
Welcome Booklet

A guide for new families

OUR MISSION

Empower, Inspire, Succeed

An inspirational and values-based education
for all of our young people.

FIND US

Schulstrasse 4, 66877 Ramstein, Germany
0049 (0) 6371 42717
www.stdavids.school

Contents

- | | | | |
|----|------------------------------|----|--|
| 01 | Welcome to St David's | 11 | Food and nutrition |
| 02 | What makes us unique | 12 | Attendance |
| 03 | About our school | 13 | School uniform and kit |
| 04 | Our vision and values | 14 | Behaviour and relationships |
| 05 | School organisation | 15 | Practical information |
| 06 | Admissions | 16 | Special educational needs and disabilities |
| 07 | Curriculum | 17 | Governance and complaints |
| 08 | Assessment and reporting | 18 | Getting ready: a checklist |
| 09 | Home-school partnership | 19 | Useful abbreviations |
| 10 | Health, safety and wellbeing | | |

CONTACT DETAILS

Address

St David's Primary School
Schulstrasse 4, 66877 Ramstein,
Germany

Telephone

0049 (0) 6371 42717

Getting in touch

Please use the chat app or contact form on our website.

BFPO

UKNSE, Bldg. 539, Ramstein Air Base
Ramstein, BFPO 109

Website

www.stdavids.school

Headteacher

Mr John Redman

Chair of SGC

Mr Kieran Tinkler

St David's Primary School is part of MOD Schools, providing quality education for pupils aged 3 to 11 years. The school primarily serves British military families and NATO-nation personnel based at Ramstein, although places may also be available to fee-paying members of the wider international community. Please contact the school for further details regarding fees and availability.

On request, this document and all others produced by St David's School can be made available in large print or alternative formats.

Welcome to St David's

Dear Families,

We are delighted that you are joining our school community and hope that you and your child enjoy your time here at Ramstein.

At St David's, we aim to educate the whole person. Pupils are encouraged to develop lively and enquiring minds, a sense of self-esteem, and the self-discipline that comes from working in a supportive and purposeful school environment. We are an open, friendly school, and members of staff are always willing to speak with parents. We warmly encourage you to visit and become actively involved in school life. The education of children cannot happen in isolation, and parental partnership is central to everything we do.

We understand that relocating to a new posting, often to a new country, can feel daunting for the whole family. Whether you are arriving from the UK, from another MOD school overseas, or from an international setting, we are here to make the transition as smooth as possible. Our community is enriched by the diverse backgrounds and experiences that families bring, and we work hard to help every child settle quickly and thrive.

We trust this welcome booklet is helpful and informative. Please do not hesitate to contact us if you need further information or would like to arrange a visit.

John Redman

Headteacher

What makes St David's unique

St David's is a small school with a big heart. Our size is one of our greatest strengths: every child is known, every family matters, and our favourable pupil-to-teacher ratio means we can genuinely tailor our approach to each learner. Here are just a few of the things that set us apart.

A values-led community

Our eight core values — respect, responsibility, confidence, tolerance, kindness and empathy, politeness, citizenship and honesty — underpin everything we do, from the classroom to the playground.

German language and culture

Living in Germany gives our children a unique opportunity. We teach German from Foundation Stage through to Year 6 and work closely with our partner German school, giving children real-world opportunities to practise their language skills and experience another culture.

An international, service-connected community

Our families come from across the UK and from NATO-nation military communities. Children grow up alongside peers from different backgrounds, developing the global awareness and adaptability that will serve them throughout their lives.

Wrap-around care

The school is open from 07:30 to 17:00 every day, with Breakfast and After School Clubs available to all families from FS2 to Year 6.

Ambitious curriculum

We follow the English National Curriculum and EYFS, enriched with creative, thematic, and cross-curricular approaches including computing, food technology, music tuition, and a well-equipped TV studio.

About our school

General information

St David's Primary School is situated on the edge of Ramstein Air Base in the village of Ramstein. Originally opened in September 1982 at Vogelweh, the school moved to its present location in April 1995. Although not purpose-built, it occupies a sensitively converted section of a German office building.

The school has four large and well-appointed classrooms, along with a hall, library, dining area, ICT suite, TV studio, music room, food technology room, and a well-equipped playground.

Entrance and access

The main entrance is at the front of the building and has a number of steps. Step-free access is available via a ramped entrance at the front of the main building near the bakery (please telephone the school if you need to use this access). All visitors must register at the front office by ringing the bell at the front door or telephoning 06371 42717. Support dogs are welcome.

School security and safeguarding

The safety of children is paramount. Access to the building is restricted at all times during the school day. All visitors are screened, wear identifying badges, and are supervised unless security cleared. Safeguarding of pupils is given the highest priority.

Pupils' health, safety, and wellbeing are the responsibility of everyone in the school community. A range of safeguarding policies, including our Child Protection policy, clearly set out the steps and actions required when concerns exist. Any concerns are referred to the appropriate authorities. Notes and concerns about children's wellbeing are recorded on CPOMS, a system provided by MOD Schools.

If there is any delay in someone answering the door, please be patient. This is purely for the safety of the children.

Our vision and values

Our mission

Our school's core purpose is to provide a first-class British education. We deliver an engaging, exciting, and balanced curriculum. We work to ensure all pupils have the highest possible levels of emotional wellbeing and make excellent educational progress. We actively support children and parents, and we are ambitious in our aims for every child.

This is achieved through rigorous staff development, dynamic teaching and assessment to ensure the best outcomes, and a wide, balanced curriculum with exciting opportunities.

Our vision

We aim for our school to offer a unique and values-based education. Inspirational experiences in an inclusive environment engage and enthuse children, opening their eyes to a world of possibilities. An adventurous curriculum and experiences promote resilience and excellent learning behaviours. Children know that through their efforts they can achieve success. They understand the challenges we face in the world today and actively seek to be part of the solution.

Our values

We are a values-based school. Everything we do is underpinned by these core values.

Respect

Responsibility

Confidence

Tolerance

Kindness and empathy

Politeness

Citizenship and caring for the world

Honesty

Learning powers

Alongside our values, we promote six Learning Powers to help children become independent, curious, and successful learners.

Review and reflect

Stay focused

Be curious and creative

Be resilient

Help yourself

Learn from and teach each other

Children earn stars when they demonstrate our values and learning powers in their work, play, and interactions. They receive a certificate for 10 stars and a values badge for 30 stars. Each month, we hold an open Celebration Assembly where parents are invited to share and celebrate achievements.

School organisation

Class structure

St David's accommodates children aged 3 to 11. Class sizes vary from year to year depending on numbers. Due to the size of the school, we have mixed-age classes. Within these, children work in a range of groupings including whole class, pairs, small groups, and individually. Our very favourable pupil-to-teacher ratio enables us to cater effectively for the year groups within each class.

STAGE	YEAR GROUP	AGE RANGE	CLASS
Foundation Stage 1	Nursery	3 to 4 (mornings)	Class 1
Foundation Stage 2	Reception	4 to 5	Class 2
Key Stage 1	Year 1 / Year 2	5 to 7	Class 3
Key Stage 2	Year 3 / Year 4	7 to 9	Class 4
Key Stage 2	Year 5 / Year 6	9 to 11	Class 5

The school day

TIME	ACTIVITY
08:35 to 08:45	Children arrive / registration
08:45 to 10:30	First session
10:30 to 10:45	Morning break
10:45 to 11:45	Second session (FS1 finishes at 11:45)
10:45 to 12:00	Second session (FS2 / KS1 / KS2)
12:00 to 13:00	Lunchtime
13:00 to 15:00	Afternoon session (FS2 / KS1 / KS2)

Children are supervised in the playground from 08:35. Lunchtime supervisors are on duty during the lunch break. Parents of Year 1 to Year 6 may drop off children via the front side gates from 08:35. FS1 and 2 children enter at 08:45 when the school bell rings.

Before and After School Clubs run from 08:00 to 17:00 each day and are open to all pupils from FS2 to Year 6. Please sign up at the office or complete the booking form on our website.

Staff

All teachers are well qualified, and educational practice mirrors the best to be found in the UK. Current initiatives, documentation, and guidance from the Department for Education are followed. Staff attend professional development and training organised internally, by MOD Schools, and in the UK.

We also have an excellent support staff team, including lunchtime assistants, learning support assistants, a site supervisor, and administrative staff, all of whom contribute to pupils' learning and the smooth running of the school.

Admissions

Who can attend?

St David's promotes equal opportunities for all. The school primarily serves British military families and NATO-nation personnel based at Ramstein. Places may also be available to fee-paying members of the wider international community. Please contact the school for further information regarding fees and availability.

Please advise the Headteacher if it is perceived that equal opportunities are not being promoted in any aspect of the school.

Foundation Stage 1 (Nursery) admission

FS1 children are admitted part-time in the term following their third birthday.

Third birthday

1 April – 31 August

Starts in September

Third birthday

1 September – 31 December

Starts in January

Third birthday

1 January – 31 March

Starts in April

Children are admitted full-time into FS2 in the September following their fourth birthday.

Before your child starts

Before admission, your child will have opportunities to spend time in school, and you will be able to meet the class teacher and the Headteacher. Home visits and early contact support the important transition from home to school for our youngest pupils.

Transferring from another school

When you have a confirmed posting date, please contact us to arrange admission. For school-aged children, we will contact your child's current school and ask them to complete a brief educational profile (EOS). Once received, we can issue a Certificate of Educational Clearance, which is an essential document for your posting authorisation.

If your child has additional needs, please inform the school as early as possible so we can plan to meet those needs. We also recommend contacting the Overseas Educational Supportability Team (OES) <https://www.gov.uk/guidance/education-overseas-for-service-children>.

On arrival, please bring reports from your child's previous school, any samples of work, and your child's birth certificate when you come to register.

The Headteacher reserves the right to defer admission if a child's needs are beyond the resources of the school. If insufficient records are available, there may be a period of delay. An introductory meeting with the Headteacher or their representative is normally required before an admission date can be agreed.

Transferring to another school

When leaving, St David's provides a Transfer Report to assist the receiving school. Parents need to visit the school to sign documentation and collect reports before departing. We ask that this paperwork is kept accessible and not packed with luggage, so it is readily available when visiting the new school.

Admission to schools in the UK is not automatic. Parents should contact the relevant Local Authority well in advance. OES or the Educational Advisory Team provides excellent advice on transition, appeals, and support for families of children with special educational needs. More support can be found here:

<https://www.gov.uk/government/publications/education-advisory-team-uk/education-advisory-team-uk>.

Curriculum

The education your child receives at St David's mirrors the best UK practice. Qualified teachers follow the guidelines set out in the Early Years Foundation Stage (EYFS) and the National Curriculum. All children receive a broad education encompassing the core and foundation subjects at a level appropriate to their age and development.

We place great emphasis on teaching children the skills they will need later in life, whilst recognising that children are individuals who develop at their own rate. We encourage every child to fulfil their potential, expecting that everyone will do their best. A themed, cross-curricular approach is used to enhance learning, immersing children in creative classroom environments linked to the current learning focus.

Detailed information about our curriculum is available on our website. School policies covering all aspects of practice are available from the office on request.

English

The English curriculum develops children's ability to read fluently and write imaginatively with good grammar and neat handwriting. Speaking and listening skills are equally emphasised. Phonics and word-building skills are taught from the earliest stages through the Letters and Sounds programme. A wide range of reading material is available, and children are encouraged to borrow from our reference and fiction libraries. Parents are encouraged to support reading at home using the home/school reading record.

Mathematics

A positive attitude to mathematics is actively encouraged. Teaching follows the EYFS and National Curriculum objectives across three areas: fluency, reasoning, and problem solving. Children learn through practical experiences, and parents can help enormously at home by providing counting opportunities, telling the time, weighing items, playing games, and practising number bonds and times tables.

Science

Science promotes a sense of wonder and investigation. Children experiment with materials and learn through exploration, covering topics such as the senses, forces, earth and space, light, electricity, growth, and the human body. Environmental education and sustainability are key elements of our science curriculum.

Computing and e-safety

Children learn to code and use a range of computing equipment. E-safety is a core element: children revisit our Safe Internet Code of Practice each term, and these are available on the school website.

Foundation subjects

History, Geography, Art and Design, Music, and Design Technology are taught on a two-year rolling programme across KS1 and KS2, ensuring breadth and coverage. In History and Geography, children explore historical events and characters, mapping, and how people live around the world. Art encourages creative self-expression through a wide range of media. Music includes singing, percussion, listening, and appraisal, with opportunities for recorder, guitar, and choir clubs. Design Technology includes practical design-and-make tasks and food technology in our fully equipped cooking facilities.

We also offer peripatetic teaching of musical instruments. Parents are asked to contact the school office for current information on providers and costs.

German

Foundation Stage and KS1 pupils learn some German through songs, rhymes, and games. Children in KS2 have weekly lessons following the Modern Foreign Languages Syllabus, as in UK schools. Pupils also learn about German culture through visits and visitors. We work closely with our partner German schools to provide joint experiences and opportunities to practise language skills in authentic settings.

Religious education and collective worship

All children are expected to take part in religious education unless a written request for exemption is received from the parent. The syllabus follows the MOD scheme of work and is incorporated into the ethos of the school. Assemblies, led by the class teacher, Headteacher, staff, children, or visitors such as the Padre, cover moral and spiritual development. Parents may request exemption by writing to the Headteacher.

PSHE and relationships education

Health, safety, and hygiene are taught throughout the school through assemblies, class lessons, and special events. St David's teaches the aspects of Relationships and Sex Education that are statutorily required by either the science or RSE curriculum. During Years 5 and 6, pupils take part in specially tailored activities. Materials are available for parents who wish to preview content. At this time the school does not deliver any aspects

of the RSE curriculum that permit withdrawal from the lessons. If this position changes in future then parents will be informed, have a chance to look at the materials and will have the option to withdraw their child from sessions following discussion with the Headteacher.

Physical education and swimming

PE covers gymnastics, dance, games, and outdoor activities across the school year. Swimming takes place at the local pool on Ramstein Air Base; all year groups from Year 1 to Year 6 swim for a minimum of eight weeks each year, working towards Amateur Swimming Association aligned awards. Health and water safety are integral to the swimming curriculum.

Children need a suitable PE kit kept in school, see the uniform section. In accordance with the National Curriculum Safe Code of Practice, all jewellery must be removed or taped for PE. For swimming, girls require a one-piece costume and boys require swimming trunks, not Bermuda shorts.

Please send a note if your child needs to be excused from PE, and let us know as soon as possible about any condition that could cause problems during strenuous exercise.

Assessment and reporting

Teachers continuously assess progress and keep records to inform planning across all curriculum areas. From Foundation Stage 1, progress is tracked via a Foundation Stage Profile.

At the end of each academic year, assessments are collated and form part of the annual report to parents. National assessments take place at key points including on entry to Foundation Stage 2.

Year 1

Phonics Screening Check

Year 4

Multiplication Tables
Check

Year 6

Statutory Assessment
Tests (SATs)

Results are reported to parents alongside the school's most recent outcomes. In KS1 and KS2, each child has assessment trackers in both core and foundation subjects. Evidence is gathered from observations, work in books, and formative assessment, giving teachers a clear picture of attainment, progress, and next steps.

Home-school partnership

Communication

The school uses emails, text messaging, and the website to share information. Please ensure your contact details are up to date and your phone is set to receive messages from school. If your details change, please let the office know promptly. Hard copy letters can be sent, please request this via the school office.

Parent consultations with teachers are held at least once per term. You are also welcome to arrange a conversation with your child's class teacher at any time via the school office.

Homework

Children bring home a reading book most evenings. A reading record book is also sent home; please use it to let the teacher know how reading is progressing. At the beginning of each half term, your child will bring home a homework grid of fun, practical activities designed to complement classroom learning. Pupils choose one activity, or more, per week.

We believe that if your child has worked hard at school all day, it is not appropriate for young children to be given large amounts of repetitive work in the evening. The focus is on reading, enjoyment, and practical learning at home. As the children move into KS2 some other tasks will start to be set for the children.

Volunteering

Parent and adult volunteers are warmly welcomed. Your support enhances what we can offer and benefits pupils greatly. Please contact the school office if you are interested; clearances take time to process, so early contact is appreciated.

Health, safety and wellbeing

Sickness and injury

Please ensure the school always has your up-to-date contact telephone number(s). If your child becomes unwell during the school day, we will contact you to discuss whether they need to be collected. For injuries requiring medical attention, parents will be contacted; in urgent cases, we may contact the doctor or emergency services directly. Minor scrapes and bumps are treated in school, and you will receive a note about any bump to the head or first-aid treatment.

48-hour rule. In line with Health Protection Agency guidance, children must be kept away from school for 48 hours following any bout of sickness and/or diarrhoea.

Parents of FS children are asked to keep a change of clothing in school. A small stock of spare clothing is available for older children in case of accidents.

Medicine in school

MOD Schools guidelines on the administration of medicine are followed carefully. If your child is unwell, they should be at home. If your child unavoidably needs to take medicine during school hours and the school agrees to administer it, a form from the school office must be completed specifying the exact dosage. Medicine must be delivered to the school by the parent or a responsible adult. Administration is on a voluntary basis, and the school cannot take responsibility for loss, damage, or mishap to medicines. Medicines must not be given to children for self administration or be kept in children's bags or on their person without prior agreement.

Asthma

The school must be informed if your child requires an inhaler. Inhalers should be clearly labelled and brought into school. For younger children, inhalers are kept in the school office. Children have access to their inhaler at all times, monitored by the First Aider or class teacher.

ALLERGIES

The school operates a strict no-nut policy

Some children have severe allergies for which any contact with nuts can be life-threatening. Parents must not send in food containing nuts — for example, peanut butter, Snickers bars, or Nutella. This policy applies at all times, not only when children with known allergies are in school. Our full Allergy and Anaphylaxis Policy is available from the office.

Parents are required to inform the school of any food allergies on the admission form and at any later date. Children must not swap packed lunches.

Head lice

Outbreaks of head lice occur from time to time. Please check your child's hair regularly and inform the school if head lice are found. Children should not return to school until treated. The school will normally send out a message to parents when headlice are discovered.

Food and nutrition

Our Whole School Food Policy, available from the office, outlines our commitment to healthy eating, readily available drinking water, and promoting healthy attitudes and lifestyles.

Snack break

Healthy snacks consisting of milk or water plus a variety of fresh fruit, vegetables, cheese, crackers, and dips are provided by the school for FS, Year 1, and Year 2 children. All pupils from Foundation Stage upwards should bring a water bottle to school every day. Cups and water are available in all classrooms. Water is provided during lunch times to accompany food.

Lunch

IMPORTANT — CURRENT ARRANGEMENTS

There is currently no meal service at school, so all children should bring a packed lunch every day. We hope to introduce a meal service in the future, subject to recruitment, and we will write to you if that changes.

For packed lunches, please send only what your child can reasonably eat during the half-hour mealtime. No sweets or fizzy drinks, please. Water is available at all lunch tables. For safety, glass bottles and cans should not be brought to school. We do not heat food in microwaves or cut fruit and vegetables at school; please send warm food in a flask and pre-cut any fruit as needed. Please provide any cutlery that your child may need to eat the food you have provided. We will encourage children to eat food you have provided and we ask children to show us how much they have eaten before heading out to play.

Attendance

Regular attendance is essential for your child's progress and wellbeing. Parents should inform the school in writing, via the form on the school website, when an absence is known in advance. For unplanned absences such as illness, please telephone the school by 09:00 on the first day of absence, explain the reasons, and keep the school updated on a daily basis.

For long-term absence, the school will work closely with families to provide continuity, for example, sending activities home, and to support the child's reintegration.

Holidays during term time are not permitted and can only be authorised for Post Operational Leave (POL), when granted by the Headteacher. Exceptions include bereavement, serious illness of relatives, medical needs requiring treatment out of country by the child's primary caregiver, or religious and cultural observance. Unauthorised absences are managed in a 3 stage process. We have educational welfare officers working for MOD Schools who check attendance and are available to provide support if needed. Poor attendance may result in further action being taken.

School uniform and kit

A summary of uniform requirements is below. Our full Uniform Policy is available from the school office and on the website.

Day-to-day wear (KS1 and KS2)

- Dark grey trousers or tailored shorts, sitting on the knee
- Dark grey skirt or dress, sitting just below the knee
- Red gingham summer dress, sitting below the knee
- White polo shirt
- Red sweatshirt or jumper
- Black shoes or completely black trainers (Velcro fastenings preferred for younger children)
- A change of shoes is suggested in winter months

Sports kit (KS1 and KS2)

- Red polo shirt or T-shirt
- Black shorts (summer) or warm black jogging bottoms (winter)
- A separate pair of trainers or pumps
- PE kit should be kept in school all week

Outdoor kit (all children)

- Waterproof trousers
- Long-sleeved T-shirt
- Sturdy boots, not trainers
- Summer: sunhat, sun cream, and insect repellent, applied at home before school
- Winter: plenty of layers (thermals suggested), sturdy boots, thick coat, hat, and gloves

Foundation Stage (ages 3 to 5)

- Dark-coloured jogging bottoms which children can manage independently
- Red jumper (FS2 only)
- Shoes with Velcro fastenings
- A spare bag of named clothing, including pants and socks, kept on their peg

FS children should wear clothes they can put on and take off on their own. Plain uniform items can be purchased cheaply from most UK supermarkets online. A very large collection of good quality used clothing is available from Friends of St David's via the community house.

Please label all clothing and belongings clearly with your child's name. Lost property without labels is very difficult to return.

Behaviour and relationships

Our Behaviour and Relationships Policy, grounded in current DfE guidance and Education Endowment Foundation (EEF) evidence, sets out how we promote a positive, respectful, and inclusive school culture. Our approach is rooted in our school values and learning powers.

We promote positive behaviour by praising good examples and emphasising achievements. Inappropriate behaviour is managed quickly and proportionately. If behaviour is significant or persists, parents will always be fully involved in discussions with teaching staff and possibly the Headteacher.

Anti-bullying

Any form of bullying is regarded as unacceptable, and every instance is investigated. Pupils are regularly reminded to report any bullying to an adult. The school does not encourage retaliation and stresses that reporting concerns is everyone's responsibility. If you are worried that your child is receiving (or giving) unwanted attention please discuss this with the class teacher in the first instance.

Valuables and jewellery

Please do not send your child to school wearing jewellery other than watches and ear studs. Jewellery and earrings must not be worn for PE; earrings should be left at home on PE days. The school cannot be held responsible for the loss or damage of personal belongings. Smart watches and phones are not permitted in school.

Practical information

Parking and drop-off

The front forecourt is reserved for staff parking. A large car park is available at the rear of the building. Parents and visitors are asked not to drive into or out of the forecourt between 08:30 to 08:45 and 15:00 to 15:15 for the safety of all children.

Emergency closures

Very rarely, conditions may require the school to close. Every effort will be made to contact all parents. If you cannot be reached and have not nominated an alternative adult, your child will stay in school until you can collect them. The school remains open whenever it is safe to do so. The emergency policy is available from the office on request.

Fire safety

Regular fire safety talks, practices, and drills are held throughout the year.

Extended learning opportunities

The school runs an extensive programme of lunchtime and after-school clubs covering a wide range of interests and skills. If your child stays for a club, please make arrangements to collect them at the appropriate finish time, as these vary by club.

Friends of the School (FOS)

Our FOS group, supported by parents, organises fundraising events and social activities that benefit the whole school community. If you would like to get involved, please contact the school office. All parents are welcome, and new arrivals often find it a great way to meet other families.

Special educational needs and disabilities

Children's needs vary, and most can be supported within school. Parents will always be fully involved. We believe it is best, wherever possible, to support children within the context of the classroom. The school has a comprehensive SEND Policy and a SEND Coordinator (SENCo) who works closely with staff and parents.

We have limited access to outside agency support, and these services are located a considerable distance away. It may therefore not be possible to meet the needs of all children with special educational needs at Ramstein. Before admission, you must contact the school to seek an Educational Clearance certificate.

Within MOD Schools, a small team of specialists, including an Educational Psychologist, and a Speech and Language Therapist works with us. They advise on learning difficulties, behavioural and adjustment difficulties, and emotional difficulties.

Speech and language services are limited to a consultative model, regular therapy is not available in this location.

Pupils with disabilities will be admitted where the MOD decides that needs can be fully met. All parts of the school are currently accessible for those with mobility issues, apart from direct access between the building and the playground; this is addressed via an alternative route around the front of the building with additional adult support.

Secondary education

There are no British secondary schools in the Ramstein area. Funded options for entitled personnel include local American schools on base, boarding schools in the UK, or International School day places. Advice is available from the OES team or from the RAF Education Officer.

Governance and complaints

The School Governance Committee (SGC)

The SGC provides a formal link between the school and its community, acting as a supportive critical friend. The committee meets at least once per term, and its members are drawn from across the school and wider community. A list of current SGC members is available on the website, and minutes of meetings can be requested from the office.

The SGC is always looking for new members to contribute their skills, experience, and perspectives. If you would be interested in joining, or would simply like to find out more about what is involved, please contact the school. It is a rewarding way to support your child's school and to have a voice in its development.

Complaints procedure

The school aims to deal with any concern or complaint quickly and effectively, following MOD Schools policy and procedures, available on our website at www.stdavids.school. The first step is to contact the class teacher who will aim to resolve your concern as quickly as possible.

Getting ready: a checklist for new families

Moving to a new school is a big step. This checklist may help you feel prepared.

Before you arrive

- ☐ Contact the school to arrange admission and your introductory meeting
- ☐ Request a Certificate of Educational Clearance for school-aged children
- ☐ If your child has additional needs, contact the school and OES as early as possible
- ☐ Purchase schools shoes - these are not readily available in Germany
- ☐ Gather reports and work samples from your child's current school

On arrival

- ☐ Bring your child's birth certificate, school reports, and work samples to registration
- ☐ Provide up-to-date contact telephone numbers
- ☐ Ensure your phone can receive messages from school
- ☐ Label all uniform and belongings with your child's name
- ☐ Pack a named water bottle, PE kit, and outdoor kit
- ☐ Sign up for Breakfast or After School Club if needed
- ☐ For FS children: leave a spare bag of named clothing on their peg

Useful abbreviations

You may encounter the following abbreviations in school communications. This reference list is here to help you feel at home with the language we use.

ABBREVIATION	MEANING
BFPO	British Forces Post Office
CDD	Curriculum Development Day — five annual closure days for training
CEAS	Children's Education Advisory Service
DfE	Department for Education
DT	Design Technology
EAL	English as an Additional Language
EYFS	Early Years Foundation Stage
FOS	Friends of the School
FS / FS1 / FS2	Foundation Stage / Nursery / Reception
ICT	Information and Communication Technology
KS1 / KS2	Key Stage 1 (Years 1 to 2) / Key Stage 2 (Years 3 to 6)
LSA	Learning Support Assistant
MFL	Modern Foreign Language — for us, German
NC	National Curriculum
Ofsted	Office for Standards in Education
PE	Physical Education
POL	Post Operational Leave
PSHE	Personal, Social, Health and Economic Education
SATs	Statutory Assessment Tests
SEND	Special Educational Needs and Disabilities
SENCo	Special Educational Needs Coordinator
SGC	School Governance Committee
SLT	Senior Leadership Team

We hope your time at St David's is enjoyable and rewarding. If you have any questions or suggestions, please do not hesitate to contact us, we welcome every opportunity to improve what we do.

EMPOWER · INSPIRE · SUCCEED