

Paxcroft Primary School

School Prospectus



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Paxcroft

Primary School

Contents

Welcome	2
Our School	3
School Houses	3
Paxcroft Values	4
The Paxcroft Curriculum	5-6
- Our Curriculum Vision	
- Implementation – how do we achieve this?	
- Impact for our children	
Learning in Reception	7
Pupil Voice	7-8
Inclusion	8
Parent Support Advisor / ELSA (Emotional Literacy Support Assistant)	9
Sporting Opportunities	9
After School Clubs and Activities	10
Music Lessons	10
School trips and enrichment activities	10-11
Admissions to Reception	11
Induction Process	12-13
School Meals	13
Healthy Eating	14
Breakfast and After School Enrichment Clubs	15
The School Office	16
Medication	16
First Aid	16
Attendance	17
Contact with Parents and Carers	17
Paxcroft School Association	18
Governors	18
School Uniform Information	19



Paxcroft

Primary School

Welcome to Paxcroft Primary School

A very warm welcome to Paxcroft Primary School. The following pages provide key information for new and prospective parents, carers, and pupils.

We are a friendly and inclusive school situated at the heart of the community here in Trowbridge. We have a skilled team of teaching and pastoral staff who invest in building positive relationships with children and their families. The individual talents of every child are recognised and encouraged to flourish.

Working in partnership with parents and carers, we seek to create a positive environment in which to nurture happy, kind, honest and respectful children who are motivated to give their very best in whatever they do.



We strive for excellence and have the highest expectations and aspirations for all our children.

Our aim is to inspire children to develop inquisitive and imaginative minds and a lifelong positive attitude to learning through a rich and engaging curriculum.

We also focus on supporting children to develop the life skills of independence and resilience so that they are well equipped for secondary school and beyond and can play a positive and active role in modern life.

We hope you find this prospectus helpful.

Lou Rhodes
Headteacher



Paxcroft

Primary School

Our School

Paxcroft Primary School is a popular, non-denominational Foundation School for boys and girls aged from 4 - 11 years old, with a maximum capacity of 315 pupils.

The school is proud to be a member of the Trowbridge Area Schools Collaborative which is an organisation that aims to strengthen the joint work of the schools in Trowbridge. This includes shared projects including working with local secondary schools, ensuring appropriate SEN support for pupils and arranging professional training for staff to promote best classroom practice.

We are a vibrant and thriving school, firmly rooted in the heart of the local community. We strongly value our community links and continually look for opportunities to develop and strengthen these.

We have three large playgrounds with a climbing frame, pirate ship, all weather running track and seating areas. Quieter space is available where children can be creative, read, build Lego models, or play board games. We also have extensive green space used for play, outdoor learning (including Forest School provision) and sports activities. Planters and raised beds provide opportunities for pupils to grow their own flowers, fruit, and vegetables.

We have a Scrapstore Playpod used during lunchtime play which encourages children to be imaginative and creative using a range of different 'scrap' materials.

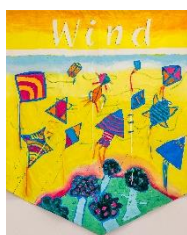
More information can be found here: <http://www.wiltshirescrapstore.co.uk/playpods.asp>

From the moment that our children start school in Reception, they are encouraged and helped to mix with the older children. Our new buddy system will mean each Reception child is assigned a Year 6 buddy who will look after them should they need it during break and lunchtimes and with whom they share some special buddy experiences, such as story time or picnics. This will enable our new pupils to settle into the school very quickly, forming positive relationships with the older pupils who serve as strong role models. The buddy system will continue throughout the school.

School Houses

On joining Paxcroft Primary School, children will be assigned to a School House. If pupils have siblings in the school, they will be in the same House as brothers or sisters. Our Houses are named after the four elements: Fire, Wind, Earth, and Water.

Pupils earn House Points on a weekly basis, with a house treat (e.g., a film afternoon with ice cream and popcorn) being awarded at the end of each half term to the House with the most house points. Pupils also represent their Houses in other activities, such as on Sports Day.



Paxcroft

Primary School

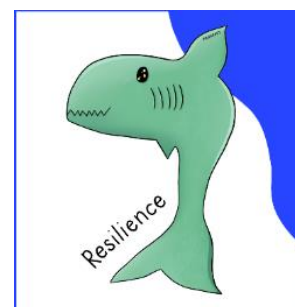
Paxcroft Values

Paxcroft Primary School Learners' and Citizen Values

Working in partnership with parents and carers, we seek to nurture happy, kind, honest and respectful children who are motivated to give their very best in whatever they do. We have chosen three core values - **kindness, honesty, and respect** - which we believe are important to be a good person who contributes positively to society. These are the **Paxcroft Citizen Values**. The characters were designed and chosen by the children.



In addition, we aim to inspire children to develop inquisitive and imaginative minds and a lifelong love of learning. We focus on equipping children with the skills needed to become positive, independent, resilient learners who are not afraid to take a risk and who see failure as an opportunity to learn. We have worked with the children to develop three **Paxcroft Learners' Values** - **positivity, independence, and resilience** - which are vital elements in becoming a successful learner. Again, the characters were designed and chosen by the children.



Every week we celebrate two pupils from each class who have been nominated by their class teacher for showing these values. Their achievements are celebrated in a special Friday afternoon assembly every week.



Paxcroft

Primary School

The Paxcroft Curriculum

Our Curriculum Vision

As our children journey through Paxcroft, they will develop the knowledge, skills and attributes needed to be independent, inquisitive, and successful learners, with their passion for learning ignited and their academic, physical and mental wellbeing nurtured. Every child will have the chance to shine and will leave our school prepared for a future as a confident citizen able to make a valued contribution to society.

Our vision is a curriculum that is broad and balanced and ambitious for all children. It is exciting, relevant, and meaningful to our children, placing development of the whole child at its centre, enabling each child to shine academically and flourish socially, emotionally, morally and culturally.

Underpinning our curriculum design are four key themes. These shape our curriculum, bring about the aims and values of our school, and respond to the needs of the school community.

1. Passion for learning

Our children will have a thirst for learning, both in school and beyond our gates. They will be curious learners and well-educated citizens.

2. Character (attributes)

Our children will be kind, honest and respectful. They will have healthy minds, showing they are emotionally happy and resilient learners, and they will stay true to themselves, valuing their own identity.

3. Ambition & aspiration

Our children will have ambition and high aspirations for their futures. They will know that their aspirations will be reached through hard work and determination.

4. Community

Our children will understand their local community and feel proud of where they live. Our curriculum will help them to see their place in increasingly widening circles, from citizens of our school through to being conscientious, aware global citizens.

Implementation-how do we achieve this?

At the heart of our curriculum sit the core subjects of English, Mathematics & Science.

We truly value our wider curriculum, covering all other National Curriculum subjects. This is organised into discrete subject specific work taught as 'stand-alone' units of learning and 'cross-curricular' learning where meaningful links that add value can be made with other subjects.

All 'units' of learning will have an entry based 'hook' and 'purpose' for study.

Where possible, learning will be supported and enriched by field study, visits, workshops, role-play, and practical resources.

Learning progression of knowledge, skills and understanding is carefully mapped. Curriculum mapping is reviewed and adapted yearly.

Our teaching practice will be rooted in evidence-based research. Teachers will be self-reflective and will enhance their teaching skills and strategies to help raise standards across the full breadth of the curriculum.



Paxcroft

Primary School

We use learning objectives to focus our lessons. Children are taught to self- evaluate their success in age-appropriate ways and reflect on their own learning.

To support the implementation of our vision we will create:

- A stimulating environment for developing inquisitive, independent, and resilient lifelong learners who work hard and strive for excellence
- A culture of working independently and collaboratively, where we see getting something wrong as part of learning how to get it right
- An ethos where all children are encouraged and supported, and challenge is fully embraced
- Exciting and challenging opportunities to promote our children's personal development and understanding of their own emotional and physical well-being

Impact for our children

From their different starting points, all children will make good progress emotionally, creatively, socially and physically. Skills will be secured and embedded so that they can be applied in context.

They will have strong communication skills, both written and verbal, and will listen respectfully and with tolerance to the views of others.

They will take pride in all that they do, always striving to do their best.

They will be well-equipped with the skills needed for a smooth transition to the next stage of their learning, including emotional resilience and the ability to persevere when they encounter challenge

They will develop a sense of self-awareness and become confident in their own abilities.

They will be kind, respectful and honest, demonstrate inclusive attitudes and have a sense of their role in our wider society.



Paxcroft

Primary School

Learning in Reception

The Early Years are a crucial time for your child and their learning. That is why, here at Paxcroft, we want the children to have the best possible start.

We follow a play based curriculum and work towards the Reception Early Learning Goals. Activities are carefully planned to encourage the children to explore, experiment and consolidate their learning through hands-on experiences. The children will take part in some whole class teaching, along with small group work and independent learning. We support children during their play and look for opportunities to extend the children's learning. We are lucky enough to have two interlinking Reception classes which the children can move between freely and we have access to a large outside area.

The Early Years Foundation Stage Curriculum is split into seven areas of learning but they are all interlinked.

The Prime Areas are:

Communication and Language
Personal, Social and Emotional Development
Physical Development
These areas are essential to help your child develop in all areas.

The Specific Areas are:

Literacy
Mathematics
Understanding the World
Expressive arts and design

We hold daily whole class Phonic sessions where Synthetic Phonics is explicitly taught using the Sounds-Write Programme - this ensures children quickly build up their knowledge for the sounds that make up English and, alongside this, the letters that represent the sounds.

The first year in school provides a firm basis for the National Curriculum and gives the children a secure and happy beginning to their school years. We have experienced professionals who support the children to make the best progress that they can. We believe in building strong relationships with parents and believe your support and input is essential. We offer Parent and child workshops based on different areas of learning during the first year at school. This is great opportunity to see what your child learns and how you can help them at home.

Pupil Voice

We believe that the children's voice should sit at the heart of school life. We are developing a wide range of pupil voice groups, many of which include children who have been elected by their peers. These groups include the following:

- *School Councillors* – responsible for choosing and organising school fund-raising events



Paxcroft

Primary School

- *Trowbridge Youth Parliamentarians*- working with children from other Trowbridge primary and secondary schools to allow the voices of our children to be heard in recognising, understanding, and debating key issues that affect the youth of today
- *Sports Ambassadors* – these children help organise and lead sporting events. They also help other children to train and develop sports skills
- *Eco councillors* - promote environmental awareness and lead whole school projects e.g., preventing plastic pollution in our local community



Inclusion

The school's provision for children with Special Educational Needs (SEN) is in line with the Government Code of Practice. We promote an inclusive culture with high expectations for all our children, whatever barriers to learning they may face. Children with SEN are carefully assessed by our SENCO, Mrs Kate Lilley, and provision tailored to meet their specific needs. We believe that quality first teaching in the classroom with their peers has the greatest impact, but children may be withdrawn from class for specific 1:1 support or supported in class either individually or as part of a group.

We carefully track the progress of *all* our pupils throughout each term, and our policy is to provide a caring and supportive environment in which *any* children who require additional support either academically, physically, socially, or emotionally will have their needs met so that they are able to continue to make progress and achieve in line with their peers.

Children with specific skills and talents have their learning needs met through quality-first classroom teaching during which higher order and extension activities are provided, as well as rich tasks to promote mastery and deeper learning. During these, pupils are encouraged to drive the direction of their own learning. Our pupils also have the opportunity to participate in cluster activities such as STEM (Science, Technology, Engineering and Mathematics) challenges led by pupils from a local secondary school.

A dedicated and skilled team of staff ensure that the needs of every individual child are met.



Paxcroft

Primary School

Parent Support Advisor / ELSA (Emotional Literacy Support Assistant)

The school has a Parent Support Worker (Mrs Maggie Williams) to support parents and carers within the school community to enhance and develop their family unit. The PSA offers a confidential, professional support service. She can advise families on a wide range of services including debt advice, parenting groups, the school nurse, housing, benefits and other voluntary agencies. Appointments can be made to see her through the main office and directly with her.

The school's Emotional Literacy Support Assistant (ELSA), Mrs Jessup, plans and delivers programmes of support to pupils who are experiencing temporary or longer term additional emotional needs. The majority of ELSA work is delivered on an individual basis, but sometimes small group work is more appropriate, especially in the areas of social and friendship skills. ELSA sessions take place in our very own 'ELSA room' which provides a calm, safe space for the child to feel supported and nurtured.

Sporting Opportunities

At Paxcroft Primary School we are committed to our pupils participating in a wide variety of sport and sporting competitions. We therefore use our P.E funding to train school staff, pay for experts to coach our children and enable our pupils to participate in competitions at both school cluster and County levels. Pupils will have opportunities to represent the school in competitive and non-competitive sport during their time with us. Sports include tag rugby, football, netball, and athletics.

Children in KS2 have participated in swimming lessons with professional swimming coaches.

We also run a range of extra-curricular sport and non-sporting clubs. We try to respond to our children's interests and requests and are always on the look-out for parents willing to offer a club!



Paxcroft

Primary School

After School Clubs and Activities

We are fortunate in that we have staff who are willing to give their time to take children for after school activities. These activities vary from term to term, but could include football, dance, computers, games clubs, netball, tag rugby, singing and gymnastics. Children can apply to join clubs each long term, allowing everyone an opportunity to take part in these fabulous activities.



Music lessons

We invite peripatetic music teachers to instruct the pupils in a wide variety of musical instruments, either on a 1:1 basis or in small groups. Instruments that are taught include violin, flute, keyboard, piano, clarinet and guitar.

All of the pupils in Year 3/4 also receive professional tuition in different areas of music each year. This year children enjoyed learning to play the recorder and the Jsax.

School trips and enrichment activities

We believe school trips help to enrich the curriculum and support the children's learning. We offer a wide and varied range of trips and workshops across the school.

This year these have included the following:

Reception - trip to Trowbridge Museum to learn about old toys

Year 1/2 - trip to Longleat to learn about different animals and their habitats



Paxcroft

Primary School

Year 3/4 - residential trip to Braeside, Shakespeare theatrical workshop to develop their understanding through performance

Year 5/6 - residential trip to the Mill on the Brue Outdoor Activity Centre to develop independence and resilience through a range of challenging outdoor activities

Drama and performance are a strength of our curriculum with previous productions including 'Bugsy Malone' and 'The Jungle Book.' The older children have participated in the Young Voices singing event, this year performing with 5000 primary school aged children and professional musicians at an arena in Birmingham. Pupils from Key Stage 1 and Key Stage 2 have also performed at West Wiltshire Dance Festival, choreographing a dance routine, and performing at Bath Forum.



Admissions to Reception

The law states that each child must attend school full time from the beginning of the term which includes his or her fifth birthday. In Wiltshire, children can begin school earlier than this. The Local Authority amended its policy with effect from September 1997, so that a school place is available for all children from the September after their fourth birthday.

Paxcroft School is a Foundation School but, although able to decide its own policy for admissions, follows the principles of the standard policy of Wiltshire Council. Parents and carers who wish their child to attend Paxcroft should apply through Wiltshire Council, which collates admissions for Paxcroft, according to our criteria, along with those admissions to other schools in Wiltshire, then issuing places on an advertised date.



Paxcroft

Primary School

Induction Process

We want to make sure that we get to know the children as well as we can before they start Reception and so we have a carefully planned induction process.

Welcome Meeting

We initially hold a Welcome Meeting which is an opportunity to see the school, meet staff members and other parents and find out key information.

Visits

We then invite the children in for three visits during the summer term to get to know the staff and some of the children they will be with in September. Parents and Carers are welcome to stay during the first visit.

Nursery/childcare visits

We also visit your child's current childcare provider where we aim to see all the children and speak to their key workers.

Home Visits

During the last summer induction visit to school we will ask parents to sign up to a home visit which will be during the first two days of Term 1. These are important as we are able to get to know your child in the environment in which they are most comfortable.



Paxcroft

Primary School

Settling process

Our induction process in September is over a three week period. Your child will be in either the morning or the afternoon group (you will receive a letter with this information after your child's second visit).

Week Beginning	Group A	Group B
Monday 5 th September		
Mon – Tues	Home visits	Home visits
Weds - Fri	Morning session (with lunch) 8.45 – 12.30pm	Afternoon session 1.30 – 3.10pm
At this point children will be allocated to a class and know who their teachers and TAs will be.		
Monday 12 th September		
Mon-Fri	Full time	Morning session (with lunch) 8.45 – 1.30pm
Monday 19 th September		
Mon – Fri		Full time

Initially your child will not be allocated a class and they will work as one big group. This allows the staff and the children time to get to know each other. You will find out which class your child is going to be in by the end of week one.

School Meals

We have been providing cooked meals since 2007, from which we provide healthy, balanced meals for our pupils. Menus are issued every 3/4 weeks and include two choices of main course and a pudding. Fresh bread, fruit and yoghurts are available every day.

Parents must pre-order from these menus.

We pride ourselves in using locally sourced ingredients and these are cooked on site by our own catering team.

From September 2014 all Reception, Year 1 and 2 children have been enjoying school meals for free thanks to a change in Government policy. Year's 3-6 pupils whose families are in receipt of certain benefits are entitled to free school meals also. This matter is handled with complete discretion by the School Office. Please contact the office if you think you may be eligible.



Paxcroft

Primary School

Healthy Eating

Paxcroft School has an important role in education children about healthy lifestyle. Fruit is supplied for our younger children each day and all others are asked to bring fruit for a mid-morning snack if required. We also ask that parents and carers refrain from putting sweets and fizzy drinks into packed lunch boxes



Paxcroft

Primary School

Breakfast and After School Enrichment Clubs

Breakfast Club

The Breakfast Club is held in the school hall from 8.00—8.45 am daily. A breakfast of toast, juice, cereal and fruit will be offered to club members if they wish to eat. As we have no desire to have our pupils worn out prior to the school day, activities will be gentle - books, colouring, table top games etc. Members of our school support team run the club. Under no circumstances must your child be dropped off at the school gates prior to 8.00 am (before our staff have arrived) and left to find their own way into the building.

The cost of the Breakfast Club is £2.50 per morning inclusive of breakfast, payable in advance. Places can be booked online through Scopay (once an account has been set up for you) or by completed form to the school office. Bookings must be made 48 hours in advance.

After School Enrichment Club

The After School Enrichment Club is available everyday and is either held in the school hall, studio or out on the small playground (weather dependant). As with the Breakfast Club, reception children must be settled at school before they can start attending.

We offer three different time slots according to your needs:

3.15 - 5.30 pm	with a flat rate charge of £6.00 (long session)
3.15 - 4.15 pm	with a charge of £2.50 (short session)
4.15 - 5.30 pm	joining the club at 4.15 after another activity in school, with a charge of £3.50 (medium session)

If you wish to collect your child between 4.15 and 5.30 pm, then please let the school know when booking. Places can be booked online or by completed form to the school office. Bookings must be made 48 hours in advance.

Cancellation Policy

We understand that on odd occasions you may need to cancel a booking. We will only authorise a refund or carry forward the credit if the cancellation is due to your child being absent from school because of illness or if a school event has been planned e.g. class trip, sporting activity etc.

If you wish to change a booking, this can be amended/cancelled online up to 48 hours prior to the booking. If you wish to amend/cancel through the school office, we will only carry forward the credit if your request is received at least 7 days before the relevant day.



Paxcroft

Primary School

The School Office

The school office is open from 8.45 am to 3.30 pm. Outside of these times we have a secure blue post box where any payments or forms can be deposited. This is emptied on a daily basis.

Our telephone number is 01225 762244 which has an answerphone available during busy times. Our email address is admin@paxcroft.wilts.sch.uk

Our team:

School Business Manager: Mrs Dawn Lewis

Admin Officer: Mrs Allie Brown

Admin Assistant: Mrs Lisa Flenley

Admin Assistant: Mrs Kayley Hillman

Finance: Mrs Carolyn Gabb

Site Manager: Mr Paul Beety

In our main reception area you can find correspondence relating to trips and clubs that have been sent out and various forms. We are committed to reducing our impact on the environment and, as such, we now send as much of our correspondence electronically as possible. We publish our newsletter and other important information on the school website. We also send information via ParentMail. Scopay is an online platform that we use for school dinner bookings/payments and trip payments.

Medication

We are fortunate to have office staff who have agreed to administer prescribed medication to pupils when there is a requirement for four doses a day. Parents and carers are asked to complete a form giving details of dosage and hand it to the school office.

The school staff cannot be held responsible for ensuring that a child presents him or herself to the office for the medication. Inhalers are kept in the classroom cupboard, which is accessible to all adults. If a class goes out of school on a trip or to swimming, inhalers are taken.

Sadly, from time to time, pupils develop either long term illnesses, or have medical conditions that require a care plan. The school is happy to work with families and the school nurse to ensure that these pupils have the best support that we are able to offer in school.

First Aid

We have a number of trained first aiders around the school site. A list of first aiders is held within each classroom and around the main areas of the school. All incidents are recorded into our first aid books. If an injury needs further attention, parents are contacted and asked to come into the school.



Paxcroft

Primary School

Attendance

If a child is absent from school, we ask that parents/carers telephone the school by 9.30 am on the first morning of the period of absence or send a message in to the school office with another child or parent. If a message is not received by 9.30 am, our policy is to contact you to request a reason for a child's absence.

Absence from school for medical reasons i.e. ill health or for attendance at medical appointments (which could not be arranged for out of school hours) and any other agreed absence will be entered on the class register as an *Authorised Absence*. Any other absence from school will be marked as an *Unauthorised Absence*, unless there are exceptional circumstances of which the school has been made aware.

Whilst appreciating that there are reasons, e.g. cost or work commitments, which make a family holiday during term time unavoidable, the Headteacher and Governing Body are in agreement that the responsibility for a child missing part of the curriculum through holiday will remain with the parents. It is for this reason that all holiday absence, except in exceptional circumstances, is recorded as unauthorised and if 5 days or more of term time is missed through unauthorised holiday Wiltshire Council Education Welfare Department will be notified and may issue fines to the parents/carers. For details see <http://www.paxcroft.wilts.sch.uk/downloads>

If it is considered that the attendance rate of any pupil gives cause for concern, parents/carers will be invited to an Attendance Management Meeting to plan for improvement. In rare cases, if improvement is not forthcoming the Wiltshire Council Education Welfare Officer will be notified.

Contact with Parents and Carers

Paxcroft School recognises the importance of partnership with parents as being central to the education of the our pupils. We believe that the school and parents should be working together for the benefit of the child and parents are encouraged to take an active interest in their child's school life. Teachers welcome the help of parents in activities such as reading and supporting small groups in craftwork. We have occasional workshops when parents and carers are asked to help with the mass production of objects such as props and costumes for shows or resources to help with the delivery of the curriculum.

We make every effort to inform parents about what is going on in the school via the Weekly Bulletin. A curriculum letter and topic web is sent out at the beginning of each term giving information about the programme of work that will be followed in each class.

We also run an email and text messaging service (Parentmail) when more urgent communication is required, e.g. when a school trip's return journey is running late.

Should you wish to discuss your child's progress with the class teacher, or have a concern about your child, class teachers are always happy to meet with parents and carers at a mutually acceptable time. Alternatively an appointment can be made to meet with the class teacher or headteacher by telephoning the school and giving some idea of the nature of your concern or query. Formal Parent/Carer's Consultation Meetings are held twice during the academic year. There is also an opportunity to discuss your child's report at the end of the academic year.



Paxcroft

Primary School

Paxcroft School Association

The school is fortunate to have a Parents' Association, the PSA. Throughout the year they organise a number of fund-raising events. In the past these have included cake sales, quiz nights, discos and movie mornings. They are always very keen to welcome new parents.

Here are just a few of the items the PSA has provided for the pupils:

- Playground equipment
- Buddy benches
- Computer equipment



Governors

Paxcroft Primary School benefits from a strong Governing Body that works closely with the Headteacher to ensure the strategic direction of the school, including overseeing financial performance and holding to account to ensure the best possible education is provided for our children. Governors are always keen to receive feedback from parents and the Chair of Governors writes to parents on a termly basis to ensure they are fully informed of what the Governing Body have been doing to support and challenge the Headteacher.



Paxcroft

Primary School

School Uniform Information

Uniform

All pupils are expected to wear a school uniform

- Royal Blue sweatshirt or cardigan (with school logo)
- White or yellow polo shirt
- Grey or black trousers, skirt or tailored shorts
- Blue and white checked or striped dress or skirt (warm weather)
- Dark coloured shoes - *On the grounds of health and safety, please ensure that your child wears sensible, flat shoes to school – no flimsy or open-toed sandals, high heeled or platform shoes*

Please ensure that all items are labelled with your child's name!

Paxcroft hoody with logo



This is an optional piece of uniform and can be used for PE days and when representing the school offsite, for example at sporting events or on residential trips and visits. Please note that this does not replace the sweatshirt or cardigan for everyday use



PE Kit (to be kept in a drawstring bag within the classroom)

- Plain T-shirt in the colour of your child's house team
- Dark blue/black shorts – stretch gym leggings may be worn
- Daps and socks for indoors, sensible footwear for outdoors (trainers)
- Jogging bottoms – when cold for outdoor PE and games

Swimming Kit

- A swimming costume or trunks
- Towel
- Underwear
- Hair brush/comb
- Goggles (if preferred)
- Deodorant (if required, however no aerosols)

* Football team kits are not permitted

PACT Folder (Book Bag)

These are available from the school office at a cost of £5.25

Jewellery

For safety reason, jewellery should not be worn at school with the exception of a watch (not novelty, no alarms) and a maximum of one stud earring in each lobe. No charity bracelets.

School uniform can be purchased from:

Scholars, 55/56 Fore Street, Trowbridge, Wiltshire, BA14 8ET 01225 753586

