

Beckers Green Primary School



School Prospectus



Mrs C Smyth
Headteacher

Mrs Rachel Foster
Chair of Governors



Beckers Green Primary School
Beckers Green Road
Braintree
Essex CM7 3PR

Telephone: 01376 322687

Email: admin@beckersgreen.essex.sch.uk

Website: <https://beckersgreen.essex.sch.uk/essex/primary/beckersgreen>

Number on roll: 314 (September 2020)

Vision

Our vision for everyone at Beckers Green Primary School is to:

Be challenged, be inspired, be you.

School Code

- Be Resilient
- Be Respectful

At Beckers Green Primary School we believe that choosing your attitude will help you succeed.

Be kind to each other in work and play and always make someone's day.

Safeguarding our Children and Staff

Governors and staff recognise safeguarding as a key responsibility. We need to ensure our children and staff are protected. To support this role the school has a policy on children protection, which is regularly reviewed and all staff and governors have received training on how to identify and respond to safeguarding issues. Our Child Protection and Behaviour Management Policy can be viewed on our website, along with Keeping Children Safe in Education September 2020 from the Department of Education.

The school also has the following policies which safeguard children in the school:

- Safer Recruitment Procedure
- Anti-bullying Policy
- Health and Safety Policy
- First Aid Policy
- E Safety Policy
- Code of Conduct
- Behaviour Management
- Critical Incident Procedure
- Visiting Speakers Policy
- Transition Policy

Those responsible for child protection are:

Mrs C Smyth - Headteacher

Mrs L Christian - Deputy Headteacher

Mrs W Dunne - Pastoral Support Manager

Mrs K Barefield - Head of Key Stage 2

Mrs V Powell - Governor

Governor Statement to Parents

The Governing Body aims to ensure that the school provides a safe, caring and stimulating learning environment, where the highest possible outcomes are achieved by each child.

We will achieve this by:

- Pursuing the highest standards in teaching
- Providing an excellent learning environment
- Giving all children equal access to a broad, engaging and well-resourced curriculum
- Providing constructive challenge in the form of forthright questions between the Governing Body and the School's Management Team
- Providing the best value in our management of the school's finances
- Promoting the wellbeing of staff and children and communicating with parents, carers and the wider community.

Staff - September 2020

Mrs C Smyth	Headteacher
Mrs L Christian	Deputy Headteacher / SENCO
Mr C Butler	Class Teacher Kangaroos - Maths Lead
Mrs E Carvalho	Class Teacher Jaguars (Job Share) - PP Lead
Mrs E Westwood	Class Teacher Jaguars (Job Share) - Healthy Schools
Mrs K Barefield	Class Teacher Iguanas - KS2, PSHE and MFL Lead
Mrs P Kerry	Class Teacher Hippos - Art and Metacognition Lead
Mrs L Beesley	Class Teacher Giraffes - Science Lead
Mr J Reeder	Class Teacher Flamingos - Computing Lead
Miss E Healy	Class Teacher Elephants (Job Share) - PE Lead
Mrs J Ward	Class Teacher Elephants (Job Share) - RE Lead
Mrs L Hague	Class Teacher Dolphins - KS1 & English Lead
Mrs N Jones	Class Teacher Crocodiles - Music Lead
Miss R Hatchman	Class Teacher Bears - Foundation Stage & DT Lead
Miss L Wheatley	Class Teacher Antelopes - Geography Lead
Mrs J Wheeler	KS2 Booster Teacher - History Lead

P.E Co-Ordinator & Outdoor Learning

Miss S Brown

PE Support

Miss N Edward

Mrs J Lloyd

Admin

Mrs D Frisby

Business Manager

Mrs Z Di Paola

Office Assistant

Mrs C Darch

Office Assistant

Caretaking & Cleaning

Site Manager

Mr S Dale

Cleaner

Mrs S Trueman

Mrs T Sebastiao

Learning Support Assistants

Mrs D Amos	Miss D Barclay	Ms O'Dell
Mrs E Barrett	Mrs A Brett	Mrs K Charles
Mrs L Coy	Mrs L Dorrian	Mrs C Earle
Mrs N Edwards	Mrs T Fenn	Mrs L Geall
Mrs C Hanlon	Mrs S Holmes	Mrs J Hutchings
Mrs K King	Mrs J Lloyd	Mrs K Phillips
Mrs V Possee	Mrs L Quilter	Miss A Roll
Mrs S Sheldrick	Mrs N Smith	Mrs S Sousa
Mrs C Stobbart	Mrs C Sudbury	Mrs L Tayler
Miss K Thorogood	Mrs V White	

Speech & Language Support

Mrs L Geall

EAL Support

Mrs S Sheldrick

Inclusion Team

Mrs L Christian	SENCO
Mrs W Dunne	Pastoral Support Manager
Mrs S McCormick	Family Liaison Worker
Mrs E Brydges	Attendance Officer

Lunchtime Supervisors

Mrs C Earle

Midday Assistant

Mrs C Tuttlebury
Mrs N Smith

Breakfast Club

Mrs D Amos
Mrs A Brett
Mrs J Lloyd

Catering Team

Mrs T Guppy	Kitchen Supervisor
Mrs K Baker	Kitchen Assistant
Miss L Patterson	Kitchen Assistant

Governors

Mrs R Foster - Chair of Governors

Mrs C Smyth - Headteacher

Miss R Hatchman - Staff Governor

Co-opted Governors

Mrs C Pimblett

Mr D Humphries

Mrs J Banks

Mr P Foster

Parent Governors

Mrs V Powell

Mr I Ireland

Admissions Procedure

Applying for a school place

The application process is in accordance with the co-ordinated scheme for primary admissions and involves completion of the Common Application Form - either online or by paper.

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked after Children (defined as a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989)
2. Children living with a sibling** attending the school
3. Children living in the priority admission area
4. Remaining applications

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

* A map showing the priority admission area for Beckers Green School and the shared area for Beckers Green School and Lyons Hall School is available from School Admissions and Transport, Essex County Council.

** Siblings are defined as children with a brother or sister (or step brother/sister) living at the same address who attends the preferred school at the time of application and with a reasonable expectation that the brother or sister will still be attending at the time of admission.

Exceptional medical circumstances (supported by medical evidence) may override the above.

Waiting lists

School Admissions will hold waiting lists for all oversubscribed schools until the end of the Autumn term and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, however parents will have the opportunity to register their continued interest in a place.

Applications made after the start of the Autumn term

On receipt of an application after the start of the autumn term the LA will contact the school in writing for the up-to-date numbers. If there are spaces in the year group an offer will be made or if not a refusal will be sent and the right of appeal given if it was a first application for the year group. Unless there is a significant and material change in circumstances a second application received in the same academic year does not have to be determined by the LA and no second right of appeal will be given. When there are more applications, received on the same day, than the number of places available the school's admission criteria will be used to determine any offers that can be made. There is a process in place that considers parents continued interest in a place at an oversubscribed school. Details of the process will be available to parents who have applied and been refused a place after the start of the autumn term.

Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

Admission to Beckers Green Primary School

For children joining our school in September, there will be a series of meetings arranged during the Summer Term including home visits, visits to your child's nursery or pre-school if applicable and Round Robin Meetings, where various members of the school community will talk to you about general issues/concerns. Arrangements are made for your child to visit the school during the Summer Term on several occasions so that everything is familiar to them before joining in September. For children joining during the school year, as soon as a place has been confirmed, you should contact the school, in order to make arrangements for you to visit us and discuss any specific arrangements for your child.

The School Day

Foundation & KS1 Classes

- Children should be brought to and collected from the outside classroom door
- Teachers will not allow any child to leave unless they are collected by an adult known to them
- Please ensure you let the teacher know in advance if your child is going to be picked up by anyone who may not be known to the teacher.

KS2 Classes

- Children can be brought to and collected from the classroom door.
- We do like to encourage the children to be more independent as they get older and you may wish to wait in the playground or at the front of the school for your children.

8.40am	All classes	Children may come onto school premises and into their classroom. Children are not allowed on the premises before 8.40am unless attending a 'before school' club
9.00am	All classes	Start of the school day
12.10pm	Foundation & KS1 classes	Start of the lunch break
12.15pm	KS2 classes	
1.15pm	All classes	End of lunch break Children going home for lunch should return via the office but not before 1.00pm
3.10pm	Foundation & KS1 classes	End of the school day
3.15pm	KS2 classes	

DUE TO CORONAVIRUS NEW ARRANGEMENTS IN PLACE - SEE WEBSITE FOR PARENT GUIDE - STAGGERED START TIMES BETWEEN 8.40 AND 9.00AM AND PICK UPS BETWEEN 3.00 AND 3.20PM LUNCHTIMES HAVE ALSO BEEN ALTERED TO ENSURE SOCIAL DISTANCING BETWEEN BUBBLES

School Uniform

We expect all children to wear school uniform

Our school colour is MAROON	
GIRLS	Grey/black skirt/pinafore/trousers White polo shirt or blouse Maroon sweatshirt/jumper or cardigan Striped or checked maroon/white dress in the summer
BOYS	Grey/black trousers/shorts White polo shirt or shirt Maroon sweatshirt or jumper
FOOTWEAR	Please send your child to school in black flat, sturdy shoes (trainers, boots and sandals are not acceptable)
P.E	Shorts black White polo shirt or T-shirt Plimsolls and trainers Jogging bottoms/sweatshirt can be worn for outdoor games in cold weather (black or navy)

Embroidered school uniform can be ordered from:

www.myclothing.com
&
www.classclobber.co.uk

Please name all school clothes and please put named P.E kit in a named bag that can be hung on a peg

Jewellery

Children are not allowed to wear jewellery in school unless there are exceptional reasons. If earrings for pierced ears are worn they should be small gold studs. These must be taken out for PE as tape is not enough to prevent damage to the carotid artery which is just behind the ear. It is easier for your child, if you can send them to school without earrings on the days when they will be having P.E. If you are planning to allow your child to have their ears pierced, then please plan so for the first week of the summer holidays.

Extreme Haircuts

The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children.

Footwear

The school wants all children to grow into healthy adults. We do not believe children should wear shoes that have platform soles or high heels in school, this is reflected in our uniform policy. Neither do we allow children to wear trainers to school; this is because we think that this footwear is appropriate for sport or for leisure wear, but is not in keeping with the smart appearance of a school uniform.

School Baseball & Safari Caps

These available from the *Class Clobber* website.

Book Bags & PE Bags

These are available from the *My Clothing* website.

EYFS children starting school at the start September will be given a book bag.

Curriculum Information

Every child is an individual

At Beckers Green Primary School we believe that every child is an individual and we have arrangements for identifying and supporting children with specific needs.

We make use of a range of teaching and learning strategies such as whole class, group and individual work. There are many exciting and interesting aspects of the curriculum that are planned throughout the year including outcome afternoons for parents to join in with. You can view our curriculum and topic webs on the school website. The school has a choose & challenge approach to learning to increase motivation and independence. Metacognition skills are also taught to enable children to understand how they learn and to overcome barriers.

Foundation Stage

The following areas of learning are covered:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy Development
- Mathematical Development
- Knowledge and Understanding of the World
- Expressive Art and Design

Baseline Assessments are carried out in the first half of the autumn term and the children's progress and attainment is measured throughout the year with outcomes of emerging, expected or exceeding age-related expectation. The school uses the Tapestry observation system to allow parents to contribute to the assessment of their child's development and to view the teacher's observations.

Key Stages 1 and 2

The following National Curriculum subjects are taught:

- Personal Social Health and Education (PSHE)
- Computing
- English
- Maths
- Geography
- History
- Religious Education
- Art
- Design Technology
- Music
- Physical Education (PE)
- Science
- French

We have a topic-based approach to learning which gives a deeper understanding of topics covered. We feel this results in children who are engaged in their learning and who write with purpose and interest.

Able and Gifted

We have a policy for identifying children who are academically able or gifted or have a particular talent (e.g. musical, artistic, and sporting). Our choose and challenge approach to teaching ensures all children work at a suitable level and further enhancement opportunities are available for those identified as able, gifted or talented.

Religious Education

The school follows the County Policy which is available for inspection in school. Emphasis is placed upon tolerance, understanding and respect for the views and beliefs of others. The County Policy places emphasis on the teaching of Christianity and includes teaching about other world religions. At KS2, for example, children are taught about Judaism, Islam and Hinduism as well as Christianity.

Parents have the right to withdraw their child from RE and/or a collective act of worship and should discuss this with the class teacher in the first instance.

Relationships and Sex Education

Sex Education is planned for as part of the Personal, Social, Health Education programme. Some aspects are also taught as part of the Science curriculum. Aspects of sex education are dealt with according to the age of the children and at all times with appropriate sensitivity. As part of the programme the children are shown videos recommended by the LEA. Parents are able to see these videos if they wish and to be given an overview of the curriculum content for the year. The school uses the Jigsaw curriculum for teaching Personal, Social and Health Education.

Parents have the right to withdraw their child from Sex Education, but not Relationships education. Please see our RSE policy on the website.

Physical Education/Outdoor learning

In addition to planned lessons we also take part successfully in competitions with local schools. All children in KS2 who cannot swim competently, confidently and proficiently over a distance of 25 metre, have the opportunity to attend swimming lessons for a minimum of 11 weeks within the school year.

The school has access to a copse area on the school grounds where outdoor learning sessions take place. These are weekly for EYFS and always available to other year groups.

Mentors

Our Pastoral Support Manager leads a team of mentors that can work with any child in the school for approximately ten weeks. Teachers can refer a child they feel would benefit from time to talk to a trusted adult. Sessions are timetabled and held in the Wellbeing Workshop.

School Council

Beckers Green School Council has representatives from every class and year group. Children take great pride in being members of our School Council and are often involved in school decisions.

Extra-Curricular Activities

Various activities take place during lunch breaks, before school or after school. Some of these are run by school staff and some by 'external agencies'. Generally no charge is made for activities organised by school staff but charges sometimes apply for activities organised by 'external agencies'. Please note that these Clubs vary throughout the year - depending on season. A full list of clubs is available is on the website.

CLUBS ARE SUSPENDED DUE TO CORONAVIRUS - WE HOPE TO START THEM AGAIN AS SOON AS POSSIBLE

Food and Drink in School

Nut Free School

At Beckers Green we strive to provide a safe learning environment for all students so we are a NUT FREE SCHOOL to protect children who suffer with life threatening nut allergies. An allergic reaction (anaphylactic shock) can occur through ingestion of nut products, cross contamination and breathing nut dust in the air.



A Nut Free Policy has been written, which can be read on the school website.

Since this condition can be life threatening, we are asking all members of the school community for their help in minimising the risk by:

- Not giving children nuts or nut products in their packed lunches
- Not giving nuts or nut products or snacks/bars containing nuts
- Not supplying the school or PTA with cakes or food items containing nuts for birthday celebrations, sales or events
- Avoiding sending containers such as cereal boxes for DT / Art lessons into school which may have contained produce made with nuts

We do acknowledge in our Nut Free Policy that many foods are labelled as 'may have been produced in a factory handling nuts and cannot be guaranteed to be nut free'. Such items will be allowed in school as it would be unreasonable to expect these to be kept out of school.

Please note where a member of staff notices a pupil eating a nut product, the product will be removed politely and the member of staff will explain why this has to be done. A message will then be sent to the parent to explain what has happened so they are fully informed and to remind them of the Nut Free Policy.

Due to the severity of the problem, it is important that all parents carry out the suggested measures and reduce the risk of allergic reaction to these children.

Morning Snack

The reception children have a healthy snack every morning. A voluntary parental contribution, of £7.00, is asked for on a half term or termly basis to help cover the costs. Please send morning snack money into class in a named envelope.

Infant children have a free piece of fruit (provided as part of a Government scheme to encourage healthy eating) each morning.

Junior children may bring their own healthy snack to school to be eaten at morning playtime.

Key Stage 2 children can also access the school's Tuck shop at break where a range of healthy snacks are provided for a small charge. (Halted during Covid outbreak).

Lunchtime

Reception and Infant classes receive government funding to cover the daily cost of school meals.

Junior classes pay £1.90 per day. Dinner money must be paid using SIMS Pay only. If arrears of £9.50 or more arise, then no more school dinners will be provided until the arrears are cleared.

If your child is entitled to free school meals, please see the School Office who will help you with your application. If you are unsure if you are eligible for free school meals please ask a member of our office staff.

Our weekly menus are available on our website and will be emailed on the school newsletter.

Packed Lunch - if you prefer, your child can bring a packed lunch and a drink (but we do ask that you do not send sweets, crisps, chocolate or fizzy drinks). Please send the lunch in a named container or lunch box including a freezer block to keep the packed lunch fresh.

Supervision during the lunch break

Midday assistants supervise the lunch break. A senior member of teaching staff is also always on duty.

Water

We encourage children to bring in bottles of water to school to rehydrate during the day. Water is also available from drinking fountains both inside and outside the school. Water bottles and replacement lids are available to purchase from the school office.

Parental Involvement

Homework

Children are encouraged to support their school work with homework. We follow government guidelines and set tasks appropriate to the age of the child. Your child's class teacher will let you know when to expect homework. All children have a reading book and we hope parents will encourage their children to read at home on a daily basis.

Breakfast Club

We run a Breakfast Club every morning from 7.45am until 8.50am (when the children then go to their classroom). Food is served until 8.30am. The charge for the Club is £2.50 per session. All sessions MUST be booked and paid for in advance of the day(s) required, via our online payment system, SIMS Pay. **(Suspended during Covid outbreak).**

Charitable Events

We encourage the children to support local, national and international charities. Where possible, speakers are invited to the school to talk about fundraising.

Charging Policy

In accordance with National and LEA guidance we have the following policy:

- No charge shall be made in respect of any element of the school curriculum
- Educational visits are organised and in order to meet the costs of these visits, a voluntary contribution will be requested. It must be made clear that should contributions not sufficiently cover the cost of any such visits, then they may need to be cancelled
- The same policy applies to events (e.g. theatre groups) that are organised within school.

Parents experiencing difficulty should contact the school, where any issues will be dealt with confidentially.

Cashless Office

All monies must be paid using the SIMS Pay website.

Keeping in Touch

At Beckers Green Primary School we believe it is important for parents and teachers to work together. We have two parent-teacher consultations a year and one end of year written report, but we also encourage parents to keep in touch with school throughout the year. Outcome afternoons occur termly for each class & offer parents the opportunity to see work completed during the term.

Reading Diaries

These are usually checked every day in the Reception and Infant classes so please use the book for asking questions or giving information to the class teacher. The class teacher and teaching assistant will also write in the book. In the Junior Classes we expect children to take the Reading Diary to the teacher if it contains a message from home.

Communication with your Child's Teacher

There may be times, however, when you need to give some urgent or vital information to the teacher so please do speak to the teacher at the beginning or end of the school day. If there is something that you need to have more than a 'very quick word' about at the start or end of the school day then it is much better to make an appointment. Appointments can be made through the School Office. We also hope that parents will take the opportunity to attend various assemblies, performances, sports events and meetings throughout the year. We are keen to involve parents in helping in school either on a regular or occasional basis. If you are able to help then please see either your class teacher or the Head teacher.

Medicines in School

Please do not send medicine (including cough sweets, creams and herbal remedies) into school with your child. Any medicine must be administered by an adult and we must receive written instructions. A policy is available in the office and the staff will be happy to discuss the procedures with you.

Busy Beckers Bees

Parents are invited to join the Parent Teacher Association (PTA). The PTA meets throughout the year to organise fundraising for the school, as well as for extra-curricular activities for the children and their involvement within the community.

Certificates & Notes Home

All children have the opportunity to earn certificates for behaviour or application to work as well as postcards sent through the post to their homes.

For further information on recognitions and consequences please see the Behaviour Management Policy on the school website.

School Newsletter

The school has a weekly newsletter, which can be accessed via the parent area of our website. Hard copies are available from the school office.

Behaviour & Discipline

At Beckers Green Primary School we believe that the school is a community in which behaviour is based on mutual respect, tolerance and consideration for others. The values, standards and simple rules of our school are made clear to the children by example and by discussion. We consider that praise and encouragement contribute to children's success at school and seize every opportunity to praise children. We aim to ensure a consistent approach to behaviour management to help promote healthy emotional wellbeing.

Pupils are taught to:

- Consider the welfare and safety of others
- Respect and listen to others
- Develop self-discipline and self-control
- Work hard and take responsibility for their learning
- Own their behaviour and be accountable
- Look after the school environment.

Our School Code reflects these principles and is displayed around the school and is expected to be followed.

Be challenged, be inspired, be you

OUR BEE VALUES

❖ Be resilient

❖ Be respectful

The Behaviour Management Policy clearly sets out the rewards and sanctions that are used in school. A copy of this is available in school and on our website.

Classrooms Expectations

Classroom expectations are negotiated each year between pupils and teachers. This indicates the rights and responsibilities felt to be important by each class and provide a framework for behaviour management.

Classroom expectations cover key areas such as:

- The way we treat each other

- The way we care for classroom property
- The way we learn and get assistance for learning
- How we solve interpersonal problems in and out of class
- How we can feel and be safe
- How we communicate with each other
- How we can work together collaboratively.

For both school and classroom expectations to be effective, it is important that clear routines have been established, that expectations are seen by all to be appropriate and sensible and that consequences to not complying are fair, logical and applied without malice or uncontrolled anger.

Anti-Bullying

We take any allegations of bullying very seriously and try to deal with any concerns quickly and effectively, any serious allegations are dealt with by the Headteacher, in accordance with our Policy. A full copy of this is included in our Anti-Bullying Policy - available in school.

Complaints Procedure

A full copy of our Complaints Procedure is available on the school website.

Parents are encouraged to discuss matters of concern with the class teacher in the first instance. If this is unsuccessful or the matter is of serious concern, then parents are encouraged to discuss the issue with the Headteacher. On occasions parents may want to refer matters to the Governing Body. Such a referral should be made in writing to the Chair of Governors, care of the school. If parents are still dissatisfied with the outcome then they may write to the CEO of the Saffron Academy Trust.

Attendance

At Beckers Green Primary School we have a good record of school attendance both authorised and unauthorised.

September 2019 - 6 March 2020	September 2019 - 6 March 2020
1.3 % unauthorised absence	3.3 % authorised absence
Attendance for the year = 95.44 %	

All parents are notified at the end of each school year with details of their child's attendance. By law, all children of compulsory school age must receive an appropriate full-time education. As a parent/carer, you are legally responsible for making sure this happens and ensuring that your children attend punctually and regularly. There are only 4 acceptable reasons why your child should be absent from school:

- Medical
- Transport provided by the LEA fails
- Religious observance
- Exceptional circumstances.

Our Attendance Officer will always attempt to resolve any attendance or punctuality issues informally and is more than willing to provide any help, advice and support to parents in order to promote school attendance.

From September 2015, the school implemented a new Attendance scheme named the '98 club'. The attendance of all children at the school will be reviewed at the end of each term and appropriate badges will be awarded. The way in which this scheme will work is as follows;

If your child achieves an attendance of 98% or above in the first term from September until December, they will be rewarded with a bronze badge. Attendance of 98% or more in the second term, up until the Easter break, will earn your child a silver badge. If your child then achieves an attendance of 98% or more for the third term, up until May half-term, they will receive a gold badge.

If your child does not achieve an attendance of 98% or more in the first term but does in the second term, they will start from the beginning and be rewarded with a bronze badge. Attendance of 98% or above in the third term would then see your child being rewarded with a silver badge.

Illness at home or at school

If your child is ill or unable to attend school for any other reason then please telephone the school office between 8.00am and 9.00am and leave a message on the answer phone. Please ensure you tell us your child's name and reason for absence.

If we do not have a message from you then we will contact you as we operate a first day contact policy. Further details can be found as part of the Attendance Policy on the website

Please ask the School Office for an amendment form to complete if any of your contact details change.

Illness or accident at school

We will contact you if we have any cause for concern or think that your child needs to go home.

Please make sure you keep us up to date with telephone details so that we can always contact you or an emergency contact

Please make sure we have any necessary medical details.

Lateness to School

Punctuality is important. All children should arrive in good time for morning or afternoon registration.

Morning between 8.45am and 9.00am
Afternoon 1.15pm

Children who arrive after this time are late for registration and must enter school via the school office. If they arrive after the register has closed (9.30am and 1.45pm) this will be counted as an unauthorised absence.

The following are NOT reasons for arriving late to school:

- Taking other children to school
- Running errands

Absences

If you need to take your child out of school for any reason not listed below you will need to fill out a leave of absence form which is available from the school office:

- Doctor's appointment
- Dentist's appointments
- Feeling unwell

The head teacher will look at each application and decide if the leave of absence can be authorised.

Taking your child out of school during term time could be detrimental to your child's educational progress.

Parents should not normally take their children on holidays in term time. **There is no legal right to do so**. However, you may apply to the school for leave of absence for up to 10 days in the school year for exceptional circumstances. Parents/Carers must request a Leave of Absence Form from the school office and this must be completed and returned to the school office together with a letter setting out the reason for the absence request. A letter from the head teacher will then be sent saying whether or not the holiday has been authorised. Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the DFES and children's attendance.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the School Attendance Officer first and then to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to **each parent for each child** taken out of school.

Please ask in the school office for Leave Of Absence Form.

For full details of our Attendance Policy, please visit our website.

Family Liaison Officer

Mrs McCormick is a Home/School Liaison worker working with not only our school but others in the local area. Her role is to support families with any queries/difficulties they may have including: behaviour, attendance, family conflict and parenting issues etc. Mrs McCormick holds a drop in session monthly at school and teachers can also refer parents to Mrs McCormick through our Pastoral Support Manager Mrs Dunne.

School Attendance Officer

Mrs Brydges is our School Attendance Officer who works with a cluster of schools dealing with attendance matters and can be contacted through Alec Hunter Academy on 01376 321 813.

Documents available in school

The school has on file various Department for Education and Skills documents together with county and school documents. Copies of these may be obtained through the school office or viewed on the school website. A photocopying fee may be charged for some documents. Documents can also be consulted in school.

Government/Local Education Authority documents:

- National Curriculum - Key Stages 1 and 2
- A copy of the LEA's agreed syllabus for Religious Education
- Ofsted Inspection Report - also on our website
- LEA's framework for the Curriculum in Essex

School Policies on website:

- Child Protection Policy - including Keeping Children Safe in Education
- Behaviour Management Policy
- Sex Education Policy
- Attendance Policy
- Breakfast Club Policy / After School Club
- Equality Policy
- Charging and Remission Policy
- Collective Worship Policy
- Complaints policy
- Special Educational Needs and Disability Policy
- Teaching and Learning Policy
- Guidance on Infection Control
- Whole School Food Policy
- Transition Policy
- Admissions Policy
- Accessibility Policy
- Anti-bullying Policy

A full list of statutory and non-statutory policies is available from the school office.

Please note that all school policies are subject to regular review and update to keep abreast of school developments.



No results for Academic Year 2019-2020 due to the Covid-19 Cancellations

SCHOOL RESULTS 2018-2019

EARLY YEARS FOUNDATION STAGE

Cohort	Gender	SEN
45 pupils	62% boys (28 pupils) 38% girls (17 pupils)	27% (12 pupils)

	Our school	National Average
% ACHIEVED A GOOD LEVEL OF DEVELOPMENT	60%	72%

YEAR 1 PHONICS RESULTS

% at expected level	National Average % at expected level
83%	82%

END OF KEY STAGE ONE RESULTS

Cohort	Gender	SEN
41 pupils	58% boys (24 pupils) 42% girls (17 pupils)	20% SEN (8 pupils)

	% at Expected Level	National Average % at Expected	% Achieving Greater Depth
Reading	76%	75%	15%
Writing	66%	69%	10%
Maths	78%	76%	17%
RWM Combined	61%		

END OF KEY STAGE TWO RESULTS

Cohort	Gender	SEN
55 pupils	55% boys (30 pupils) 45% girls (25 pupils)	24% SEN (13 pupils)

	Average scaled score	% achieving Expected Level	National average % at Expected level	% Achieving greater depth/higher score	National Average % at greater depth/higher score
Reading (SAT)	106	85%	73%	25%	27%
Writing (TA)	N/A	76%	78%	29%	20%
GPS (SAT)	107	82%	78%	44%	36%
Maths (SAT)	107	85%	79%	27%	27%
Combined RWM	N/A	75%	65%	13%	11%

PROGRESS from end of KS1 to end of KS2

	Average progress score	National average progress score
Reading	2.8	0.0
Writing	2.4	0.0
Maths	3.0	0.0