At Northchapel School we:
Nurture every child’s self esteem
Build their self confidence
Provide the best teaching and learning
To produce high achievers through creative learning

Children “I have high expectations and I approach learning with a positive attitude.”

Ofsted 2011
“Pupils’ behaviour is outstanding and they have an excellent understanding of healthy lifestyles and how to stay safe.”
“Children get off to a good start in Little Oaks and reception. “Pupils’ attainment in English and Mathematics is above average overall.”

Ofsted 2011
“Teachers have high expectations of pupils and their explanations and questioning successfully promote learning.”

Northchapel Primary School is a good school, it successfully places itself at the heart of the community and valued by it.”

Parents and Northchapel Community
“The children’s and staff’s needs are met and everyone is supported and challenged.”

Staff
“We recognise every child’s ability, develop their uniqueness and nurture high achievers.”
Welcome to Northchapel Primary School and Little Oaks Pre-School

We would like to warmly welcome you to Northchapel. Our school serves a wide rural catchment area in an environment of outstanding natural beauty, lying within the South Downs National Park. Our outstanding pre-school, ‘Little Oaks’, serves children from two to four years whilst the Primary School serves the older children from four to eleven.

**Our Values and Ethos**

We are very proud of our school, our children and their successes. We believe that this small school is special and the relationships we develop with our children and their families enable us to create a friendly, caring and supportive atmosphere. Our aim is to produce high achievers through creative learning. Our key values are to nurture every child’s self-esteem, build their self-confidence and provide the best teaching and learning. We have high expectations for behaviour and promote six key behaviour values: co-operation, kindness, honesty, respect, helpfulness and politeness.

**Our Curriculum**

At Northchapel, children in our Reception Class (Oak Class) follow the Early Years Foundation Stage Curriculum working towards the Early Years Outcomes and children in years 1 to 6 follow the new National Curriculum as directed by the Department of Education. As well as this, intertwined throughout all our learning is spiritual, social, moral and cultural development, including learning and practising fundamental British Values. We value all the work we do as a credited “Healthy School”, “Eco Bronze School” and through the development of “Forest Schools”.

**Our Facilities and School Community**

We have our own enclosed swimming pool in which all children swim weekly from Easter to October. For a small school we run a very wide range of exciting extra-curricular clubs and opportunities as well as whole school curriculum events such as Book Week. This year (2016-17) we want to have a more global feel and link with other schools in the UK and across the world to further develop our learning.

At Northchapel, we consider each member of the school to be an important part of our community. There are many opportunities for the older children to look after the younger ones and there is an expectation that everyone takes pride in the achievements of each member of our learning family. This team spirit means that the children develop the confidence to tackle new challenges and set themselves more inspirational goals. We firmly believe that this atmosphere of kindness leads to confidence and this in turn nurtures success.
Teaching and Learning

Our Northchapel family is focused on creative teaching for independent learning and enjoys a reputation for high standards, outstanding behaviour and memorable experiences. We value Forest School Learning and use part of the local woodland near the school weekly for Forest School opportunities. Each term every class has two full days of Forest School time with our qualified Forest School teachers. We are already seeing the benefits across the curriculum in their learning and motivation gained through Forest School.

We also use specialist teachers to ensure our children have the best learning experiences. This year we are using South Coast Sports Coaching to teach PE and dedicated swimming and music teachers. We are also working with Kids Run Free charity to promote a healthy lifestyle through Kids Marathon. Each week all our children take part in running, laps are logged by our Sports Leaders from Year 6 and each of our children are aiming to have run a marathon or half marathon by the end of this year. In 2015-2016 60% of children at Northchapel ran a marathon; this academic year we would like to increase that figure.

We are associated with Tesla Teaching School Alliance which supports initial teacher training and continuing professional development for teachers. We work closely with 15 other schools in our Rother Valley Locality to give children enrichment experiences.

We therefore readily introduce you to our learning community through the pages of this prospectus. Do come and see us learning through fun!

Kind Regards

Helen Coleman
The Northchapel Way

We want every child in our Northchapel family to:

- Be confident and believe in themselves. They will know their own strengths and areas for development. They will accept that mistakes can happen and can be a good thing. They are prepared to take risks in their learning and be the best they can be.

- Be aware of their own physical health and mental well-being with the benefits of regular exercise, healthy eating, regular drinking of water, and the appropriate amount of rest/sleep to lead a healthy lifestyle in the future.

- Be responsible, able to learn independently and as part of a team. They will have the ability to both win and lose graciously. They will be encouraged to become actively involved in our thriving school community.

- Have the opportunity to develop their potential as fully as possible, through experiencing a broad, rich and balanced curriculum learning journey. They will be encouraged to be enthusiastic about their learning and learn through first-hand experience whenever possible.

- Have acquired good basic skills in English, Mathematics, Science and Computing.

- Have developed an awareness and appreciation of their own culture and heritage and that of the wider world. Be respectful of other races, religions and disabilities and become responsible citizens in our local and global communities. Recognise that everyone is unique and special!

- Make the most of the school grounds and the stunning local environment. They will develop an understanding of and respect for the natural world and their place in it through forest schools and they will develop a sense of responsibility for a sustainable lifestyle.

- Learn excellent behaviour skills; to be polite, kind and considerate at all times. They will be encouraged to enjoy their learning time.

- Have developed good thinking skills. They will know how to learn, what sort of learner they are and how they learn best. They will have built good ‘Learning Power’.

- Learn how to keep themselves safe including road safety, e-safety and personal safety. We aim to develop good emotional understanding so children know how to deal with anxiety and stress.

- Have memorable experiences that last a lifetime!
**Our Team**

### Teaching Team
- **Mrs Helen Coleman**  
  Headteacher  
  Designated Safeguarding Lead  
  Oak Class Teacher R/Y1  
  Deputy Safeguarding Lead  
  Senior Teacher and Rowan Class Teacher Y1/2  
- **Miss Deborah Coggin**  
  Willow Class Teacher Y3/4  
- **Mrs Ann-Marie Bahaire**  
  Oak Class Teacher R/Y1  
  Deputy Safeguarding Lead  
  Senior Teacher and Rowan Class Teacher Y1/2  
- **Miss Alex Ruxton**  
  Willow Class Teacher Y3/4 and Forest School Teacher  
- **Mrs Daioni Shuter**  
  Beech Class Teacher Y5/6  
- **Mr Jon Eddy**  
  Special Educational Needs and Disabilities Co-ordinator (SENDCo) and Forest School Teacher  
- **Mrs Julia Edwards**  
  Higher Level Teaching Assistant  
  Teaching Assistant Rowan Class  
  Teaching Assistant Beech Class  
  Teaching Assistant Willow Class  
  Teaching Assistant Oak/Beech  
- **Mrs Julie Gibbs**  
  Teaching Assistant Oak Class  
- **Mrs Wendy Francis**  
  Mrs Karan Boddy  
  Mrs Michelle Falkner  
  Mrs Caroline Kirby  
  Miss Amy Smith  

### Peripatetic Teaching Team
- **Mrs Anneli James**  
  Music Teacher  
- **Mr Keith Shilcock**  
  Guitar Teacher  

### Little Oaks Teaching Team
- **Miss Sharon Hill**  
  Supervisor  
- **Mrs Sarah Sewell**  
  Assistant Supervisor  
- **Mrs Wendy Campion**  
  Assistant  
- **Mrs Patricia Clifford**  
  Assistant  
- **Mrs Lauren Phillips**  
  Assistant  

### Support Team
- **Mrs Sarah Barnwell**  
  School Bursar  
- **Mrs Kate Fenney**  
  School Administrator  
- **Mrs Suzanne Smith**  
  School Administrator  
- **Mr Stuart Boddy**  
  Premises Officer  
- **Mrs Kay Fagg**  
  Cleaner, School Crossing Patrol Officer and Lunchtime Supervisor  
  Lunchtime Supervisor and Cleaner  
  Lunchtime Supervisor  
  Lunchtime Supervisor  
  ICT Technician  
- **Miss Lucy Fagg**  
- **Mrs Georgina Murphy**  
- **Miss Fleur Coombes**  
- **Mr Phil Angell - JSPC**


**Our Governing Body**

Governors are one of the largest volunteer forces in the country and have an important part to play in raising school standards. School governors provide strategic leadership and accountability in schools. Governors appoint the head teacher and deputy headteacher. It is governors who hold the main responsibility for finance in schools, and work with the headteacher to make the tough decisions about balancing resources. The role of the governing board is a strategic one; its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the headteacher (a critical friend)

**Governors at Northchapel**

Mrs Anthea Martin-Jenkins  
Mrs Rosanne Corbett  
Dr Andrew Tate  
Mrs Helen Coleman  
Miss Deborah Coggin  
Mrs Julie Gibb  

Mrs Alison Harris  
Mr Andy James  
Mrs Heather Lucas  
Mrs Elaine Brown  

Chair of Governors/LA Governor  
Vice Chair of Governors  
LA Governor, Premises and Safety  
Headteacher  
Staff Governor and Safeguarding  
SEN & Non-teaching Staff Governor  
Parent Governor  
Co-opted Governor and Finance  
Co-opted Governor  
Associate Governor
School Clubs

We pride ourselves on the range of extra-curricular activities before, during and after school, each run under the supervision of a teacher or qualified adult. There is no charge for most clubs run by staff, but there will usually be a charge for those led by outside providers.

Activities offered include:

- **Judo** – run by an outside Judo coach on a Monday morning
- **Breakfast Club** – this runs on Tuesday and Thursday mornings from 8.15am to encourage children to have a healthy breakfast. £1 per child per session
- **Football and netball** – teams work towards competing against other local schools
- **Swimming** – confidence club runs during the summer term after school
- **Gymnastics** – run by a gymnastics coach on Wednesdays after school
- **Art** – run by our own teachers
- **Piano/singing/saxophone/guitar and clarinet lessons** available with our peripatetic music teachers – lessons are paid for termly
- **Choir** – run by our music teacher, the choir perform at our Summer Concert and other events during the year
- **Dance** – runs in the Spring Term and then we take part in the Rother Valley Dance Festival
- **Textiles/Felt Club** – Autumn Term
- **Lego** – construction and building for children in Y1-3
- **Book club** – children are selected each term to come to this club at lunchtime, they read a chapter at home each week then discuss in the club
- **Goblin Race Car** – runs during the Spring and Summer and we race our own kit racing car at Goodwood race track.
**Home School Partnership**

Although we can do many things to inspire and challenge our children, we cannot do it alone. The partnership between home and school is vital in ensuring our children are able to do their very best and learn to their highest potential and you will be invited to many events during the year. Day to day contact is maintained through the Home Communication books in Oak and Home School Diaries in Rowan, Willow and Beech Classes. A weekly newsletter called the Friday Flyer will update you about activities, dates, information, community events, open days, workshops, messages and all the other things that make our school an exciting, fulfilling place to be. You can opt to receive the Friday Flyer as a paper copy or have it emailed to you weekly. We also communicate via a text to parent service and via email.

Once a fortnight we hold a sharing assembly on a Friday afternoon at 2.35pm for parents to share in the learning of each class. Extended families are welcome to join us for these assemblies. Each year we also hold services in our local church, St Michaels, to which families are very welcome to join the school community – Harvest (last weekend in September), Christingle Carols (last day of the Autumn Term) and Easter (last day of the Spring Term). We also hold a special assembly on the last day of the Summer Term hosted by our Year 6 Leavers as a celebration of the year and their time at Northchapel. These are always very special occasions for the children and whole school community.

**Helping in school**

We are grateful for help given by parents, on a regular or occasional basis. There are many activities undertaken in school which would be extremely difficult to organise without the help of parents. Parents currently help with activities such as hearing children read and discussing their books, playing maths games, helping with art related activities, cooking, visits, Forest School, support for swimming and preparing for public performances. When offering to help in school, your Class Teacher is the best point of contact. If you become a regular volunteer you will need to complete a Disclosure and Barring Service (DBS) check.

**Homework and home reading**

Our homework policy (found on the website) sets out the work expected at home of children in each year group. We ask all parents to support us by reading regularly with their child. Younger children will bring home a book each day from our Reading Scheme (Oxford Reading Tree). Books are changed regularly in school. Once a child has completed the reading scheme and has developed confidence as a reader they then select books from the school library to bring home. In school, children receive housepoints each week for home reading. We feel regular reading with parents is vital for every child to develop a love of reading and to help them make good progress. We also ask parents to support children with learning times tables and spellings on a weekly basis. The expectations for the end of Year 6 are now significantly higher and children will need to work on tables and spellings at home throughout all year groups to enable them secure these important skills.
Parent Teacher Association (PTA)

We are fortunate to be supported by a keen and energetic Parent Teacher Association made up of staff, parents and friends of the school.

All parents are automatically members of the Parent Teacher Association at whatever age their child joins the school. You are welcome to come to all meetings of the Association and encouraged to help at and attend the varied social and fund-raising events.

Meetings take place at least once a term. Smaller working groups get together to organise specific events. It is a good opportunity to use the talents and skills of the community to benefit the children and to make new friends.

The PTA organises a number of exciting fund-raising events throughout the year as well as social events for both children and parents.

Examples of events and activities organised by the PTA include:

- Summer Fayre
- Christmas Fayre
- Whole school Christmas lunch with Father Christmas
- Christingle making for the Christingle Carol service
- Paying for coaches to support the annual whole school trip to the Pantomime in Guildford
- School Discos and film nights
- Sponsored events for the children – Skipathon, wheelathon
- Raffles at Christmas Play performances
- Refreshments for many school events
- Bingo nights and quiz nights for parents and friends
- 5K run – using our lovely local woodland
- Second Hand Uniform stalls

A lot of commitment and energy are put into not only raising funds but also providing extra activities and resources that make life at Northchapel Primary School so special. However the fundraising has been a huge support to the school in recent years. Funds have helped to pay for new laptops and Learnpads which are used daily in school, supporting the cost of coaches for trips to give every class the opportunity to enrich their learning, provision of resources for Forest School and extra topic resources. Funds from the PTA have also been used to purchase new books for the library and to extend our reading scheme. We are currently raising funds for the project to develop the outside area behind our Early Years and Key Stage 1 classrooms.
Our Lovely Grounds

Northchapel Primary School was originally built in 1916, modernised during the 1960’s and this year we refurbished the preschool, Oak and Rowan classrooms as part of our centenary celebrations. There are two tarmac playgrounds and grassed play areas which include seating, climbing equipment and a tyre park giving children space to climb, play and develop physical confidence. Good use is made of the beautiful village green opposite for sports and events. The school also boasts a community swimming pool in which all children have the opportunity of learning to swim – a wonderful asset to the school. Our school environment is certainly one we are proud of. In 2016-2017 we are going to redevelop the area behind our preschool, Oak and Rowan classes. This area had to wait while the building work was completed but is now our priority for improvement. We would also like to develop a wildlife garden this year and look to enable more gardening space for children to be able to grow their own food.

Pupils with Additional Educational Needs

At Northchapel School we aim to recognise and accept responsibility for meeting the needs of all children including those with Additional Educational Needs. We believe in working in close partnership with parents and involving them at all stages when Additional Needs Support is required. An even closer home school partnership is essential to properly support children with additional needs.

Our Special Educational Needs and Disabilities Coordinator oversees the work of the individual child and monitors their progress along a structured programme supported by the Class Teacher or Teaching Assistant. Personal Learning Plans (PLPs) are written in conjunction with parents and staff and parents are given copies. When necessary, advice and support is requested from the Rother Valley Inclusion Hub and other outside agencies. A copy of our Local Offer and SEND Report can be found on the website.

More Able Children

We identify carefully the nature of each individual’s ability. ‘Able’ and ‘Gifted’ children are usually identified through evidence of their achievements at school and at home and their strengths noted on our Able Children Register. Plans and schemes of work devised by the Teachers make reference to ways in which the needs of very able pupils will be met. Tasks are readily adapted to ensure that they contain sufficient challenge and that they enable children to demonstrate what they know, understand and can do.

Inclusion and Equality

The School has an Accessibility Plan which enables full access to the curriculum by all children. The school is fully inclusive and we do all we can to provide the best learning environment appropriate to the child. Any case of disability will be considered individually with advice from the family, outside agencies and County support. Our Single Equality Plan details how we aim to ensure equal opportunities for all and to ensure nobody is discriminated against for any reason.
Our Uniform

**Autumn/Winter /Spring**
Grey skirts or pinafore, shorts or trousers
*Navy blue sweatshirt/cardigan – school logo* -available from the school office
White polo shirt or blouse
White or grey socks / grey or black tights
Black or navy blue shoes with flat heel
Navy fleece for outside use - optional
Wellies
Waterproof trousers
Warm waterproof coat

**Summer**
As winter or

Blue and white checked dress
White polo shirt
Black or navy blue closed-in sandals with flat heel, worn with socks

**PE Kit**
Navy blue or black shorts and black or navy jogging bottoms
*Yellow School PE T shirt – school logo -available from the school office
Plimsolls or trainers for outside activities
*PE bag - available from the school office
Girls – one piece swimming costume
Boys – swimming trunks/lycra swimming shorts – not baggy beach style swimming shorts
Swimming hats are worn by all children in the pool and are provided by the school

*Book Bag (Reception – Year 2) – first one is given free on joining the school
*These items are available from the school office and carry a school logo, which help with unity and safety during school trips. It is expected that families will endeavour to buy these items from school.

**Jewellery**
For reasons of safety and security, jewellery must not be worn to school, the exceptions being small studs and watches. Children must take responsibility for looking after these items.
West Sussex regulations concerning the wearing of jewellery in physical education lessons state: “Jewellery of any kind must not be worn during any PE lessons.” The only exceptions to these regulations might be the wearing of religious or cultural jewellery or when it is justified on medical grounds in which case, plaster tape may be used to protect the ear.

Hair must be tied back if it is longer than shoulder length. Please use only school colours for ribbons/bands etc. We do not wear nail varnish or temporary tattoos to school.

A named sports cap clear drinks water bottle (available for purchase from the school office).

**Year 3/4/5/6** Pencil Case that fits in the drawer containing pencils, colouring pencils (not felt pens), rubber, small ruler, glue stick, pencil sharpener that holds its shavings.
General Administrative Information

Name and Address: Northchapel Primary School/Little Oaks Pre-School
Pipers Lane,
Northchapel,
Petworth,
West Sussex
GU28 9JA

Telephone: 01428 707352
Fax 01428 707447
Email office@northchapel.w-sussex.sch.uk
Website http://www.schoolwire.co.uk/public/northchapel456.html

Headteacher: Mrs Helen Coleman (Child Protection Officer)
Chair of Governors: Mrs Anthea Martin-Jenkins

Age Range and Type: 4-11 years
West Sussex Local Authority Community School
Plus Nursery 2-5 years

Education Officer For Schools: Education Office (South)
Centenary House
Durrington Lane
Worthing
West Sussex
BN13 2QB

Class Organisation
Little Oaks Pre School 2-4 years
Oak Class Reception Year/Year 1
Rowan Class Years 1/2
Willow Class Years 3/4
Beech Class Years 5/6

Safeguarding and Security

We aim for the highest levels of safety and security for all children, staff and volunteers at Northchapel. We have worked hard to ensure the site is safe and were recognised with high standards of safety in our most recent inspection by the Health and Safety Team. We have robust recruitment and induction procedures to ensure all staff and volunteers are carefully selected and trained. We ensure training for all staff and volunteers in safeguarding is updated annually and adhere to Keeping Children Safe in Education 2016 document by the Department for Education.
Mrs Helen Coleman is the school’s Safeguarding Officer.
Mrs Deborah Coggin is the Deputy Designated Officer.
The School Day

8.30am Gates open for preschool – children in Beech and Willow classes can make their way round to their classes for a flexible start
8.40am Rowan and Oak Classes doors open
8.50am Register is taken
8.50- 10.15am Session 1
10.15-10.30am Assembly
10.30-10.45am Morning break
10.45-12.00pm Session 2
12.00-1.00pm Lunch break
1.00-2.00pm Session 3
2.00-2.10pm Afternoon Break
2.10-3.10pm Session 4
3.10pm Home Time

Attendance and holidays

Children are required to attend school in accordance with the given term dates by West Sussex Education Authority. Parents are not entitled to withdraw their child from school during term time for holidays. If parents wish to request term time absence they must complete a request form found in the entrance foyer and return it to the head teacher. Term time holidays will always be recorded as unauthorised. Our Attendance Policy can be found on the website. We would encourage all families to aim for good attendance as poor attendance can significantly affect your child’s progress.

 Behaviour, Rewards and Sanctions

At Northchapel we work to build positive relationships with all the children. We believe it is important to maintain consistently high standards of discipline in order to establish good patterns of behaviour and a safe learning environment. We work hard to help children to take responsibility for their own behaviour, recognising when they have made poor choices, accepting consequences for poor behaviour, making amends where necessary and then moving on.

We encourage: co-operation, thoughtfulness, helpfulness, politeness, honesty and respect for others. With this in mind, children are expected to follow our simple Code of Behaviour.

**Code of Behaviour**

Be kind, honest and truthful with everyone.
Work hard to achieve one’s best.
Stop, look and listen when asked.
Move sensibly, safely and quietly around the school.
Take care of equipment (both our own and that belonging to others) and the environment.
Think about how we appear to others both in and out of school.
**Encouraging good behaviour**

Good behaviour and attitude comes simply from: clear expectations, good role models and constant recognition of what is acceptable. The adult team is always on the lookout for appropriate behaviour. We reward this with simple positive comments of encouragement, praise and thanks.

In addition we have a reward system in place, where children are awarded certificates or golden tickets for exceptional work or positive behaviour. These awards take place during regular assemblies. We also have a house points system and rewards are given to the house with the most points at the end of each term. Each class also has its own rewards and celebrations of success.

**Sanctions**

Children who are unable to maintain good standards of behaviour are managed on an individual basis. If poor behaviour continues, parents or carers will be asked to attend a meeting to discuss how the home partnership can help support the child and encourage good behaviour. It is expected that all families will do their utmost to support the school with this and help with ideas as to how best to deal with certain situations for their child.

**Bullying**

Northchapel School considers bullying to be inappropriate and unacceptable and it includes the following principles in its definition of bullying:

- Bullying behaviour is deliberate.
- Bullying causes hurt (either physically or emotionally).
- Bullying behaviour is repetitive (though one-off incidents such as the posting of an image, or the sending of a text that is then forwarded to a group, can quickly become repetitive and spiral into bullying behaviour).
- Bullying behaviour involves an imbalance of power (the person on the receiving end feels like they can’t defend themselves).

Bullying is not the same as Relational Conflict. In Relational Conflict:

- Hurt is occasional.
- Hurt is accidental.
- Both parties feel hurt.
- Some effort is made to resolve the problem.
- Both parties have some responsibility.
- Parties are not trying to gain power.
- Overall power is equal.

The Northchapel approach to behaviour aims to:

1) minimise the potential for bullying to develop.
2) understand and support the needs of both the bully and the victim.
Joining us for “Big School”

Many children start their learning journey with us in Little Oaks Preschool and the transition then into Oak Class is very smooth. Children who do not attend our preschool are also offered a high level of transition opportunities to ensure they quickly settle in and feel confident about starting school with us. We are very proud of our transition arrangements.

In the Summer Term, children who are ready to start school in the Autumn Term are invited for 6 transition sessions where they join Oak Class for an hour on a Friday morning and then stay for lunch with the rest of the school, supported by a buddy from Year 5, who looks after them each week during lunch. Many parents have told us what a fantastic opportunity this is and lovely friendships are built between the new starter and their older buddy from higher up the school. This buddy is then in Year 6 in September and continues to support the new starter children in their first few weeks of school.

Parents are also invited to a New Starter welcome meeting in the Summer Term at school where all the information you will need and forms to sign are given out, as well as a chance to meet the Oak Class teacher and the head teacher. There is also an opportunity to purchase uniform.

Towards the end of the summer term, home visits are carried out by the Oak Class teacher and teaching assistant to meet the child and their parents in their own home. This is a time when parents can ask questions.

Starting School in September

Please note: children born from September to February half term begin school full time. Children born after the end of February half term to the end of August start part time until October half term when parents have the opportunity to review this with the class teacher. We have noted over many years that the younger children in the year benefit so much from a staggered start, enabling them to settle into school without becoming over tired and making a great start to their time with us.

We adhere to the West Sussex Policy on Admissions. Children must, by law, be in full-time education by the start of the term which follows their fifth birthday.

West Sussex LEA Admissions office will automatically send admissions forms to families in the catchment area one year before the children are due to start school. It is important to return the form to West Sussex as early as possible to secure a place at the school. Families are officially informed whether a place is available at the school during the Spring Term before the child starts in the September. Children who attend our Preschool are not necessarily entitled to a place at the school. All children are admitted to school based on the West Sussex Admissions criteria.
Transferring from another school

If you are moving into the area or wish to transfer your child to Northchapel from another school, you are welcome to visit the school and meet with the Headteacher at a mutually convenient time. This can be arranged by contacting the school office and booking an appointment. Admission arrangements are managed by the West Sussex Admissions Team. Places may be available in year groups if the cohort is not already full. Parents should contact West Sussex South Admissions Team on their website.


Complaint procedures

It is the policy of the governing body that the school follows West Sussex Education Authority’s arrangements for the consideration of complaints. The first step of this procedure is to approach the school’s Complaints Officer, Mrs. Sarah Barnwell. A copy of the School Complaints Policy is available on the website.

Public policies, procedures and risk assessments

The school works hard to ensure all its policies, procedures and risk assessments are up to date and understood by every member of the school community. There is a rolling programme of review for policies and these are managed and overseen by the Governing Body. Many of the school’s policies and procedures are public documents and some of these can be found on the website in the Information Section. Copies are also available to be read and can be requested from the school office. Copying costs will be charged.

Risk assessments are completed under guidance from the Local Authority Health and Safety Advisers. We seek to carry out visits before all school trips to identify risks involved. Staff work with children to identify risks involved in activities and to help children to begin to self-assess risk.
Term Dates

Autumn 2016
INSET: Monday, 5th September – Staff training day
Tuesday, 6th September – Friday, 16th December
INSET: Friday, 21st October 2016
Half Term: Monday, 24th October – Friday, 28th October

Spring 2017
Tuesday, 3rd January – Friday, 7th April 2017
Half Term: Monday, 20th February – Friday, 24th February
INSET: To be confirmed

Summer 2017
Monday, 24th April – Tuesday 25th July 2017
May Day: Monday, 1st May
Half Term: Monday, 29th May – Friday, 2nd June
INSET: To be confirmed

Autumn Term 2017
Monday, 4th September – Wednesday, 20th December 2017
Half Term: Monday, 23rd October – Friday 27th October
INSET: To be confirmed

Spring Term 2018
Thursday, 4th January – Thursday, 29th March 2018
Half Term: Monday, 20th February – Friday, 24th February
INSET: To be confirmed

Summer Term 2018
Monday, 16th April – Tuesday, 24th July 2018
May Day: Monday, 7th May 2018
Half Term: Monday, 28th May – Friday 1st June
INSET: To be confirmed