

Chesswood Middle School



Parent Information Booklet 2012 - 13

General Information: Contact details and school

General Information

We are delighted that you have chosen Chesswood Middle School and warmly welcome both parents and children to the school community. We have every confidence that your time with us will be both enjoyable and productive.

You should find the enclosed information useful as you prepare to transfer to this school.

We very much look forward to working in close partnership with all families in order that every child achieves his/her full potential.

Contact Details

Telephone Number: (01903) 204141/2

Fax Number: (01903) 215032

Email office@chesswood.w-sussex.sch.uk

Web address: www.chesswood.w-sussex.sch.uk

Address:

Chesswood Middle School
Chesswood Road
Worthing
West Sussex
BN11 2AA



School hours

Morning session	8.55 am to 12.30 pm
Morning break	11.05 am to 11.25 am
Afternoon session	1.15 pm to 3.15 pm

The school gates will be open from 8.30 am.

A Senior Leader will be on each gate and a member of staff on each playground. Pupils will go to their classrooms at 8.50 am.



Please be on time - but better late than never! Try not to have the children waiting on the playground too early, especially in cold or wet weather. Ten minutes before school begins is early enough. Also, if you do collect your child from school at the end of the day, please be prompt. Teachers often have to attend evening courses/meetings and there might not be anyone to supervise uncollected children.

Starting at Chesswood

The Autumn Term starts on **Thursday 6 September 2012**. Other holiday dates are as follows:

Autumn Term	Thursday 6 September 2012	Friday 21 December 2012
<i>Half Term</i>	Monday 29 October 2012	Friday 2 November 2012
Spring Term	Monday 7 January 2013	Thursday 28 March 2013
<i>Half Term</i>	Monday 18 February 2013	Friday 22 February 2013
Summer Term	Monday 15 April 2013	Friday 24 July 2013
<i>Half Term</i>	Tuesday 28 May 2013	Friday 31 May 2013

The school will be **CLOSED** on:

Tuesday 4 September 2012 (INSET Day)
 Wednesday 5 September 2012 (INSET Day)
 Monday 5 November 2012 (INSET Day)
 Monday 25 February 2013 (INSET Day)
 Friday 29 March 2013 (Good Friday)
 Monday 1 April 2013 (Easter Monday)
 Monday 6 May 2013 (Bank Holiday)
 Friday 24 May 2013 (INSET Day)
 Monday 27 May 2013 (Bank Holiday)



Staff

Leadership
Headteacher
 Mr A Jolley
Deputy Heads
 Mr I Smith
 Mr J Himsworth

Year 4 Teachers

Mrs Cossins
 Miss Jacks
 Mrs Williams
 Mrs Smith
 Mrs Walker

School Office
 Mrs Edwards
 Mrs Lycett
 Mrs Pye
 Mrs Varney
 Mr Beadell
 (Premises Manager)

Starting at Chesswood

Your First Day

On the first day at Chesswood Middle School, new pupils should arrive between 8.45 am and 8.50 am and wait on the lower school playground to be collected by their teacher. They need to remember the following items:

- ✓ PE kit (fully labelled)
- ✓ A packed lunch (if not having a hot meal)
- ✓ Personal items for work: Berol blue handwriting pen, (No biro), pencil sharpener, pencils HB, rubber, crayons

Lunch

Children can either bring their own packed lunch or order a hot meal from Chartwells. All hot meals must be ordered and paid for at least 7 working days in advance. Payment can be made online at www.mealselector.co.uk or via their hotline on 0845 6037998. Further information can be obtained through the school office.

If you want to know whether or not you are entitled to free school meals, please contact West Sussex County Council, County Hall, Chichester (01243 752173).

If you are entitled to either Income Support or Income Based Job Seekers Allowance, Support under Part VI of the Immigration & Asylum Act or Child Tax Credit (only with an assessed income below £16,190) we would be very grateful if you would complete the relevant section on the School Admission Form, even if your child does not wish to take free school meals. Any information you give us will be treated as confidential.

Once registered, families will be entitled to:

- ✓ assistance with payments for trips and residential visits
- ✓ all club activities being free
- ✓ free entry to Film Nights
- ✓ assistance with West Sussex County Service music lessons
- ✓ free school milk

Morning Break Snacks

Children are only allowed to bring in **fresh fruit or cereal bars** for their morning snack (to be kept separate from their packed lunch).

Drinking Water

Pupils have access to water via drinking fountains. However, pupils may also bring in their own water to drink, keeping strictly to the **Water Rules** as follows:

- ✓ bottles to **only contain water**
- ✓ sports top cap needed to prevent spills
- ✓ bottles must be clearly labelled with name and class
- ✓ water only to be drunk when pupils are at their places
- ✓ only drink from the bottle when the teacher is not talking
- ✓ bottles must be taken home nightly to be filled with fresh water
- ✓ water is not to be taken from classroom or toilet taps
- ✓ Drink in a responsible and polite way – don't disrupt teaching or learning



School Uniform

We are the sole suppliers of items with the Chesswood logo and these can be purchased or ordered from the School Office.



Please ensure that items of clothing worn or brought to school are clearly marked with your child's name.

Although we regularly check the lost property box and return named items to their owners, neither the school, nor the Local Authority accept personal responsibility for loss or damage to personal property.

Boys	
Trousers	Grey or black
Top	White polo shirt
Sweatshirt	Blue school sweatshirt with logo
Shoes	Black shoes or plain black trainers (no markings)
Girls	
Skirt/tunic	Grey or black (knee to mid calf)
Trousers	Grey or black full length
Top	White polo shirt
Sweatshirt	Blue school sweatshirt with logo
Shoes	Black, flat shoes or very low block heel (maximum heel height of 4cm). Boots, mules, leisure trainers or sandals are not acceptable

PE Kit

Indoors

Navy shorts and house-coloured t-shirt

Outdoors

A full change of shorts, shirts, socks and footwear is essential. Strong trainers (no studs) are essential for the appropriate games. Girls sometimes wear navy blue games skirts instead of shorts. In cold weather, a tracksuit is a good idea.

PE kits should be kept in a strong, named PE bag, sold by the School Office.

Indoors: Navy shorts and coloured house T-shirt.

Outside games: A full change of shorts, shirts, socks and footwear is essential. Strong trainers (no studded boots permissible) are essential for the appropriate games. Our girls sometimes wear navy blue games skirts as an alternative to shorts.



During fine weather indoor kit may be used for outside games. In cold weather, a track suit is also good idea which can be ordered from the School Office.

We do have a Chesswood Tracksuit that is available to order. Further information is available from the school office.

(Please note that after school football clubs will require studded football boots and shin pads).

Swimming: A swimming kit, towel and swimming hat will be required during the Summer Term for swimming lessons at the Aquarena.

Learning at Chesswood

Learning at Chesswood

Homework in Year 4

At this moment in time there is consultation ongoing regarding our homework policy

How often will tasks be set? The pupils will be given one main task per week, this will be English or maths based. Each task should take approximately 30 minutes to complete.

How long will a pupil have to complete the work? The weekly task will set on Friday to be returned by Wednesday (Department for Education – guidance).

Will pupils also be expected to do reading and other activities? Yes. Basic skills reading, spelling, understanding number and a choice of take-away tasks.

How will parents know what work needs to be done? Each pupil is given a home/school contact book. Homework should be written in this book and parents are free to make any comments in this book.

What will happen if homework tasks are not completed? It is the school view that there is a parent/child responsibility for completion of homework. The school will not punish if homework is not completed on time, however, parents will receive a communication from school if homework is not completed.

What can parents do to help?

- ✓ Check that their child has regular homework and contact the school if it appears they have not had it set.
- ✓ Ensure your child spends time reading, and write a supportive comment/reflection in the Reading Log.
- ✓ Provide a place for their child to work within the home where distractions are minimal.
- ✓ Encourage their child to do their best work and to complete tasks on time.

Can homework be completed using computers and the Internet? The use of ICT for completing homework is allowed where appropriate.

Learning at Chesswood

Study Themes for 2012/2013

At this moment in time our school curriculum is under development. However, these are our themes for the Autumn Term.

Autumn Term

Knowing me, knowing you
Rule Britannia

Schools Visits

Where possible, visits will be arranged to support the pupils' studies. To help parents plan ahead, please find below a list of proposed visits for the forthcoming year.

Please note that as arrangements have not been finalised, dates and costs may be subject to change.

Month	Activity	Approx. Cost
September	Fishbourne Roman Palace	£11.00
November	Chichester Museum	£7.00
May	Brighton Earthship	£13.50
June	Worthing Museum	£2.50



Local Curriculum Enrichment.

If there is a trip within walking distance of the school, that bears no cost, we will not seek your permission, but you will be advised of the visit, by letter.

Learning at Chesswood

Attainment and Progress Information

Autumn Term

October

Parents Evening (1) – First individual meeting with teacher – core focus on settling into the new class, building a relationship with your child's class teacher, finding answers to your questions, concerns or queries.

November

Teacher Assessment Reports (1)– Reading, Writing & Maths – these detailed reports provide every parent with a clear picture of your child's current attainment & progress and, most importantly the things they need to do next to improve.

December

Parent Child Conference (1)– This is a great opportunity for you sit with your child and review their learning so far – their successes (let them show off a bit!), their frustrations and the things they believe they need to do to improve. This helps many parents prepare for the next parents evening (**Class teachers are not available during the parent child conference, however senior leaders are**)

Spring Term

January

Parents Evening (2) – Second individual meeting with your child's class teacher – core focus attainment and progress – teacher assessment reports; attitude, creativity, relationships & organisation

March

Teacher Assessment Reports (2)– Reading, Writing & Maths

Summer Term

April

Parent Child Conference (2)

May

Foundation Subject and Personal Pupil Report (1) – This report is designed to provide parents with personal information about your child since September in terms of Attitude, Creativity, Relationships and Organisation. It also provides a summary of their attainment in each of the foundation subjects e.g. History.

July

Teacher Assessment Reports (3) Reading, Writing & Maths

Parent Child Conference (3)

Attainment & Progress Report (1) Reading Writing & Maths – this report provides parents with all necessary information to know their child's attainment and progress from SAT tests and compare with outcomes as judged by the teacher in the classroom.

Parents Evening (3) – Third individual meeting with your child's class teacher – core focus attainment and progress – teacher assessment reports; attitude, creativity, relationships & organisation.

Responsible Internet Use

As part of our ICT curriculum enhancement, we provide supervised access to the Internet, including e-mail and the school's Virtual Learning Environment (Moodle). Every effort is taken by the school to ensure that pupils are only able to access suitable materials and our Internet Service Provider operates a filtering system that restricts access to inappropriate materials. However, there is always a risk that pupils will access inappropriate materials. Whilst every reasonable step has been taken to limit that risk, the school or County Council cannot be held responsible for pupils' misuse of the internet and pupils will be accountable for their own actions.

We reserve the right to monitor any pupil's use of the Internet and email at school if misuse is suspected. When pupils join our School, they will be asked to sign and agree to the rules listed below. These rules will keep everyone safe and help us be fair to others.

- ✓ I will ask permission from a member of staff before using the Internet;
- ✓ I will use only my own login and password, which I will keep secret;
- ✓ I will not access other people's files;
- ✓ I will use the computers only for school work and homework;
- ✓ I will not bring floppy disks, USB pen drives, CDs/DVDs into school unless I have permission;
- ✓ I will only e-mail people I know, or my teacher has approved;
- ✓ The messages I send will be polite and sensible;
- ✓ I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- ✓ To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- ✓ I understand that the school may check my computer files and may monitor the Internet sites I visit;
- ✓ I understand and will abide by the 'Responsible Internet Use' policy.

Behaviour at Chesswood

Promoting Good Behaviour

Chesswood Community Code

Courtesy, care and kindness are vital – all of the time!

Hold high expectations and “be the best you can be”

Enjoy Learning anywhere and everywhere – Have fun, be creative

Smile and be happy – it’s infectious!

Strive to go the “extra mile” – work hard and persevere

When things seem hard work, don’t worry – Get help from the Chesswood team

Offer your help and time willingly – You’re in the Chesswood team

Opportunities are there for all in life – Seize them and make the most of yours!

Dream, Aspire & Achieve – Let no one steal your dreams!

The best means to secure discipline in school is to establish well-structured work habits, supported by clear organisation and rules and by establishing good working relationships between parents, teachers, ancillary helpers and children. We offer consistent rules throughout the school and these are brought home to the children frequently. A list of our rules is on display in each classroom.

We try to reward and praise the children's efforts whenever we can. The weekly ‘celebration’ assembly, post cards home and house points are powerful incentives to do well. In cases of more serious or unusual problems, parents are contacted as a first, rather than last, resort. Our Behaviour policy is currently available via our website or on request.

When damage or loss occur to school property or equipment, the school reserves the right to ask the parents of the child involved to contribute towards the costs incurred, depending upon the circumstances in which the loss or damage took place.

Detentions: Detentions may be given during or after the school day, depending on the issue. If a child is given an after school detention (most unlikely we hope!), we will write/or contact you by phone 24 hours in advance and ask for your consent. We cannot stress enough the need for both the school and families to co-operate in supporting pupils concerned to improve their behaviour. Our full Behaviour policy is available to view on our school website.

Health and Safety

If your child has any medical problems, e.g. hearing or speech problems, special dietary needs or conditions such as asthma, please ensure that you list this on your admission form.

From time to time, the school nurse may call your child for a medical examination. You will receive prior written notice of this and you may like to be present. Other inspections of teeth, hearing or eyesight occur from time to time and you will be notified of any significant outcome.

Accidents/Illness during school hours

First Aid: Most of our teachers and teaching assistants have been trained to administer First Aid. We also have a team of appointed First Aiders within the school who will attend to the children, should they feel unwell/get hurt. When out on a school trip, there will always be a named First Aider to accompany them, and we will insure that all inhalers/medicines are also taken.

Should we need to contact you during the day, please make sure that we know where we can contact you, or with whom we can make contact, if you are unavailable. It is the parent's responsibility to keep this information up to date. We do not request updates after initial admissions form.

Medicines

If your child is ill, he/she should be kept at home.

Prescribed medicines

Your child will not be given medicine unless prescribed by a Doctor and in the original packaging with the 'Pharmacy Label' stating dosage. Parents must complete a 'Request to Administer Prescribed Medicines', prior to the school administering medicines (available online or from our school office).

Paracetamol can only be administered to pupils in Year 7 and only if written consent has been given. School staff cannot administer any other **non-prescribed** medicines.

Inhalers are kept in the medical room but pupils may access them at any time. Inhalers should be clearly named. Parents are responsible for ensuring that inhalers are full and have not passed their expiry date.

School Nurse

If you have any health concerns regarding your child, the School Nurse is always very happy to speak to parents. She can be contacted on 01903 843825.

Head Lice

We, like other schools in the area, suffer from the occasional epidemic of head lice. When it is known to be a problem in a class, a standard letter is sent to all families of the class concerned. The letter contains advice and how free Bug Buster kits can be obtained. If your child is found to be playing host to these unwelcome visitors, you will be contacted and asked to treat his/her hair. Please do not send your child back unless treated appropriately.

Extra Curricular Activities

Extra Curricular Activities

A list of the activities available will be circulated each term, and parents will be asked to fill in a consent slip for their child to take part in their chosen clubs. Activities marked with an asterisk (*) are free to those children registered for Free School Meals. However, should a child's club attendance fall below 75%, (when school subsidised) the school will not allow the child to attend any paying club the following term.

Being a middle school, we consider it important for pupils to learn to be responsible and convey specific club messages and arrangements between the club leaders and their family. We will communicate general club news via the newsletter and web site if and when known in advance (i.e. club cancellation). However, if a club has to be cancelled at short notice, we will contact parents via Parentmail text. The children will be supervised in school until the time the club would normally end unless you are able to pick them up.

Children will only be allowed to stay on in school if they are attending an after school club or if their sibling is attending a club and they need to wait for them. In which case, we need parents to fill in a 'Permission to stay in school' form (available from office or online). They will be allowed to use the ICT suite.

Music Lessons

We have many pupils who receive lessons for various musical instruments. **Keyboard, drums and guitar** lessons are arranged through the school. Payment is required before the start of each term. The cost is approximately £50 for keyboard, £50 for drums and £50 for guitar. Letters will be sent giving more information. If you would like your child to be considered for lessons, would you please complete and return the form at the back of this booklet, to the school office.

Clarinet, flute, saxophone, trumpet/brass and violin lessons are arranged through the County Music Service. Payment is approximately £71 a term. There is a free entitlement for certain instrument lessons, arranged through the County Music Service, for students eligible for Free School Meals or for families receiving Income Support or Income-based Job Seekers Allowance. If your child is interested in learning one of these instruments, please pick up the relevant forms from the school office. These forms will need to be sent straight to County Hall.

You also need to know

Absences and Lateness

Absence: Please telephone the school before **9.15 am** on the **first day** to inform us of the reason for the absence. A message left on the answer phone is fine, and it is not necessary to phone every day, unless the absence lasts more than 3 days. If parents keep us informed, it is not necessary to send a note to the teacher when your child returns to school. After 9.00 am absent children not marked in the register, **must** speak to office staff, prior to going to class.

Lateness: Please ensure that your child is on time for the start of the school day. Registration time is when teachers give instructions for the rest of the day and pass on relevant information. It is important for children to be present at this time of day. Children who are late regularly will be referred to our Education Welfare Officer who will offer support to help them be on time.

Entering classroom: 8.55 – 9.05 – Late
9.05 onwards – Absent for session

Request for Absence during School Time: Parents taking their child out of school will need to fill in a form, 'Request for Absence in School Time' available from the school office and online. Absence for a holiday is discretionary, not an automatic entitlement and can only be authorised by the headteacher. When 2 parties are responsible for the child's care, it is for them to liaise and agree between themselves if they're happy for the headteacher to authorise the absence.

Access to Information

Parents have the right of access to any official records held by the school for your child. Should you wish to view your child's records, we need to have your request in writing. Records will be available one working day after we have received your request, as all relevant documents need to be collected from the teaching staff.

Car Parking

Parents are not allowed to use the car park when bringing or collecting their child from school. Similarly, cars **must not** be parked on the zigzag markings outside the front of the school – even if you see others parking, please do not think it is okay.

Concerns and Complaints

The school has a policy for dealing with complaints. A copy of this is available on the school website. We urge parents to pursue issues of concern.

In the first instance if you have a concern, please consult your son/daughter's class teacher. If not satisfied with the outcome, please discuss the issue with the Year Leader. If you still have further concerns, please talk to a member of the Senior Leadership Team.

Concerns email – concern@chesswood.w-sussex.sch.uk

You also need to know

Crossing Chesswood Road

We are extremely fortunate to have a light operated crossing on Chesswood Road. Please ensure your child to uses this where appropriate.

Cycles

Scootering:

All children are welcome to scoot to school on the understanding that they abide by the following guidelines:

- Have fun and enjoy scootering
- Give way to other people walking at all times
- Keep yourself and others safe – travel at a sensible speed and stay in control, keep off the road.
- Expect the unexpected – people stop and change direction without notice – be ready to stop – always.
- Scoot into cycle compound, park scooter, leave compound – do not play on or with other children's scooter or cycle – this often leads to trouble including accusations of breakages which is very upsetting for all

Cycling:

Once again, all children are welcome to cycle to school subject to their parent's making a decision on whether or not a child is able to cycle safely to and from school, alone or accompanied by an adult. In addition the following guidelines should be followed:

- Have fun and enjoy cycling
- Keep yourself and others safe – Helmet & Cycle safety checks
- Remember cycling on a pavement is against the law and can cause significant issues for those walking.
- Walk with cycle at all times when on school grounds
- Park cycle in compound, lock it, leave compound – do not play on or with other children's scooter or cycle – this often leads to trouble including accusations of breakages which is very upsetting for all.

We would strongly recommend that for children to cycle to school without adult supervision they should have secured the bikeability award Level 2 which is specifically designed to support children's safety on roads - <http://www.dft.gov.uk/bikeability/>

Please remember that we will try to address any damage or theft of children's equipment, through our school behaviour policy, but we cannot be held liable for theft (theft may, however, lead to police involvement) or damage.

Disclaimer

On occasions, we are requested to circulate information about activities, courses or events that are organised by agencies outside of Chesswood Middle School or WSCC. This is sometimes done via our newsletters. By providing this information, we do not necessarily support or recommend the advice, products or services offered, nor the organisations offering them. Individuals should satisfy themselves on the suitability of any of the advice, products or services and on the nature and standing of these organisations.

You also need to know

Insurance

Parents must note that children are not insured by the County Council, or the school, for any injury, loss or damage sustained while at school, or whilst engaged in any school related activity. The one exception to this is for residential journeys and educational visits where a policy is taken out by the school.

Injury, loss or damage sustained at school, or whilst engaged in any school related activity (other than during a school trip) cannot be claimed for, unless such injury or damage has been caused by the negligence of the School, whereupon a claim should be made against the County Council's public liability policy.

If parents wish to take out insurance to cover all other risks, it is for the Parents themselves to organise a private arrangement with an insurance company.

The County Council recommends a 'Personal Accident to Pupils' insurance policy, details of which are attached at the end of this booklet. If you are interested in taking out this insurance cover for your child, please complete the reply slip at the back of this booklet and we will send you an application form.

Please note that there might be instances when pupils travel with other parents in private cars, for example to after-school away football matches etc. Injury or loss suffered whilst in a motor vehicle will be dealt with by the driver's motor insurer.

Parental Help in School

The support and help we receive from parents in school is invaluable. Parents help us with practical lessons, accompany classes on school trips, help in the library, hear readers, and do many other tasks such as book covering and so on. If you are able to help us in any way, please let us know by completing the helping in school form in your admissions pack. You will be very welcome.

Parents who regularly help in school will be asked to complete a Disclosure Application Form to enable us to guarantee they are suitable for working with children.

Parents may also have professional knowledge and expertise that teachers may not have and we have often called upon parents to talk to children or provide us with additional materials.

We hope that all parents will find time to spend with their child for reading, learning spellings and number bonds. Attached to this document is a hand-out which we hope parents will find useful when hearing their child read.

Mobile Phone

We do not recommend mobile phones in school, however we recognise parental anxiety and we need to work at a reasonable compromise, so here are a few simple rules:-

- ✓ Find the cheapest least trendy phone to avoid theft.
- ✓ Switch off on school premises.
- ✓ No multifunction e.g. photos, internet and music.
- ✓ Recognise loss and theft is a real risk (the school cannot be held accountable but will maintain an interest).

You also need to know

Personal belongings

Jewellery: Children who have had their ears pierced may wear **one ear stud in each ear**, but otherwise no jewellery, apart from wristwatches, should be worn to school. This rule is for safety reasons, as well as to prevent loss of expensive articles. Earrings and wrist watches must be removed for PE lessons.

Lost Property: Neither the school, nor the Local Authority, accept personal responsibility for loss or damage to personal property, however caused. Any found item will be put in the lost property box (clothing) or handed in to the school office (any other item). Named items usually find their way back to their owner. Unclaimed and unnamed items of lost property will be kept for a minimum of two weeks and then disposed of.

Policy on Charging for Activities

Legislation has been designed to ensure that all aspects of a child's education are provided free of charge. This legislation was largely directed towards secondary schools where field trips, some residential, are an integral part of GCSE work (i.e. Geography).

However, it should be made clear from the outset that the trips we organize **cannot go ahead unless covered by parental contributions**. We have no income of our own to commit to these visits. For each trip you will receive written notification. Where a parental contribution is necessary, you will be informed of the proposed cost before the visit is confirmed.

Families experiencing financial hardship are asked to contact the Phase Leader in confidence. We often arrange contributions by instalments to assist with more substantial payments, such as residential trips.

When damage or loss occur to school property or equipment, the school reserves the right to ask the parents of the child involved to contribute towards the costs incurred, depending upon the circumstances in which the loss or damage took place.

Premises

Please note that **dogs** are not permitted on the premises and that the whole site is a '**No Smoking**' area. Please do not wait at the school gate entrance before or after school with a dog – as congestion and activity can and does lead to 'snappy dogs'.

Pupils Waiting Outside School

Children should not wait outside the school unless there is another pupil or an adult they know with them. Generally most children are collected from school. However, when pupils stay to an after school club, they might find that they are left waiting alone. If this happens, they must come back into the school and wait in the front entrance until they are collected.

Religious Education

The work done in RE has largely a Christian emphasis. If, due to religious beliefs, you wish to withdraw your child from religious education lessons and assemblies, please contact the class teacher.

Visitors

We expect all visitors, including parents during the school day, to use the main entrance and to report to reception. Your cooperation in this matter will be greatly appreciated.

Additional Support

Additional Support

Action Against Bullying Support Line

The Action Against Bullying Support Line is now available on: 0845 075 1010. Calls will be handled through trained staff members who will provide information and guidance, and referral to other specialist services, including the West Sussex Bullying Caseworker.

Childcare

The Family Information Service provides information to parents about what is available in their area. They are able to assist parents with a wide range of issues. Please contact them on 01243 777807 or visit their website www.familyinfoservice.westsussex.gov.uk

Children with Caring Responsibilities

Thousands of children and young people in West Sussex help to care for a relative who has a long-term illness or disability. The Children with Caring Responsibilities Team offers support to individuals in various ways. They welcome referrals from anyone. They can be contacted on 01903 236562.

West Sussex Parent Partnership

This service provides advice and guidance to the parents of children who have special educational needs. Their aim is to help parents communicate with schools, the Local Education Authority and voluntary organisations. They can be contacted on 0845 0751008 (Monday to Friday, 8.30am to 5.00pm).

Parents Hearing Pupils Read

The West Sussex Reading Project has considered the development of reading and has identified five phases. This may help you to trace your child's reading behaviour and to give the best possible help.

PHASE	CHILD'S BEHAVIOUR	ADULT HELP
1) Role-play Reading	<ul style="list-style-type: none"> ▪ Tells familiar stories to themselves, others or their toys in their own words using pictures. ▪ Is aware that print carries story. ▪ Concentrates for an increasing time while looking at a book/ listening to a story. 	<ul style="list-style-type: none"> ▪ Allocate a special time for reading. ▪ Spend time discussing pictures first. ▪ Run finger along under words. ▪ On a second reading, invite the children to join in and leave gaps. ▪ Let the child hold the book.
2) Emergent Reading	<ul style="list-style-type: none"> ▪ Begins to join in with familiar stories. ▪ Joins in with repeated sections. ▪ Enjoys and comments on pictures. ▪ Is not yet focusing on print. 	<ul style="list-style-type: none"> ▪ Invite the children to join in on second reading. ▪ Let the child tell their version. ▪ Encourage prediction of future events. ▪ Discuss the story in a familiar text. ▪ Draw attention to clues: pictures, context, first sounds.
3) Early Reading	<ul style="list-style-type: none"> ▪ Focuses on print, matches spoken words to written words. ▪ Has an increasing 'sight vocabulary' (automatic recall) of high interest words. ▪ Uses initial letter clues as well as picture clues. ▪ May read on regardless of sense/ nonsense. 	<ul style="list-style-type: none"> ▪ Praise and support all attempts and take over reading if the child may otherwise lose the meaning. ▪ Discuss and re-read tricky parts. ▪ Encourage child to find high frequency words in familiar stories, eg the, and, he, she, it, in, etc.
4) Developing Independence	<ul style="list-style-type: none"> ▪ Takes over from adult on first reading. ▪ Uses a variety of cues. ▪ Has a growing useful 'sight vocabulary'. ▪ Is able to read independently at times. 	<ul style="list-style-type: none"> ▪ Give child time to self-correct and work out words. ▪ Ask increasingly rigorous questions to ensure the child is reading for meaning, not just accuracy. (High priority is given to comprehension in English SATS). ▪ If a child becomes bored with a longer text, read alternate pages or take over.
5) Independence	<ul style="list-style-type: none"> ▪ Reads and listens with sustained concentration. ▪ Uses punctuation to inform their reading. ▪ Approaches new texts confidently. ▪ Uses reading in own learning. ▪ Talks about plot, character, setting, significant aspects of the text. 	<ul style="list-style-type: none"> ▪ Ask for predictions. ▪ Discuss storylines, characters, likes and dislikes, etc. ▪ Ask questions to develop understanding/ideas further.