

OFFWELL C OF E VC PRIMARY SCHOOL

PROSPECTUS



Offwell C of E VC Primary School

Offwell,
Honiton,
Devon,
EX14 9SA

Tel: 01404 831417 e-mail: admin@offwell-primary.devon.sch.uk
www.offwell-primary.devon.sch.uk

Headteacher: Mrs Lorna Legg (Monday to Wednesday)

Acting Headteacher: Mr Chris Thomas (Thursday & Friday)

School Business Manager: Mrs Judy Davey

Chair of Governors: Mrs Janet Dimond



Welcome to Offwell School

We recognise that your child will join us with a wealth of experiences and learning in their first years. It is our aim to work in partnership with you and build on their strengths, interests and experiences in a safe, nurturing and inspirational environment and with a curriculum that meets their individual needs.

Our school stands in the heart of Offwell village, opposite our Church, St Mary's. We are a Voluntary Controlled Primary school taking children from the term they are 3 into the Nursery year of our Foundation Stage Unit and children aged 4-11 into the main school.

The original school building dates back to 1840, along with a sensitively designed modern office space adjoining it. There are three further classrooms housed in separate buildings on our site, one of which is in St. Mary's Hall. We have a much loved 'Log Cabin' and 'Little Log Cabin' which provide valuable spaces for smaller group work and adult meeting space. We use our outdoor spaces for both learning and play.

Our grounds are much larger than is first apparent; we have 3 playgrounds and a meadow as well as a wealth of smaller, quiet spaces for learning and reflection. In addition we make regular use of Offwell Village Hall and Playing Field which lie a very short distance from our school. Walking down the lane opposite school we reach Offwell Woods which provides us with an exciting environment just on our doorstep for our popular 'Welly Walks'.

Children join Offwell from our catchment area of Offwell and surrounding villages, from Honiton and further afield. We currently have approximately 80 children on roll and a growing Nursery Year within our Foundation Stage Unit all grouped into four small classes.

The partnership we enjoy with our Parents, Carers, Governors, Families and wider community is important to us. The education of children needs to be a team effort, the partnership between school and home is essential – if that exists, everything is possible!

I hope you will find the information within this document useful and informative – I hope it will inspire you to want to find out more about us, our school and the opportunities we can offer your child and your family. You will find more information on our website which is regularly updated. Obviously the best way to begin to get to know us is to visit, have a look around, meet the staff and experience a bit of school life at Offwell. Please do not hesitate to get in touch and arrange a visit.

Mrs Lorna Legg
Headteacher



Our Core Values and our Aims

We aim to work together with parents and families to provide learning and play experiences which will engage every child's interest; inspire them to want to know more; motivate them to persevere with their learning and empower them to develop skills of independence. In this way they will develop an enquiring mind and together we will enjoy creating those memorable moments of primary education that every child deserves to treasure.

Core Values:



Be Kind, Be Fair, Be Brave and Be Patient are our main values underpinned with Perseverance, Integrity, Belonging and Empathy, bringing greater depth for our older children to explore. Love is at the centre of everything, for ourselves, each other and our world.

Our Vision:



Our vision sets our aims for our whole school - children , staff and families - so we can all thrive for life.

Our Core Christian Values, revised in 2024, form the bedrock of all we do, helping us to navigate life's journey.

Our staff, governors, the School Council and Ethos Group were involved in developing our vision and values. We have tried to make our vision accessible and memorable, as well as inspirational and unique to our school. We aim for our vision to reflect our school's care for the development of the whole person - physically, mentally, emotionally, intellectually, morally and spiritually - throughout life.

Be well: we value our mental and physical health as the foundations of achieving our potential, through supporting and caring about our own and each other's wellbeing.

Learn well: we are dedicated to ensuring that all our children are able to achieve to their full potential, through Quality First Teaching, a creative curriculum and good home-school support.

Live well: as a church school, we believe that we live best when we learn to live with and for each other; sharing our lives and our planet in a spirit of peace, hope, integrity and compassion. Starting with love, our children are taught to be kind, patient, brave and fair. We do this by showing empathy; teaching perseverance; developing integrity and creating a sense of belonging.

As well as choosing our core values, the children chose the symbol of a compass to help remind us that values, can guide us through life. Even when we are uncertain, or challenged, our values can point us back onto the right path.

Child Protection and Safeguarding

Protecting children from harm is fundamental to our role as a school. All staff are committed to promoting the welfare of children and receive regular training. We expect all visitors and volunteers to share this commitment. We work together with our families to provide the safest and best environment for every child, using a wide range of support services, such as Early Help, to offer advice and help when needed.

Any concerns or questions should be raised with one of our Designated Safeguarding Leads immediately: Mrs Lorna Legg (Headteacher and Designated Safeguarding Officer), Mr Chris Thomas (Senior Teacher and Deputy Safeguarding Officer), Mrs Judy Davey (School Business Manager and Deputy Safeguarding Officer). Our Link Governor for Safeguarding is Mrs Stefanie Kastner. The Multi-Agency Safeguarding Hub (MASH) can also be contacted to submit enquiries, or seek advice, on 0345 155 1071.

School Organisation

Offwell is organised into four main classes. Children are able to join our FSU (see below) from the age of 2 years 9 months, other children join us aged 4 into our Reception year. Children leave Offwell aged 11 and move on to a number of local secondary schools.

Ash class: Nursery and Reception – this is our Foundation Stage Unit, or FSU

Willow Class: Years 1 and 2 (5 to 7 year olds)

Beech Class: Years 3 and 4 (7 to 9 year olds)

Oak Class: Years 5 and 6 (9 to 11 year olds).



As our children are grouped into mixed year classes, much of the direct teaching is through small, focussed groups – we call these guided groups. Learning is targeted to the needs of each group, hence groups will change according to the skills and abilities of each child in each area of learning.



Ash Class



Ash Class is made up of Nursery and Reception children aged from 2 to 5 years. Mrs Borton is the Foundation Stage Unit Teacher supported by Miss Hansford and Mrs Jordan, Teaching Assistants.

Through the day, children enjoy a balance of play, directed learning and planned activities. At different times they may be in a small group, as a whole class, choose to have time to themselves or be one to one with an adult. We will help your child to feel comfortable and confident across the range of

groupings.

Ash class and its outside area is zoned to provide a wide range of activities which will change over time according to; our projects, the children's interests and the needs we have identified. There will be spaces and places to build and construct, paint, draw, model, write, investigate in sand and water and use larger toys and ride-ons. We all enjoy our book corner and a role play area. Through your child's time in Ash class they will play and learn, gradually being introduced to early phonic skills to help their future reading and writing.

We have our own Prospectus, separate to this one, where you can find out much more about us!



Willow Class



Willow are our class of year 1 and year 2 superstars! The teaching team are Miss Philips (teacher) supported by Mr Bardot, Teaching Assistant supported by Mrs Bryant. Some of the things that the children in the class love are:

- listening to their daily story and writing their own,
- drawing and colouring,
- playing games,
- learning new things,
- making and playing with friends,
- doing LEAP (daily physical exercise) outside,
- topic learning,
- numbers



Our morning always starts with some physical exercise, which helps children's mental health. We usually follow this with maths, healthy snack, phonics and English. One of the teaching team reads a book to the class every single day. In the afternoons, after collective worship, the class have another session of exercise followed by topic learning, RE, PSHE, or PE. Some of the topics covered recently have been 'Childhood', 'Bright Lights, Big City', 'Moon Zoom' and 'The Scented Garden'.



Beech Class

We are Year 3 and Year 4 (ages 7 to 9). As lower KS2 it means we are starting to work more independently on a variety of exciting and fun topics. The Teaching Team in our class is made up of Miss Kirkland (teacher) supported by Mr Bardot and Mrs Bryant, Teaching Assistant. Their main aims are to make sure we feel happy, safe and enjoy our learning.

Our day starts with us reading our books before we begin our English lesson which is then followed by Maths after break. At lunchtime, we enjoy playing outside either on our playground or sometimes on the meadow. In the afternoons, we have collective worship which is then followed by our topic learning, RE, PSHE or PE.

We love our light, open classroom; through the windows we have a lovely view of the Church. In our class you will find our beech tree display at the back of the class. We each have our photo on a leaf to show that we belong to Beech Class. You will also find our creative topic displays here; some of our favourite topics have included 'I am Warrior', 'Predators' and 'Rocks, Relics and Rumbles'.

We are very lucky at Offwell School to have the woods right on our doorstep. We like to try and head down to the woods as often as possible. When we are at the woods we like to try adventurous new walks, make dens, play games and make fires, sometimes we even toast marshmallows!

"Everyone is kind and it is easy to make friends." – A child in Beech!



Oak Class



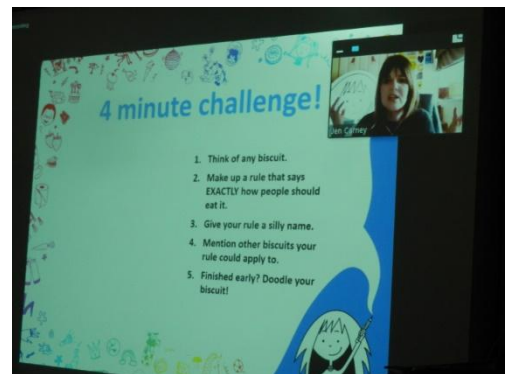
Miss Phillips is the Oak Class teacher and she is supported by Mrs Holohan, Higher Level Teaching Assistant and Mrs Bryant, Teaching Assistant. In our class we have children from Year 5 (ages 9 to 10) and Year 6 (ages 10 to 11). This makes us the oldest children in the school and we try to set a good example for everybody else.

Our classroom is the oldest room in the school dating back to 1840 when the school was founded. We have big windows, a wonderful high ceiling and some beautifully shaped arched doors. Our cloakroom is attached to the classroom and we also have a little room where we go to chat with one of our teaching team about anything bothering us or if we are doing a special piece of work.



One of the best areas in our room is our library. We have many books, fiction and non-fiction, and our class librarians help reserve books we want from the Honiton Mobile Library. Our teaching team also make sure we get lots of interesting books from the School Library Service. We have two comfortable chairs in the library where we can sit and enjoy reading. We have an Interactive Whiteboard which is easy to see. We are also lucky enough to have a Chromebook each which we use during our lessons.

The school day is busy but we have two breaks every day. The first one is only 15 minutes but that gives us time for a snack and a run around outside. The second one is an hour and we play outside for 30 minutes and then eat our lunch for 30 minutes. We enjoy playing outside and are proud of the area outside our classroom where we have been busy arranging plant pots, creating a water feature and generally trying to make our environment friendly for wildlife and us! Sometimes we go up and play in our Meadow at the back of the school – we can have a great game of football or practise turning somersaults on the bars of the trim trail.



Like all the staff at Offwell School, the Teaching Team in Oak Class is friendly and supportive. They like us to work hard and always encourage us to do our individual best. The lessons are usually interesting and can be really good fun. We go to PE bright eyed and bushy tailed, which is brilliant, and we use the Village Hall and Playing Field. It is also enjoyable when we go for an action packed and adventurous welly walks down to Offwell Woods (we don't always have to wear wellies)!



School Hours

Morning session:	8.45 – 12 noon	with 15 minute break
Lunch time:	12.00 – 1pm	
Afternoon session:	1pm – 3.15pm	

Our gates are opened at 8.35 by a member of staff. Children from Willow, Beech and Oak Classes can make their own way to their class. Ash class parents and carers are invited to take their children straight up to the classroom.

At the end of the school day children are brought to the playground to meet parents /carers. Children travelling by bus or taxi will be guided on by a member of staff.

Wrap Around Care at Offwell

Before School Provision:

Every morning we offer Early Morning Provision in school from 8.00am until 8.35am. If required children can be given a breakfast of cereal. There is presently a charge of £3 per session for this. Please let us know if you are interested.

After School Provision

We offer After School Provision on Mondays, Tuesdays, Wednesdays and Thursdays. Different activities are available on different days and these are subject to change.

The sessions run from 3.15pm until 5.30pm and there are differing session charges, depending on the time you require. These are payable half termly in advance. We ask parents to give us as much notice as possible advising us when they would like children to attend ensuring that our staff ratio is appropriate.

If you are interested please contact the office.

Behaviour and Learning Attitudes

Offwell School has high standards of behaviour. Our school is inclusive of all needs and abilities, and we make all reasonable adjustments to meet each child's needs and ensure the safety of all. As a Church School, we can relate behaviour to Christian principles: do as you would be done by; compassion for others; hope of forgiveness; the courage to right wrongs.

We aim to ensure all our children have the best opportunity to learn, through:

- support for wellbeing to create a positive mental state;
- quality-first teaching, including teaching growth mind-set approaches to learning;
- a positive, shared behaviour strategy.

Our behaviour strategy aims to:

- reward the positive behaviour that enables a calm, creative learning environment;
- stop negative behaviours causing distraction/harm, requiring intervention or sanction;
- create a shared understanding of how adults manage behaviour, which can be applied equitably;
- set out a consistent procedure that is predictable and can be easily understood by children;

Although we have high expectations of behaviour for all our children, they may all, at times, fall short of these. Some, with additional needs, may need a 'step-ladder' of support to reach the higher standards expected on a daily basis from others. In cases where children have difficulty controlling their behaviour, we have a duty of care to them and any other children involved, to ensure everyone's safety, apply an appropriate response – usually restorative in the first instance – and consider next steps, which may include relevant support. Details will be available on our website, via our policies and procedures. We will also communicate with you to ensure we can work closely together to help your child Be Well; Learn Well and Live Well.



The Curriculum and Enrichment

Curriculum design and resources are the responsibility of schools, within the framework of the 'National Curriculum' (September 2014). Schools personalise those additional taught elements which are particularly important to each school.

Our Curriculum is designed to help us achieve our school vision, with a focus on wellbeing, with lifelong learning and making a positive contribution. We work together with parents, carers and children to provide learning and play experiences which will engage their interest; inspire them to want to know more; motivate them to persevere with their learning and empower them to develop skills of independence. Through memorable moments, they will develop the skills and attitudes which will support them as they move on from Offwell to secondary school and beyond.



Please see our curriculum intent statements on our website.

The National Curriculum comprises the following subjects:

- English – reading, writing, phonics/spelling.
- Mathematics
- Science
- Computing
- Religious Education (using the Devon, Plymouth and Torbay Agreed Syllabus)
- History
- Geography
- Physical Education
- Modern Foreign Languages
- Personal, Social and Health Education (PSHE)
- Music
- Art
- Design and Technology



In embedding our children's learning – and because Primary School should be enjoyable and a source of those wonderful 'memorable moments' – we enrich our curriculum with a range of opportunities, experiences, visits and visitors. For example:

- Class trips and visits to Tutankhamun Exhibition in Dorchester, a steam train ride and river cruise, Lyme Regis, Exeter Cathedral;
- Welly walks in Offwell Woods;
- Visitors such as the Space Dome, virtual visits to the House of Parliament and from authors;
- Our regular performances and celebration services in the Church and Village Hall;
- Team games, tournaments and competitions covering a wide range of sports;
-



The list is endless, and keeps growing!

We also support children to develop skills for life through residential experiences in Years 5 and 6 and the Torbay and Devon Civic Award.



Homework

Learning is very much enhanced when parents are actively involved with pupils' school work. Homework should be a means of linking the learning that occurs at home with the learning that occurs at school. Homework must be purposeful, positive, fair, differentiated, time limited and enjoyable. Homework should be part of an effective partnership between the school and parents in pursuing the aims of the school. Each class will share their expectations. You can also see our policy.

Special Educational Needs and Disabilities (SEND)

Offwell C of E Primary School is an inclusive school, we have high expectations for all our children and it is our aim to work in partnership with parents to get to know each individual and provide the very best education and wider primary school experience for each of our pupils.

We are committed to an inclusive curriculum that is broad and balanced, is enriched by a wealth of experience and opportunity beyond the National Curriculum and fosters those 'memorable moments' of primary school that each child and family treasure.

We do not discriminate in any way against any pupil seeking admission and are committed to making reasonable adjustments which are in the best interests of the child, their peers at school and our wider community. We believe the partnership with parents is essential in making sure each child receives the high quality education that helps us all work together to achieve their individual goals. Therefore some children will require additional support in order to achieve rapid learning progress and meet the high expectations parents and school share for them.

It is our aim to ensure our approach is varied and flexible in order to provide the tailored program each individual requires; as a staff team, we regularly review and update our skillset as ongoing professional development is key to meeting each child's needs. At Offwell we work with a number of professionals from other agencies such as Speech and Language Therapists, our Educational Psychologist, the Communication and Interaction Team, Hearing Impairment Team, Social Care, our Family Support Worker, Medical Professionals supporting specific diagnoses and individual children and the School Nursing Team. Each child's needs are different and should a child join our school and require support from a professional service we are not currently working with, we have access to support through Devon's Advisor networks.



SEN Provision at Offwell is based on the Graduated Response Too, in order that all our children, including those with SEN, Medical Conditions and/or Disabilities, have equal opportunities to access the full curriculum, with reasonable modification or support. Naturally, in order to achieve this we will work closely with parents and, where appropriate, other professionals.

The person responsible for coordinating Special Educational Needs and Disability (SEND) or medical conditions is our SENDCo, Mrs Helen Sutton. Our Governor with responsibility for SEND is Mrs Janet Dimond.

Devon's Local Offer

Further helpful information and support services can be accessed via our website and on the Devon Local Offer web pages.

Devon Local Offer Website: <https://new.devon.gov.uk/send>

Devon Family Information Service Website: <https://new.devon.gov.uk/educationandfamilies/early-years-and-childcare/devon-family-information-directory>

Should you have any further questions about our SEND provision, please get in touch with us.



Equal Opportunities

Offwell is a thriving, inclusive and cohesive community. We promote an identity as a member of our school whilst celebrating diversity and promoting equal opportunities for all. You may be interested to see our Equality Policy.

All children participate in the activities of our school. Parents have a right to request that their child is withdrawn from Acts of Worship, RE (religious education) and some aspects of Relationships, Health and Sex Education. The school considers promotion of good relationships between all people to be of the utmost importance and these sessions promote this view. Should you be considering withdrawing your child from any of these, we request you discuss this with Mrs Legg.

Equality Statement

All children deserve an equal chance at a successful future, but children everywhere can be affected by unequal treatment and opportunity from the start, with long term impact on their lives and loss of their potential to society.

At Offwell, we aim to make our world better for the future, and to achieve our vision for our children to: **Be Well**, **Learn Well** and **Live Well**, through the care and education we provide. Children grow up learning from what they see around them and it is a vital part of our role to act to prevent anyone suffering from victimisation due to gender, appearance, culture, or ability. We also have a role in educating our whole school community, so that we share an understanding of how stereotyping, prejudice and discrimination happen, how we can work together to prevent it, and the moral, cultural and practical benefits of inclusion, equality and diversity.

We know that our lives are enriched by the gift of diversity, therefore, we celebrate our diversity of experience and appearance and we take a strong stand against all forms of stereotyping, prejudice and discrimination. As a Church school we believe in a moral duty to actively become a part of the solution; to 'be the change we wish to see'.

Therefore, we expect that all **Children, Families and Staff at Offwell School:**

- never discriminate against people because of family status, skin colour, disability, gender, culture, religion or socio-economic position; and are never discriminated against;
- value the diversity of life, in each other, in our school, in society and in nature, and feel valued;
- protect and stand up for those who might be disadvantaged, bullied or discriminated against across all the protected characteristics - age, race, gender reassignment, disability, marriage and civil partnership, religion and belief, pregnancy and maternity, gender, sexual orientation - and know they are protected themselves;

Aims for our children - We want our pupils to:

Be Well:

- enjoy equal access and opportunity, which can mean some need more help than others for different reasons, at different times;
- enjoy a positive self-image and build positive relationships with others;

Learn Well:

- enjoy a wide range of activities and resources which open their eyes, hearts and minds to the world;
- recognise, name and value the things which make us unique;
- recognise, name and value the things which make us all the same;
- come to understand how victimisation happens and how we can prevent it;
- learn to critically assess information, so that they become intelligent life-long learners.

Live Well:

- make decisions and take actions firmly rooted in equality for all - to be courageous advocates;
- make a positive difference to society, now and in the future – to be good local and global citizens.

To achieve these aims, **We will ensure:**

- Staff and Governor development and training;
- Communication with families about our aims, actions and how they can help;
- An appropriately diverse curriculum and range of activities and resources.

School Meals

School meals are provided from the canteen at Littletown Primary Academy, Honiton, served from our own kitchen and eaten in Beech Class with members of mealtime staff in attendance.

Children in Reception, Year 1 and Year 2 are entitled to a free school meal funded by the Government, for Nursery and older children you will be notified of the cost, currently set at £2.80. Of course all children are welcome to bring a packed lunch. If your child brings a packed lunch please mark the lunch container with your child's name. Fresh water is always available.

The preferred option for paying for dinner money is to use Parentpay. You will be given registration and log in details when your child is enrolled at Offwell. You can also pay by cash or cheque and this should be brought to school each Monday, in a sealed envelope, clearly marked with the child's name. Cheques should be made payable to Devon County Council.

All children eating a school dinner are provided with water. Please notify the school of any dietary needs, including a vegetarian diet – all dietary requirements can be catered for but these meals must be ordered in advance.

Pupil Premium Grant – important information!

This is an additional amount of money schools receive to support the education of certain children. In addition to the free meals for children in Reception, Year 1 and Year 2, older children may be eligible to receive them free if the family income is less than £16,190 per annum and the family meets certain criteria regarding benefits. If you feel your family may be eligible please do contact the office. It is important to claim for this even if your child receives free school meals under the government initiative of free meals for younger children as the school receives a considerable amount of money into the budget which will be used for the benefit of your child.

Visit <https://www.devon.gov.uk/supportforschools/services-and-contacts/free-school-meals> for details of eligibility and how to apply.

Snacks

If your child wishes to bring a snack to eat at morning playtime, fruit or raw vegetables are acceptable but please do not send crisps, sweets or chocolates. Reception and KS1 children are provided with fruit or vegetables free of charge as part of a government initiative. School provides for Nursery children.

Milk

The school works with the company 'Cool Milk' enabling your child to be offered milk on a daily basis at a reasonable price. Your child will be eligible to receive free milk until their 5th birthday and school will continue to provide free milk to your child whilst they are in Ash Class. Application forms and further information for older children are available from school.



Cool Milk



Our Staff Team

Meet the staff who work hard to look after the children:

Mrs L Legg Headteacher (Monday to Wednesday) Teaches across the school over the year. Designated Safeguarding Lead Designated teacher for Children in Care Co-ordinator of: Assessment E-mail: admin@offwell-primary.devon.sch.uk	
Mr C Thomas Acting Headteacher (Thursday & Friday) Senior Teacher Teaches in Beech Class (Years 3 and 4) Deputy Designated Safeguarding Officer Co-ordinator of: CPD, Collective Worship, Religious Education, Gifted and Talented Mentor for Student Teachers E-mail: cthomas@offwell-primary.devon.sch.uk	
Mrs S Borton Teaches in Ash class (Nursery and Reception) Early Years Foundation Stage Leader E-mail: sborton@offwell-primary.devon.sch.uk	
Miss A Phillips Teaches in Willow class (Years 1 and 2) E-mail: aphillips@offwell-primary.devon.sch.uk	
Miss C Kirkland Teaches in Oak class (Years 5 and 6) E-mail: ckirkland@offwell-primary.devon.sch.uk	

Mrs H Sutton

SENDCO

Teaches interventions throughout school



Support Staff**Mrs J Davey**

School Business Manager

Deputy Designated Safeguarding Officer

Miss L Hansford

Teaching Assistant

Ash Class

Mrs S Holohan –

Higher Level Teaching Assistant

Oak Class

Mr W Bardot

Teaching Assistant

Willow Class

PE Sports Coach

Mrs M Bryant

Teaching Assistant

Oak/Willow Classes

Mrs E Jordan

Teaching Assistant

Ash Class

Miss L Marks

Teaching Assistant

Beech Class

Mrs T Wills**Mrs Stanard**

Mealtime Assistant – Lunch supervisor

Meet our Governors

“Governing bodies are the key strategic decision makers and vision setters in every school and academy. They are also a key part of the overall system for school accountability. Governing bodies have a vital role to play in driving up school and pupil performance and ensuring that resources are used well to give every child the best possible education.”

Governors give their time freely on behalf of the school, pupils and parents, and are finding that they are assuming ever greater responsibilities. They are keen to get to know parents and welcome approaches for help and suggestions on general school matters, though are not able to deal with individual complaints. Concerns about individual pupils are best taken to the class teacher or Head Teacher.

The Governors have a regular programme of visits to school in order get to know staff and pupils, and as part of their duties of accountability for safety and standards.

Governors are appointed for a four year term of office, and serve on various committees/working parties in addition to attending full Governors’ Meetings, and having responsibility for at least one curriculum area. Minutes of Governors’ Meetings are always available in school if any parent wishes to see them.

Mrs L Legg Headteacher Committee membership: Curriculum and Learning, Resources	
Mrs J Dimond Chair of Governors Local Authority Governor	
Mr W Isaac Parent Governor	
Mrs S Kastner-Walmsely Co-opted Governor Responsible for SEND Safeguarding Governor	
Mr C Thomas Staff Governor Responsible for: Christian Distinctiveness and Social, Moral, Spiritual and Cultural & Sports (funding)	

Mr J Tristram Associate Member Responsible for: Headteacher Performance Management	
Mrs E Jordan Associate Member	
Mrs S Joy Foundation Governor	
Mrs R Bates Parent Governor	
Mr N Clarke Parent Governor	
Mrs W Isaac Parent Governor	
Mrs J Davey Clerk to Governors	
Our governors can be contacted by email: admin@offwell-primary.devon.sch.uk	

Admission Arrangements

Most children join Offwell either in the Nursery Year when they are 3, or when they start school at aged 4. From time to time children join us after this, or during the school year. Whenever your child joins us, we want their transition (and yours!) to be smooth, happy and successful. At the end of every school year we arrange 'transition days' where children spend time with their next year's teaching team in their next year's classroom. If your child joins at a different time, or would benefit from more or different arrangements, please do make sure you talk to our headteacher so suitable arrangements can be made: we recognise just how important it is that your child feels happy and confident about joining us before they actually start!

If you would like your child to come to Offwell School, it is very helpful if you inform us of this as soon as possible. We can then ensure you are kept up to date with any relevant information and we can incorporate your child into any future planning. Application should be made by January of the academic year before your child is due to join primary school. You will be notified at the end of March as to whether or not the application is successful.

As a Devon County Council Local Authority Maintained School, admissions to our Reception Year and above are managed by Devon Schools Admissions Team who can be contacted on 0345 1551019. Once your child has been offered a place, we will contact you about transition and induction arrangements. Devon County Council encourages applications to be made online. You can read about this at www.devon.gov.uk/admissions

We presently have vacancies in most year groups.

Admission arrangements for Nursery aged children can be found in the Foundation Stage Unit Prospectus.

Starting School

Starting at nursery or school is an exciting time! We hold transition days where we welcome new children before the end of the term before they join us. The intention of these is that your child is excited to join us and feels 'ownership' of 'their school' before they join.

It is helpful to us if your child is able to:

- Dress and undress, including putting on their coat and shoes,
- Use the toilet and wash their hands,
- Play games, take turns and share with others,
- Enjoy new experiences,
- Tidy away their toys and games,
- Begin to recognise his/her name and the picture next to their name on their coat peg.

Uniform

The school colour is green and we encourage all parents to send their children to school in the correct uniform. This helps to create an Offwell identity and gives our pupils a sense of belonging.

Children are expected to wear a combination of the following items:

- Green sweatshirt with the school logo
- Green cardigan
- White polo shirt
- White blouse or shirt
- Grey or black trousers, shorts, skirt, culottes or pinafore dress
- Green gingham checked or striped summer dress
- Offwell School fleece
- Offwell School waterproof coat (optional)
- Sensible black shoes



Uniform can be ordered from the website www.myclothing.com Type 'Offwell' in the search bar.
In addition, all children require

We always have a good stock of pre-loved uniform. Please let us know what size and what garment you are interested in. The PTFA hold regular pre-loved sales.

- An overall/old shirt for Art/ Technology work
- Wellington boots for Welly Walks.

Clothing for Games/PE:

- Trainers
- Dark shorts
- Bottle green T- shirt
- Tracksuit
- Swimming costume and towel – you will be notified when this is necessary
- Football boots – KS2 (when appropriate)
- Optional hoody in the school colour with logo



Please do not send children to school with football supporters' kits for PE.

In some classes PE kits remain in school for the half-term. Sometimes the children are asked to come to school already dressed in their PE kit.

All items must be kept in a clearly labelled draw-string bag or small sports bag.

IT IS ESSENTIAL THAT ALL CLOTHING, INCLUDING SHOES, IS CLEARLY MARKED WITH YOUR CHILD'S NAME.



Parent Teachers' and Friends' Association

We have an active PTFA which meets regularly. There is an Annual General Meeting at the start of the academic year when elections take place for the positions of Chair, Treasurer and Secretary. The committee raises money for the benefit of the children which is used to purchase things such as a shelter in our playground, 'special' resources requested by the classes and transport for some trips.

Amongst other fund raising initiatives events include, online quizzes, a bingo night, a very successful tea party for the whole community, an art competition, book stall, 100 Club, clothes collection initiative and helping at our Christmas dinner.

We are very grateful for the hard work and support we get from parents/carers and especially the committee.

Transport



There is a duty to provide assistance with transport to the nearest school where the distance from home to school, measured by the shortest available walking route, is more than 2 miles for a child under the age of 8, and 3 miles for a child who is 8 years of age and over.

Devon has exercised discretion and agreed to provide assistance with transport to all primary aged children who live more than 2 miles away from the nearest or designated school deemed to serve the home address. It is important you are aware which school serves your home address. Where children live within walking distance of the school (2 miles) and it is considered that the walking route to school is unsafe then transport will be provided.

Transport is sometimes provided for exceptional reasons to a school which is not the nearest or designated school (usually where the local school is full and unable to accept further pupils).

If your child is to start primary school in September you will be notified by the Admissions Team in mid-April of the school at which your child has been allocated a place. If your child is entitled to free school transport the Education Transport Team will send you a letter or email during April or May. A transport application form and Code of Conduct leaflet will be sent to you with this letter. If you require transport for your child it is essential that you return the signed transport application form.

If you have not been contacted by the end of May, or if your child is starting school at another time of year, and after reading the Primary School Transport Leaflet, you feel your child is entitled to free school transport please call 0345 155 1019

Absence from school

It is vitally important that each child's attendance at school is as close to 100% as it can be!

Obviously from time to time children are unwell, in this case we ask that parents phone the school office before the start of the day and let us know. Children who have vomiting and/or diarrhoea must be kept off school until at least 48 hours after the last episode.

From time to time, parents request absence from school for family holidays or other non-medical reasons. The Government rules prohibit headteachers from authorising holidays or other absence except in the most exceptional of circumstances. Please come and talk with our headteacher if you are considering requesting an absence from school. Forms to do so are available from the office.

Health

Please talk to us if your child has any health needs. The School Nurse is your first point of contact on all health matters. She carries out regular eyesight and hearing tests, and reports any cause for concern to the headteacher and the parents. A child may have a medical inspection whilst attending the school, and parents are invited to be present.

The School Nurse, Michelle Perryman, can be contacted at Honiton Clinic, Tel: 0333 234 1903.

The School Health Service provides advice on the health of children as it relates to their educational needs. It works closely with General Practitioners and other health professions, and may support teachers in health education aspects of the school curriculum.

We would be grateful if you would inform the school if your child has any specific medical history, so we can work together to ensure they are safe and comfortable while at school.

Medicines

We recognise that sometimes medicines need to be administered during the school day. Medicines may only be administered in the following circumstances:

- It must be absolutely essential that the dose is given during the session;
- An 'Administration of Medicines in School' form has been completed and signed by a parent and returned to the school office.

A record of medicines administered is kept in school.

Accidents and First Aid

Unfortunately, accidents do happen from time to time. If your child has a minor accident in school, he/she will be given first aid and you will be given an accident form at the end of the session. If the accident is more serious, a member of staff will contact you either by phone or talk to you when you collect your child. If the accident is one requiring professional treatment you will be contacted – for this reason it is essential that we are able to contact you, so keep us updated regarding your contact details. Staff in each area are trained.



Parking

The roads in Offwell are narrow and have no pavements. Safety of all our children is key, we therefore ask that parents park in the Village Hall Car Park and walk down whenever coming to school.

Access

Access off the A35 (signposted recycling centre) avoids the village entirely and gives direct access to the car park. When leaving, please take care and preferably avoid driving through the village.

Security on site

All visitors to school report to the main office and register with the reception. Any parent bringing a child late or collecting early from school must sign their child/ren in or out at the main office. No child will be allowed to leave during the school day without the permission of the headteacher, following a request from their parent/s, and without being accompanied by a known adult.

Parents of children in the Foundation Stage Unit drop off and collect at Ash Class. However, to promote safety throughout our site, we ask that parents wait until the end of a session/the day to enter the school gate as the playgrounds are in use by older children and classes.

Insurance

The Local Authority is insured against legal liability for any injury, loss or damage caused to pupils/students as a result of negligence on its part or that of its employees, servants or agents. Pupils/students attending the Local Authority's Schools and Colleges are not insured for personal accident benefits whilst on education premises or taking part in recognised activities outside the school or college.

Devon County Council expects all employees, pupils and students to accept full responsibility for their personal possessions, including money and to consider taking out insurance to cover any risks.

Term dates - 2025/2026 Academic Year

- Autumn Term 2025 - 4th September 2025 - 19th December 2025
- Half Term – 27th October 2025 - 31st October 2025
- Spring Term 2026- 6th January 2026 - 2nd April 2026
- Half Term – 16th February 2026 - 20th February 2026
- Summer Term 2026 - 21st April 2026 – 21st July 2026
- Half Term – 25th May 2026 - 29th May 2026
- May Day – 4th May 2026

Non-pupil days – 2nd & 3rd September 2025, 5th January 2026, 20th April 2026 and 22nd July 2026

Term dates - 2026/2027 Academic Year

- Autumn Term 2026 - 7th September 2026 - 18th December 2026
- Half Term – 26th October 2026 - 30th October 2026
- Spring Term 2027- 6th January 2027 - 25th March 2027
- Half Term – 15th February 2027 - 19th February 2027
- Summer Term 2027 - 13th April 2027– 23rd July 2027
- Half Term – 31st May 2027- 4th June 2027
- May Day – 3rd May 2027

Non-pupil days – 3rd & 4th September 2026, 5th January 2027, 12th April 2027 and 26th July 2027

**Thank you for taking the time to read the Offwell School Prospectus. We
look forward to hearing from you.**

Offwell C of E VC Primary School

Offwell,
Honiton,
Devon,
EX14 9SA

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www.offwell-primary.devon.sch.uk

Headteacher: Mrs Lorna Legg School Business Manager: Mrs Judy Davey
Acting Headteacher: Mr Chris Thomas