



**Pilling Primary School  
Key Stage 2 Parent Handbook  
January 2026 - September 2026**

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## Headteacher's Welcome

EDUCATION DEPARTMENT  
ST. HELENA ISLAND

Headteacher: E .E. Benjamin (Miss)  
Pilling Primary School  
Tel: 22540/22606  
E mail: [elaine.benjamin@sainthelena.edu.sh](mailto:elaine.benjamin@sainthelena.edu.sh)

Dear Parent/Guardian

This handbook has been compiled as a source of information about the operation of our school and also as a welcome and introduction to Pilling Primary.

Your child's educational needs and general welfare are of the utmost importance to us and we hope that his/her time at Pilling Primary will be happy and rewarding.

In order for your child to obtain maximum benefit from our school and all that it has to offer, it is important that parents and guardians work closely with us. We therefore look forward to a positive, rewarding and trusting partnership.

Obviously, it is not possible to include everything in a brochure of this nature, but we hope that it will provide you with a basis of information that will allow you to get to know our school.

If you would like any further information, or would like to make an appointment to see the school, please do not hesitate to get in touch.

With best regards

Miss Elaine Benjamin  
Headteacher  
December 2025

## Pilling School vision and mission statement

### Vision

‘to have a passion for learning and be proud of our achievements’

### Mission statement

- Provide a welcoming and safe environment for all children
- Strive for the highest possible standard of achievement and behaviour in stimulating environment
- Develop a love of learning inspired by quality teaching
- Build and develop individual strengths and talents and celebrate success in everyone
- To be committed to strong partnerships with the community
- Respect all children equally regardless of ability and gender, social circumstances, ethnic background or creed

Our School Logo (below) features the fairy tern and the dolphin and signifies the amalgamation in 2005 of ex Jamestown First School (the fairy tern) with ex Pilling Middle School (the dolphin) and now known as Pilling Primary School.



## Pilling School Staff List

Team	Role	Name
Senior Leadership Team	Headteacher	Miss Elaine Benjamin <b>Designated Safeguarding Lead</b>
	Deputy Headteacher	Miss Sherell Thomas <b>Assistant Designated Safeguarding Lead</b>
Teachers	Teacher (Class 3A)	Miss Sandra George
	Teacher (Class 3B)	Miss Hannah Beard
	Teacher (Class 4A)	Miss Cherilee Cranfield
	Teacher (Class 4B)	Mrs Christy Yon
	Teacher (Class 5A)	Miss Chelsea Henry
	Teacher (Class 5B)	Miss Amber Isaac
	Teacher (Class 6A)	Mrs Meggie Brooks
	Teacher (Class 6B)	Miss Anne Clark
	Advisory Teacher	Ms Nerasha Ravgee
Teaching Assistant	High Level Teaching Assistant	Mrs Tina Brady
	High Level Teaching Assistant	Miss April Stevens
	High Level Teaching Assistant	Mr Peter Ofhunkile
	General Teaching Assistant	Mrs Kayla-Jayne Peters- Brady
	General Teaching Assistant	Miss Shellie Crowie
	General Teaching Assistant	Miss Isabella Scott
	General Teaching Assistant	Miss Lauren Jonas
	General Teaching Assistant	Ms Florence Mbowa
	General Teaching Assistant	Mr Joshua Solomon
	1-1 Teaching Assistant	Miss Aliyah Crowie
	1-1 Teaching Assistant	Miss Erica Richards
	1-1 Teaching Assistant	Miss Shelbi Henry
	1-1 Teaching Assistant	Mrs Julie Anthony

	1-1 Teaching Assistant	Miss Gemma Thomas
	1-1 Teaching Assistant	Miss Demi Furniss
	1-1 Teaching Assistant	Miss Emma Thomas
	1-1 Teaching Assistant	Mrs Jackie Joshua
	1-1 Teaching Assistant	Miss Chelsea Lawrence
Support Team	School Secretary	Mrs Deborah Stevens
	School Secretary	Mr Felix
	Auxiliary Worker	Miss Charlie-Rae Benjamin
	Auxiliary Worker	Mrs Sandra Crowie

### Class Teachers & Contact Details

Class	Class Teacher	Email
3A	Miss Sandra George	<a href="mailto:sandra.george@sainthelena.edu.sh">sandra.george@sainthelena.edu.sh</a>
3B	Miss Hannah Beard	<a href="mailto:hannah.beard@sainthelena.edu.sh">hannah.beard@sainthelena.edu.sh</a>
4A	Miss Cherilee Cranfield	<a href="mailto:cherilee.cranfield@sainthelen.edu.sh">cherilee.cranfield@sainthelen.edu.sh</a>
4B	Mrs Christy Yon	<a href="mailto:christy.yon@sainthelena.edu.sh">christy.yon@sainthelena.edu.sh</a>
5A	Miss Chelsea Henry	<a href="mailto:chelsea.henry@sainthelena.edu.sh">chelsea.henry@sainthelena.edu.sh</a>
5B	Miss Amber Isaac	<a href="mailto:amber.isaac@sainthelena.edu.sh">amber.isaac@sainthelena.edu.sh</a>
6A	Mrs Meggie Brooks	<a href="mailto:meggie.brooks@sainthelena.edu.sh">meggie.brooks@sainthelena.edu.sh</a>
6B	Miss Anne Clark	<a href="mailto:anne.clark@sainthelena.edu.sh">anne.clark@sainthelena.edu.sh</a>

## General Information

### School Admission

The school provides compulsory education for children whose ages range from 7 - 11 years (Key Stage 2).

### Admission Forms

At the start of each school year, an admission form will be issued to parents requesting contact details, medical information, etc. Please ensure that this form is completed and sent to the school as it gives information on how to contact parents should an emergency arise. It also informs us of any medical problems that your child may be experiencing. Please inform us also as necessary of any change of address, change of guardian or telephone details that occur during the year. This is necessary again if we are to contact you in an emergency. The form will also request permission for your child to take part in any photo shoots that may happen throughout the year and which could be used for the newspaper/internet.

### Overseas Admission

Parents overseas wishing to enrol their child/ren in primary school, should fill in the non-residents admission form, which can be found on the Education Website via the below web address.

<https://sainthelena.edu.sh/admissions/>

### School Organisation

For this academic year the school will be organised into two form entry, meaning that there will be two parallel classes in each year.

Year	Parallel Group A	Parallel Group B
Year 3 (age 7 - 8)	3A	3B
Year 4 (age 8 - 9)	4A	4B
Year 5 (age 9 - 10)	5A	5B
Year 6 (age 10 - 11)	6A	6B

Each class is under the care of a class-based teacher, who is responsible for the work programme and pastoral care of that class. Arrangements are made to meet the individual needs of children as far as possible within the available resources.

## School Routines

There are certain routines and guidelines we expect to be adhered to for the purpose of the smooth running of the school and would ask all parents to adhere to these.

The school day begins at **9.00 am** and ends at **3.00pm**. However, for a punctual start in the morning, the first bell is rung at 8.50 am. **We expect all children to be present when the bell rings at 8.50am.**

## Structure of the school day

Time	Lesson
9.00 – 9.30	Registration & Period 1
9.30 – 10.30	Period 2
10.30 – 10.50	Break
10.50 – 11.45	Period 3
11.50 – 12.30	Period 4
12.30 – 1.30	Lunch
1.30 – 2.00	Period 5
2.00 – 2.55	Period 6

## Arrival and departure information

Children should not arrive at school before 8.20 am, except those who are being transported by the school bus (and who will be supervised by the School Secretary). It would be appreciated if parents who bring their child to school each morning could drop them off at the benches near the main gate and likewise for the afternoon collection. Due safeguarding practices, no parents (unless authorised by the Headteacher) will be allowed on the school premises.

Children who are transported by bus, must ensure that they are at their pick-up point five minutes before the bus arrives. The bus driver cannot wait for children who are late. We would also like to remind parents about supervision on bus stops. It is the parent's responsibility to ensure that children are escorted safely to, and supervised on the bus stop. We would also like the support of parents to ensure that children are well behaved on the buses. Inappropriate behaviour is a distraction to the bus driver, and in such cases, your child may be asked to find alternative means of getting to school. Your support would be greatly appreciated.

## Traffic Management

Please also note that **parking outside of the school gate is not allowed during school hours**. This is to give priority to school buses who load / off load pupils and teachers at various times throughout the school day. All other road signs outside school gate are also to be adhered to e.g. speed limit / speed bumps and for double yellow lines – **no parking on any occasion**. Your co-operation on this matter would be greatly appreciated.

## **Safeguarding**

On no account will we allow a child to be collected by another person without the permission of the parent/guardian. A child will not be allowed to leave the premises during the course of the school day unless permission to do so has been granted by the Headteacher. A written note or a telephone call to the Headteacher or Class Teacher will be expected for such occasions. Likewise, if there are any changes to a child's afternoon procedures e.g. taking the bus to a different destination, prior arrangement needs to be made with the school as not necessarily, additional persons can be accommodated on the bus. It would be a good idea to contact the school before hand to pursue this arrangement first.

Please also be aware that we discourage children from being absent from school for a whole day if they are seeing friends/family arriving/departing St. Helena unless there is a real need for the child to be away from school for the entire day. Again, permission must be sought from the Head Teacher in advance for this to happen.

## **Attendance/Absences**

Regular attendance at school is of the utmost importance if your child is to make satisfactory progress. Absence from school or late arrivals, should be explained in the form of a note or by telephoning the school before 9.15am on the day of the absence (Registers are called between 9.00am and 9.15am each morning).

Please do not send your child to school if s/he is not well enough. It is better to keep him/her at home and we would be grateful if you would notify us of his/her illness. There is a referral system in place if your child persistently stays away from school without a note of explanation.

Children being taken out of school early for any reason can only do so with the prior consent of the Headteacher. If your child is taking a holiday abroad during school time, then advance notice must be given to the Headteacher. It is also courteous to inform the school if the child is travelling abroad during school holidays. The Directorate regularly checks/monitors school attendance.

## **Dress and Appearance**

We expect children to come to school clean, tidy and sensibly dressed. Long earrings and excessive jewellery is not allowed. These are safety measures. A pair of sleepers/studs may be worn only. Nylon chokers are not allowed for safety reasons. Children may wear one bracelet/rubber band.

Sensible and appropriate hairstyles for school are encouraged. Children with long hair should tie it back at school in the interest of safety and hygiene. This particularly applies to subjects such as Science, PE and DT/Circuit. Extreme hair colours or hair styles such as mohawks or extreme patterns/lines cut into the hair are not allowed.

For Physical Education lessons, children will need to wear shorts and a tee shirt or a tracksuit as is appropriate. Denim shorts/jeans are not allowed as it restricts movement. Suitable footwear is required, which also applies for activities such as Circuit and Science. This is also a safety measure.

T-shirts with vulgar slogans and/or writing are not allowed nor mid riff tops or clothing that exposes too much of the body. Step-ins or flip flops are not encouraged as they can be safety hazards at playtime or on playground furniture.

## **Clothing**

Please mark your child's clothing i.e. jackets, sweaters, to avoid confusion and to make it easier for us to identify lost items. We often end up with a lot of clothing left in school that is not identified or claimed by pupils. Our school colour is red, therefore when we are involved in activities outside of school we encourage children to wear a red polo shirt for easy identification. Parents can purchase polo shirts through the school.

## **Expensive equipment**

Equipment such as computer games, Ipads, JBL speakers/boom boxes, mobile phones etc, should not be brought to the school. The school will not accept responsibility for any piece of equipment that has been lost or damaged. A policy on mobile phones is included in the Induction Pack.

## **Lunch times**

Pupils will not be allowed off the school premises for any reason during the lunch break unless parents submit a written explanation.

## **Money**

All monies sent into school with a child for any particular reason, must be in a marked and sealed envelope and handed to the Class Teacher upon arrival at school.

## **School equipment**

On occasions, children will need to take school equipment home. This also includes musical instruments. We ask that parents encourage children to take good care of school equipment and to return items to school whenever they are required to do so.

## **Confidentiality**

All staff are required to adhere to Confidentiality and Data Protection procedures, therefore, staff will only share relevant information pertaining to your child when it is appropriate to do so.

## **Policies**

Schools are required to adhere to SHG and Directorate statutory policies and Ordinances. Should you require further information on these please contact the school.

## **Discipline**

Children at Pilling Primary School are expected to conform to certain standards of behaviour. They are encouraged to show respect for others and to respect the rights of others. We would like to look at our school as a caring community where the children can learn to work and play together in a

harmonious and happy atmosphere. We follow the Primary Sector Whole School Positive Behaviour Policy and a Primary Sector Anti-Bullying Policy, a copy of which can be requested from the school.

Should a child's behaviour give cause for concern, then parents will be contacted and consulted so that we can together decide upon an appropriate course of action.

Corporal punishment is not administered.

### **Parent Teachers' Association (PTA)**

All parents of children in this school are automatically members of the Parent Teachers' Association. We have a committee that is elected each year at the Annual General Meeting. We meet from time to time to discuss aspects of educational value and fund-raising activities. The committee is always delighted to receive offers of help from parents for the various functions throughout the year.

## Curriculum

The primary curriculum models that of the National Curriculum in England 2014 in the core subjects of English, Maths and Science. These are taught in horizontal groupings subject to availability of staff. Other subjects are modified to meet the needs of the children on St. Helena.

The Key Stage 2 curriculum consists of: English, Maths, Science, Geography, History, Music, Art & Design, Religious Education (RE), Information and Communication Technology (ICT), Design Technology, Personal Social Health and Citizenship Education (PSHCE) and Physical Education\*\*. We sometimes adopt a thematic approach to learning which is shared in your Curriculum letters from Class Teachers. A suggested time allocation for each week can be seen below.

Subject	Time Allocation (in hours)
English	5 - 7.5
Maths	5
Science	1.30
ICT	0.45
PE/Games	2
Drama	0.45
History	0.45
Geography	0.45
PSHCE	0.30
Art and Design	1
Design and Technology	1
Music	0.30
RE	0.30
Total time	22 hours

PSHCE is taught to all pupils. Provision is made for pupils (at the request of the parents) to be exempted from any particular topic that may be of a sensitive/personal nature. This will however, need to be clearly indicated on the permission return slip that is attached to your curriculum letter that is issued at the start of each half term.

Religious Education is also a compulsory subject. Exemption from Religious Education lessons will have to be requested in writing to the Headteacher.

\*\* Games practises will take place at St Helena Secondary School for pupils as the need arises. The Swimming Pool is available for sessions from Term 1 through to Term 3a (September to June); the school will timetable sessions accordingly. If for any reason, your child needs to be excused, the Class Teacher needs to be informed by the parent.

The Forest Schools' Programme which is supported by the National Trust has ceased for the moment.

### **Educational Visits**

Children often make visits outside the school to enhance and extend work done in the classroom. Visits are planned under the direction of the staff concerned. Parents will be notified of each visit through your Curriculum Letter and the school welcomes any voluntary help or assistance from parents and interested adults for accompanying classes on these visits.

All pupils will be issued with a 'Curriculum Letter' at the start of each half term that indicates lesson coverage for the half term and any related educational visits in connection with the lesson. It is crucial that permission slips are signed by parents and returned to the school soon after they are issued, since failure to return these permission slips could result in your child not being able to take part in the excursion.

For activities where we are unable to give prior warning, parents will be issued with a slip that must be signed by the parent.

Permission given for the whole year needs to be indicated on the admission form that is sent out at the beginning of each school year, indicating any particular places where your child is to be exempted(if any). It is school policy that children wear their school colours i.e. red school polo shirts on any school excursions/visits.

## **Reporting**

### **School Reports**

A half yearly report will be written to indicate progress against targets and to assess how well your child has settled thus far. This will be in the form of a parental consultation where parents/guardians will be able to discuss your child's progress on a one-to-one basis with the class teacher. At the end of the school year, an annual report will be written on your child's progress and achievements over the course of the year. Parents are invited to come to the school to discuss the reports with the class teacher at a day and time convenient to both teacher and parent if required. A copy of the report is issued to parents. However, at any time, parents are welcome to raise questions concerning their child's education or general wellbeing with either with the Class Teacher or the Headteacher. We ask only that you give us prior notice.

### **Parent Interviews/Curriculum Evenings/Workshops**

These are held as necessary throughout the year. We encourage all parents to attend these to support the work of the school and your child's learning.

Open Days - These are held once per year whereby parents and interested persons are invited to view the school in action and to view individual children's work.

### **Pupil Profile - Record and Assessment**

Every child has a profile. This profile is passed on every year to the child's next class teacher and when being transferred from one school to the next. The profile contains relevant information for the teachers and school concerned. Various tests are administered throughout the year to monitor pupil's progress, and are kept in a pupil assessment document. In September 2016 the New National Curriculum in England 2014 was adopted in all schools in the core subjects of English, Maths and Science therefore assessment procedures are in line with the curriculum requirements as outlined on the form enclosed in your Induction Pack.

## **Homework**

Children receive homework at least once per week in English and Maths and in other subjects as the need arises. Please note that Year 6 pupils could have additional homework from time to time to better prepare them for SHSS.

All pupils have a homework diary in which they record the type of homework to be done and the date by which it is to be completed. At the end of each week parents should sign the diary to inform teachers that they have seen the child's homework. We would like to encourage parents to monitor and sign the diaries and to make any necessary comments. It may also be used as a home-to-school book that provides liaison between parents and the school. Pupils are encouraged to also include personal/notes/dates/reminders etc. All parents will receive a copy of our 'Homework Policy'.

## **Reading**

Children are expected to take their reading book/s home every night. Since we place special emphasis on the reading habit, it would be appreciated if parents would ensure that some reading is done after school hours. Children have a Reading Record that is taken home with them. Parents should add comments in their book and sign to show they have heard their child read.

## **Books**

Please ensure that any books that children are allowed to take home are returned at the appropriate time (check Home to School books). All reading folders must be brought to school each day.

Children may also borrow books from the library. All books that are borrowed must be returned on time. Please ensure that all books are handled with care.

If for any reason, a child continuously loses books or is found to be continuously mistreating books, s/he will not be allowed to take books home. They could also be asked to pay for or to replace any books that are lost/damaged through persistent negligence.

## **Health and Safety**

### **Hygiene checks**

The School Nurse visits from time to time to conduct hygiene and medical checks. The Dental Department makes dental checks and children's teeth requiring attention are dealt with accordingly. In order to safeguard the health of teeth, we discourage children from eating sweets or having fizzy drinks between 9.00am and 3.00pm. Chewing gum is not allowed.

### **Medication**

As per our Medicine Policy if a child is required to take any form of medication during school time, this will only be administered with parent's permission. Parents should inform the class teacher accordingly and children should hand medicines to the class teacher on immediate arrival at the school, with instructions on the medical form provided.

Injections are administered to children at various times. Parents will receive the appropriate forms from the Health Directorate to gain permission for the injections to be administered.

It is important that the school is advised of any medical problems (also included on Admission Form). Relevant pupils will have a 'care plan' with input by the Inclusion Team, School/Community Nurses, the school and parents.

### **Accidents in the playground**

All minor accidents will be dealt with by staff in the school. If major accidents occur that requires medical referral, parents will be informed accordingly by telephone.

Should an accident occur and we are unable to contact either parent or another named person, then, unless we are instructed in writing to the contrary, the teacher will take appropriate action. Please make sure each September when we request an update of our emergency contacts that you return the relevant admission form as quickly as possible.

### **Fire Drills and Rock Fall Drills**

Fire drills and rock fall drills are carried out regularly in school, and an inspection is done by the Fire Department from time to time. The school has a Fire Drill and Rockfall Procedures Policy and a Business Continuity Plan.

## **Safeguarding and Child Protection**

All schools are required to adhere to the Safeguarding policy. Should a child protection issue arise all staff are required to follow the procedures in accordance with the Child Protection Policy and Welfare of the Child Ordinance (WOCO).

In some cases this could mean liaising with the Police or Children Social Care without the consent of the parent as per Section 57 of WOCO.

Pilling Primary School's Designated Safeguarding Lead

**Miss Elaine Benjamin**

Pilling Primary School's Assistant Designated Safeguarding Lead

**Miss Sherell Thomas**

## **Conclusion**

This document is up to date at the time of publishing.

It is not possible to include everything in a brochure of this nature, but we hope that it has provided a basis of information for you to get to know our school.

Our overriding aim is that children should be given every opportunity to maximise their potential in a happy and caring environment. To achieve this, we need your support as parents.

We therefore ask that parents:

- ensure that their child attends school regularly, and keep the school informed when s/he cannot;
- attend as many events as they can which are organised by the school;
- take an interest in the work of their child and the activities of the school;
- help us to keep to the school dress policy;
- sign and return any letters which are sent out from the school;
- come and complain to us first, and give us a chance to explain and/or put it right.

All parents who need to discuss a particular matter with a Class Teacher or the Head Teacher must make a prior appointment through the Secretary. (ad hoc drop ins will not necessarily be accommodated (This does not include parents who come to collect their child from school).