting.

The Designated Safeguarding Lead (DSL) is responsible for child protection and has a duty of care for all the children who attend the school. Parents need to be aware that the DSL has a duty to and will contact any relevant child protection agency if there is any doubt about a child's personal health, well-being or safety at home. **The Designated Safeguarding Lead is Kylie Rose (Deputy Headteacher). Oliver Burcombe (Headteacher), Gemma Jordan**

(Assistant Headteacher), Sophie Marshall (Assistant Headteacher) and Emily Deadman (Inclusion Lead) are our Deputy Designated Safeguarding Leads.

If you are concerned about the welfare of a child and think they are at risk of significant harm, please contact **The Integrated Front Door (IFD)** on 01403 229900.

Money in School



Children seldom need money in school except on special charity fund-raising days such as “Children in Need”. They should either carry this money with them, or hand it to their teacher. Larger sums, such as those for educational visits, should be brought in sealed envelopes to the child’s class teacher with the child’s name, class, title of payment and the exact sum involved written on the front. These ‘monies’ can also be handed into the school office. We try and avoid handling money, so we have moved over to an online payment system, which is available to all parents.

Lost Property



Parents are asked to ensure that children do not bring costly items, or valuable possessions to school. Please note that all clothing, shoes and personal possessions should be clearly and permanently marked with your child’s name.



Every effort will be made to trace mislaid items of clothing that have been clearly marked with pupils’ names. Enquiries as to missing articles should be made to the School Office.

Jewellery, Watches and Hair Accessories

Jewellery

Watches (analogue or digital)

Simple Studs (discreet – no emoji studs etc.)



West Sussex Policy allows earrings to be taped up for PE and Sport, except for the use of apparatus in gymnastics lessons. Earrings should be removed unless within the period that they need to remain in. If you decide for your child to have their ears pierced, we would recommend the summer break. Children must take out earrings when they attend swimming lessons.

Please contact the school with regard to jewellery based around faith/culture.

Children should not wear make-up, nail varnish, or temporary tattoos.

Hair Styles/Accessories

Hair should be tied back if shoulder length or longer.

No extreme hair styles or hair dye.

Hair bands/ties/scrunchies should be small and discrete – school colours or neutral (black, brown or grey) – **No large bows/bands/cat ears etc.**

Hair clips should be discreet and neutral in colour (black, brown or grey).

Educational Outings



We believe that children learn most effectively through first-hand experiences and with this in mind feel it is often extremely valuable to incorporate visits beyond the classroom into curriculum studies. Such visits may range from excursions on foot within the village of Crawley Down, to journeys further afield to such places as nature reserves, castles and museums. Year 6 children also have the opportunity to participate in a residential visit.

All parents of pupils for whom a visit is being planned are provided with comprehensive details well in advance. No child will be permitted to participate in any visit organised by the school without the prior written consent of his/her parents(s). It is school policy to ensure that bookings are only made with coach companies able to provide vehicles fitted with seat belts.

Charging For School Activities

In view of the complicated nature of the legal requirements in the Education Reform Act 1988, Crawley Down Village C of E School has adopted a simple policy of voluntary contributions for all trips and activities.

Such activities will only be possible if all parents concerned contribute to the cost of these activities voluntarily. Unfortunately the School is unable to bear the cost of visits and other similar activities and unless every parent is willing to contribute, a planned visit or activity will be cancelled.

However, we recognise that some parents may find it difficult to contribute. Any parent finding himself or herself in such a position, is invited to discuss the matter at the earliest opportunity with the Headteacher. The Headteacher will discuss all such matters in the strictest confidence.

There is only one other area where further contributions may be invited.

If the children make heavy demands on school materials to the extent where further activities of that nature (e.g. cooking, sewing or modelling) would be impossible, contributions on a voluntary basis might be invited. According to the Education Reform Act 1988, parents would need to sign a slip agreeing to ownership of the completed item. If such agreement were not forthcoming the materials would be recycled for other children's use.



Extra-Curricular Activities



families.

Although many outside visits are planned as part of the curriculum, other activities are possible through the goodwill of the staff, parents and friends of the school. These include a range of clubs after school. Clubs depend upon the time and availability of staff and volunteers - once places have been filled children are placed on a waiting list and join when a vacancy occurs. Sports skills sessions and matches are arranged after school. The children are warned in advance and will have ample time to inform their



We always welcome offers of help to run clubs. If you are interested or have particular skills or knowledge to offer please contact the Headteacher via the school office. In accordance with government guidelines all voluntary helpers will be required to complete a DBS check, details of which can be obtained from the school office.

Home Learning

Within Reception, KS1 & 2 home learning is planned as an integral part of the children's education.



All year groups are encouraged to read both to and with their parents, and are provided with opportunities to select books for this purpose, and have reading diaries to foster communication between school and home.

Details about home learning expectations are available on the website. You can also request a copy of these from the school office.



In very exceptional circumstances e.g. during a period of prolonged absence, or if a child is experiencing particular difficulty with a certain aspect of work, class teachers may feel it appropriate for children to be given a limited amount of additional written work for completion at home. No such activities are supplied without the full support and co-operation of parents, or without an agreement on the part of the parents concerned, to become actively involved in the tasks undertaken by children being helped in this way.

Contact with School and Pupil Progress



The progress made by children in all areas of the curriculum is a matter of concern to parents and teachers alike. Parents are encouraged to take an active interest in the work of the school and their children's development. On two occasions per year arrangements are made whereby all parents can discuss their child's work, progress and future targets with the teacher. Parent consultation evenings are usually held in the autumn and the spring terms. Finally in late summer term, written reports summarising children's achievements throughout the year will be sent to parents. Parents will then be given the opportunity to discuss the reports, should they wish. There are three opportunities within the school year for parents/carers to look at their children's work.

A variety of records are kept, both academic and personal and Levels of Achievement in the National Curriculum are recorded annually. You are welcome to ask to see these records at any time, though we would be grateful if you would make an appointment in advance.

There may be other stages during the year when parents feel the need to discuss their children's progress and such contacts are positively encouraged. Should you require an appointment please speak to the office staff or appropriate class teacher to arrange a convenient time. Similarly, there may be occasions when the Headteacher or class teacher will contact parents concerning a child's academic achievement, behaviour, health or well-being.

Early Years Foundation Stage Profile

All schools are legally charged with the task of carrying out a baseline assessment at the start of the autumn term. Ongoing assessments of children throughout the Foundation Stage also take place and we report on these in the summer term as part of the annual report.. These assessments focus upon attainments in each of the seven areas of learning and development that form the Foundation Stage curriculum and link together to build up a profile of achievement.

National Curriculum Assessments



Children are assessed throughout their time at the school and their progress is tracked. Children in Year 1 take a phonics screening check. This is to assess the children's ability in word reading. Year 4 children sit a multiplication check. All children should know their multiplication tables by the end of Year 4. The Year 6 pupils will be tested at the end of the year and the results sent home as part of their end of year report.

Parents find out whether their child meets the expected standard (meeting age related expectations) or whether they have not met the expected standard (below age related expectations). Although this is important information for parents as you can make comparisons with a national benchmark, it does not describe the progress your child has made. For example, a child may start the school significantly below the age related expectation in reading, writing and maths, make good progress throughout their primary years, but not be age related in Year 6. This child has still performed well at school, but starting at a lower point than other children.

Caution should always be exercised when drawing inferences from an analysis of data. There may be variations in achievements due to the size of the cohort, the age and the capabilities of children when they enter school at whatever age.

Key Stage Two – Performance Measures

Please see the table below which highlights the school's Key Stage 2 outcomes compared with national data.

Data in red highlights the national average.

Key Stage 2 2025								
Cohort 63	Reading		Writing		Maths		Combined	
	2024	2025	2024	2025	2024	2025	2024	2025
% EXS	88% 74	75% 75	76% 72	79% 72	82% 73	79% 74	71% 61	63% 62
% GDS	29% 29	24% 33	4% 13	3% 13	24% 24	19% 26	2% 8	2% 8

Help in School

We greatly welcome offers of help from parents, grandparents and the wider community and are delighted that so many of you are able to give support both within the classroom

and on school visits. Recently parents have helped with a wide range of activities including reading, cooking, textile work, and artwork. We reserve the right to decline any offer of help should we deem it not to be in the best educational interests of the children.

If you are able to give of your time please contact the school office. It should be noted that all volunteers will be required to undergo a Disclosure and Barring Service check prior to helping in school or on school visits.

Collective Worship Policy



Crawley Down Village C of E School is a Church of England School and maintains close links with All Saints' Church in Crawley Down. We are proud of the Christian character of the school and have an expectation that all members of the school community support its values. Collective Worship at the school complies with the legal requirements set out in the 1988 Education Reform Act. Religious Education within the school is of a non-denominational character and is taught in accordance with the Agreed Syllabus for Religious Education in West Sussex Schools.

Any parent wishing to withdraw their child from Religious Education or the daily act of worship should contact the Headteacher. Alternative arrangements will be made to supervise any such children during this time.

Special Educational Needs and Disabilities

Many children at some time in their school career have particular educational needs for which they require special help. It is our aim to address the needs of all such children by giving support so that they have the greatest possible access to a broad and balanced education.

The school has adopted a policy for the teaching of children with special educational needs, which conforms to the requirements of the SEND Code of Practice, 2015.

If you feel your child may have a learning difficulty, whatever its cause might be, please do not hesitate to contact the school to inform us of your concerns. Whenever we have concerns about a child's progress, parents are always informed and consulted on a regular basis. Children identified with special needs will have an ILP (Individual Learning Plan). This plan outlines the work being done with the child over a half term or term and these plans are reviewed with the parents at the end of the period.

Provision is made for those children with learning difficulties in a variety of ways, dependent upon the needs of the individual child. For most children provision may be met within the class using the class teacher's own expertise, and the expertise within the school.

However in some cases it is necessary to call upon the Special Educational Needs Support Service, Educational Psychological Service and other professional agencies that liaise with the School to suggest the most appropriate agency/options available.

For more details please contact the Inclusion Leader or look at the SEND Policy and Local Offer, which are available on the school website.