



OVERTHORPE HALL
BANBURY
OX17 2BS
Tel/Fax 01295 263733
office@carrdusschool.co.uk

Regulatory Information for Parents and prospective Parents, to meet the Independent Schools Standards Regulations. January 2010.

Carrdus School Trust is an educational trust formed in 1991, when the buildings and land were gifted to school by Kathleen Gillott. It is a non-profit-making organisation with 100% of fee income used in the running of school. The address and telephone number for both term time and holiday time are: Carrdus School, Overthorpe Hall, Banbury, OX17 2BS; tel: 01295 263733; email office@carrdusschool.co.uk Please address correspondence to the Headmistress, Miss Susan Carrdus, who is also a Trustee.

Its ethos and aims: we aim to achieve the highest possible standards for each one of our pupils by working with parents to provide the following: a school where children feel known, safe and valued; a supportive and challenging environment for learning; excellent teaching; a broad, balanced curriculum; development of pupils' particular strengths; support for needs of all sorts; encouragement for pupils to think for themselves, act/work independently with increasing judgement, and show tolerance and respect for others; with a climate of success, good behaviour and hard work, where achievement is recognised and rewarded.

Admissions, discipline and exclusions: we are a non-selective primary school taking boys and girls aged 3-8 and girls up to age 11. We welcome all children who would benefit from our type of education (subject to availability of places) irrespective of religion, race or ability / disability. Entry procedure is deliberately informal: a parental visit and discussion and a day/halfday visit by the child. Admission forms require a £50 deposit (refunded on starting) and specify that a term's notice is required or a term's fees may be forfeit in lieu.

Discipline is a whole-school concern involving both academic and domestic staff. Each child is respected as an individual; self-discipline is promoted and good behaviour is the expected norm; rewards and sanctions are applied fairly and consistently. Good habits of work and behaviour are encouraged and modelled from the moment a child enters the school. We work to eliminate bullying and antisocial actions. Behaviour which precludes constructive teaching and learning is strongly discouraged. We allow no degrading or humiliating punishments; staff, parents and pupils would normally all be involved in discipline discussions. /over

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Exclusion would only be considered as a last resort when a wide range of strategies had been tried to no avail or if an exceptional offence had been committed. To date we have not felt the need to threaten an exclusion.

Pupils with statements and those for whom English is an additional language. We work with three counties to put in place and implement statements of Special Educational Needs, including Individual Educational Plans and annual reviews. The Head is our SENCO. Pupils with EAL would receive regular skilled attention.

Our PSHE scheme of work has been prepared as a continuum from Year 1 to Year 6, following on from the Foundation Stage requirements for Well-being. Please ask to see a copy in the school Office.

Please ask to see copies of the following at the Office:

Bullying policy;

Health and Safety on activities outside the school;

Behaviour Management and Sanctions;

SATs and Common Entrance results for the past year;

Complaints Procedure and registered complaints during the past year;

Our Safeguarding Children Policy is published on the website. Our Child Protection Officer is Mrs French (from September 2010, it will be Mrs Daniels).

Please see Staff List and Qualifications at the back of the Prospectus.

Please read the Parents' Handbook (copy in the Front Hall or ask at Office) for further detailed information.