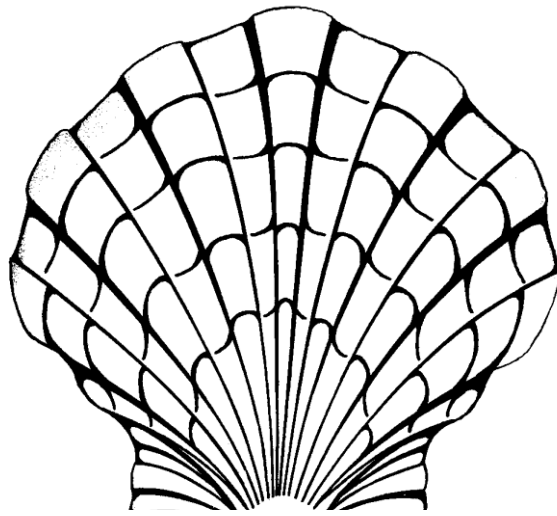


Nazeing Primary School



Prospectus
2017-2018



Nazeing Primary School

2017 - 2018



School Details:

Nazeing Primary School
Hyde Mead
Nazeing
Essex EN9 2HS

Telephone: 01992 893344
Fax: 01992 893945
Email: admin@nazeing.essex.sch.uk
Website: nazeing.essex.sch.uk

Headteacher: Jane Pomfret
Deputy Headteacher: Sarah Green
Chair of Governors: Hannah Stolton
School Administrator: Jane Fixter

Welcome to our school

Nazeing Primary School is a community school for children aged 4 to 11. We serve the village of Nazeing and also have children join us from the neighbouring towns of Harlow and Waltham Abbey.

It is our commitment to ensure that all of our children achieve their potential. In order to fulfil this, we have designed an exciting, challenging curriculum and have a packed diary of events to give the children a memorable primary school experience.

In return, we expect the children to try hard and develop their ability to display our core values:

T rustworthy
E nthusiastic
R espectful
R esponsible
I ndependent
F air
I nclusive
C aring

We know we achieve the best outcomes for our pupils when the home/school relationship is effective and we value the support of our parents immensely. We operate an 'open-door' policy which means we will always be available to discuss any concerns with you at a mutually agreed time.

We have an active PTFA of which you are automatically a member once your child starts school. Events organised by the PTFA present a good opportunity for school and parents to work together for the benefit of the children.

I hope you find the following information about our school useful and I look forward to working with you.

Jane Pomfret
Headteacher

Our Mission Statement

'Ask, Aspire, Achieve'.

At Nazeing Primary School every child matters. The school aims to:

- Provide an inclusive, supportive and safe environment, which has high expectations of all members of the school community.
- Recognise the needs and aspirations of all learners and provide opportunities for all pupils to achieve their goals.
- Deliver an exciting, challenging curriculum which inspires enquiring minds and positive attitudes to learning from all pupils.
- Work in partnership with parents, carers and the wider community, actively encouraging their engagement in school life.
- Encourage the children to value the diversity in our society and develop the skills necessary for them to become TERRIFIC citizens.
- Develop in the children a strong sense of responsibility and understanding of British Values.
- Develop individuals with self-respect and self-discipline through Social, Moral, Spiritual and Cultural experiences within the curriculum.
- Ensure all members of the community feel valued and respected and are eager and prepared to face the next stage of their education.
- Provide support for all members of the school community to promote the emotional well-being of all

Racial Equality

At Nazeing Primary School we are committed to the promotion of equality of opportunity for all, including people from different racial, ethnic, cultural and religious backgrounds and to promoting good relations between people of these differing groups.

About Our School

Nazeing Primary School is a community school for children aged 4 - 11 years and is maintained by Essex County Council. Pupils come to the school from the local village community as well as from the neighbouring towns of Harlow and Waltham Abbey.

Nazeing Primary School has achieved the awards of National Enhanced Healthy Schools, Sports Activemark, Silver Games Award, Artsmark and the Financial Management in Schools Award. The school enjoys partnership links with Forest Independent Primary Collegiate, Harlow Education Consortium and Harlow Sports Partnership.

The school is governed by the Nazeing School Governing Body which consists of 12 members, one Local Authority governor, four parent governors, one staff governor, five co-opted governors and the Headteacher.



Admissions

Admissions to Nazeing Primary School are controlled by Essex County Council. The standard admission number for reception 2017/18 is 45 which means we have mixed age classes. Parents who are considering sending their children to Nazeing Primary School are welcome to visit the school. Please contact the school office for an appointment. To make the transition into school as easy as possible, pre-school children join the reception class for an induction period during the term prior to their entry into full - time education. Parents who are enrolling their child for a place in Reception receive an induction pack to further explain this process.

The School Day

Reception:	8.45 a.m. - 12 noon 1.10 p.m. - 3.10 p.m.
Infants:	8.55 a.m. - 12 noon 1.10 p.m. - 3.20 p.m.
Juniors:	8.55 a.m. - 12.15p.m. 1.10 p.m. - 3.20 p.m.



The school places great importance on the children arriving at school on time and ready to start work. The main entrance door is open from 8.45 a.m. Junior children who walk to school alone are required to sign the 'Walk to School' Register each morning.

A normal school week, excluding school assemblies and morning breaks, consists of 24 hours and 10 minutes teaching time for juniors and 21 hours and 40 minutes teaching time for infants.

The school operates the junior play leaders scheme to ensure that our younger children have plenty of opportunities to play small games and learn to enjoy playing together.

Lunchtime Arrangements

Children may come home for lunch, have a school meal or bring a packed lunch.

Lunch is cooked on the premises every day by the catering company, Chartwells. Infant children are entitled to receive a free school meal. For junior children, school lunches cost £2.20 per day however, parents in receipt of Income Support or Family Tax Credit are entitled to free school meals, please ask for details from the school office staff.

Children can choose from a hot dinner, jacket potato, or a baguette option. If your child has a packed lunch, please provide a drink in a plastic container or carton (no fizzy drinks or glass bottles).



We expect children to eat a reasonable amount of food and midday assistants will encourage them to do so. We will inform parents if they do not eat enough. A child is never forced to eat. Midday assistants, under the direction of the Headteacher will care for your child at lunchtimes. Children are expected to behave well and courteously during this time towards each other and towards the staff.

School Uniform

All children are expected to wear school uniform. We believe that wearing school uniform helps to promote a positive attitude towards work and school. The school colours are green and grey with black school shoes. A full uniform list can be obtained from the school office. Uniform can be purchased from Top Form Clothing in Harlow. The school holds a small amount of good condition second hand uniform and sales are held regularly in school.

Children must not wear jewellery to school as it can be dangerous during P.E. and playtimes. The only earrings allowed are studs or very small sleepers for which we ask parents to take responsibility. Earrings must be removed for P.E. and swimming sessions.

Behaviour

Good behaviour is necessary for effective teaching and learning to take place and is an integral part of becoming a responsible citizen. Our school behaviour policy is based on the 'TERRIFIC' citizen values with positive reinforcement of good behaviour. These values are Trustworthy, Enthusiastic, Responsible, Respectable, Independent, Fair, Inclusive, Caring. Bullying is unacceptable behaviour and our anti-bullying policy outlines the Support Group Approach to creating a happy school.

School Documents

All the school policies, our School Development Plan, any published Ofsted reports on the school, copies of school newsletters and minutes of Governors meetings are available in the reception area. The school Publications Policy outlines the information we currently publish. The school is registered under the Data Protection Act.

Attendance

The school carefully monitors the attendance of all its pupils and is not allowed to authorise any term time absences unless there are exceptional circumstances. Notification must be given for all absences by telephoning the school office by 9.15am on the first day of any absence. Our class attendance registers are checked on a weekly basis by our School Attendance Officer and on a monthly basis by the Education Welfare Officer. The government expects all primary aged children to achieve an attendance of at least 95% per academic year; any child with less than 90% attendance is classed as a persistent absentee. The Headteacher will hold school based meetings with parents of pupils with low attendance. Legal action may be taken against parents/carers which could include a penalty notice if no improvement in attendance is made.

Travelling to School

The school is involved in the Safer Journeys to School initiative and children are encouraged to walk or cycle (if appropriate) to school. We have a 'Walk to School' Register for children who walk to school alone, cycle sheds for bicycle storage and Essex County Council operate a school bus system. Our travel plan outlines our commitment to promoting healthy ways to come to school. However, should you need to drive to school, please park safely and with consideration for others.



Security

The school seeks to provide a safe and secure environment for the children. During the school day all outside doors are kept shut. The playground gates and the junior field gate are locked at 9.20 a.m. Crash bar fire doors at the Infant and Junior entrances allow the children to exit the building but prevent entry. All visitors to the school must report to reception (entry via a keypad system) and will be required to wear a security pass issued by the office. Keypads are fitted to the main reception door, junior door, reception class, hall and staffroom. All staff and voluntary helpers, including parents, working in school are subject to safe recruitment practices and are required to have clearance from the Disclosure and Barring Service.



Child Protection

There are strict procedures regarding Child Protection laid down by Essex County Council. The school has designated staff members who are responsible for this important area. It is the duty of all class teachers and members of staff to inform them of any concern they have about a particular child's welfare. On occasions this may involve contact with Social Services. It is our duty to follow these procedures as always the care and welfare of the child is of prime importance and concern.

Charging Policy

The school may make a charge for any activity offered which takes place wholly or mainly outside school hours. Contributions to the cost of school trips are requested. There is a charge if children wish to learn a musical instrument with Essex Music Services, although vouchers are offered to those parents who may qualify if on a low income.

Parent / Teacher Communication

Parents are welcome to visit the school to discuss their child's progress with either the class teacher or the Headteacher. Each term the school holds consultation evenings at which parents can discuss their child's progress with the class teacher. In addition, the reception classes have termly open afternoons for parents to look at their child's learning journals.

At the beginning of each school term parents are given a topic proforma and class information sheet from their child's class teacher which will give an outline of the work to be covered in class.

Written reports are sent home at the end of the Summer term.

Parental assistance is regarded as a valuable resource. Parents are encouraged to assist in class, working with the class teacher or accompany children on school trips. (All voluntary helpers must have a satisfactory DBS check).

Children achieve more when school and parents work together. The Home / School Agreement explains the responsibilities of the school, the parents and the pupils. We ask all parents and pupils to sign this agreement on entry to school.

Every Friday a newsletter from the Headteacher is uploaded onto the website. Our school also uses the teacher 2 parent texting service to communicate regularly with parents. The school website is updated weekly with news and activities.

The Curriculum

The emphasis of the school's curriculum is on teaching the children the basic skills of literacy and numeracy. All children study English, Mathematics, Science, Computing, History, Geography, Design and Technology, Music, Art and Design, Physical Education, Spanish, Citizenship, Personal, Social and Health Education and Religious Education.

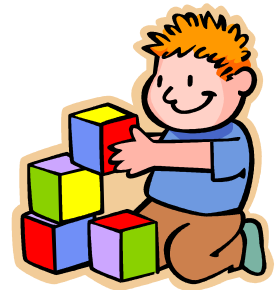
We value all our children's talents and abilities and the work in class is closely matched to the ability of each child. Some of the curriculum is covered in an integrated manner through topics embracing particular areas and other work is delivered as discrete subjects. Children work in a variety of ways, as a class, group, pair or individually, depending on the teacher's assessment of what is appropriate. The emphasis is always on the active and meaningful involvement of children in their own learning.

The curriculum is organised into three stages:

The Early Years Foundation Stage - Reception (Infants)

Key Stage 1 - Years 1 and 2 (Infants)

Key Stage 2 - Years 3, 4, 5 and 6 (Juniors)



English

English is fundamental to much of a child's work and is accordingly given the highest priority. Most English work is taught through daily literacy lessons to ensure that vital skills and understanding of the English language are taught to a high standard throughout the school.

Speaking and listening skills are very important. The children are encouraged to talk to teachers, adults and other children to share experiences, develop understanding, express their thoughts, contribute to class discussions and develop confidence. Listening skills are developed through listening to stories, music and assemblies.

The children are encouraged to enjoy reading for pleasure and for gathering information. Different methods of teaching reading are used depending on the individual child's needs. This includes the use of letters and sounds, which is a six-phase phonetic teaching programme. The activities promote speaking and listening skills, phonological awareness and oral blending. Hearing children read is essential to reading development. Parents can support their children by sharing and reading books at home. During the day all classes have a period of quiet reading and there are sessions when books are shared with the teacher, other adults and children.



Written work is linked to all curriculum areas. In the early stages children are encouraged to write about their own experiences. Children are given the opportunity to express themselves creatively through a range of fiction and non-fiction tasks. They are taught essential skills

such as punctuation and grammar, sentence construction and spelling. The importance of legible, well-formed handwriting and presentation is stressed throughout the school.

Mathematics

This subject is taught through daily mathematics lessons. The aim of the work is such that children learn through activities in which they are actively engaged and motivated to gain an understanding of basic mathematical concepts. The children work on practical aspects of mathematics and develop the ability to relate mathematics to real life situations and develop an enthusiasm and interest in the subject. Children will work individually, in a group or as a class. In some lessons the children are grouped according to ability. Parents are encouraged to reinforce skills learnt at school in the home environment such as counting, multiplication tables and the quick recall of number facts, as well as opportunities to practise estimating and predicting.



Science

The approach to Science is based on children learning through personal, first hand experience. The work involves asking questions, planning and organising experiments, recording findings and drawing conclusions from the results.

Computing

A high quality computing education equips pupils to use computational thinking and creativity at a level suitable for the future workplace and as active participants in a digital world.



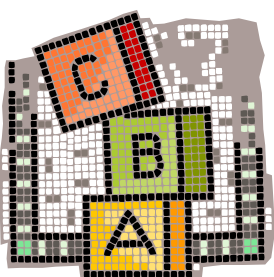
The children will have access to many aspects of computing, including word-processing, presentations, spreadsheets, databases, graphics, modelling, control and programming.

History

In History the children learn about significant people, events, cultures and places from both the recent and more distant past. They learn about how historical events have influenced the world we live in today. They use various sources of information such as photographs, artefacts, books and the internet to help them investigate the past.

Geography

In Geography we aim to build upon the children's knowledge of the local area and develop their understanding of the wider world. The children develop their understanding of the world through studying human and physical features and processes.

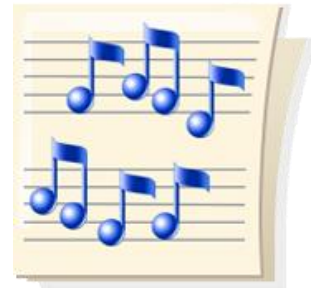


Design and Technology

A variety of materials are used to provide children with the opportunity to design, construct, test and refine models and structures. Emphasis is placed on teaching the skills and techniques required for effective and safe work.

Music

The children are involved in musical activities throughout the school. Junior and infant song practices are held regularly and music tuition is available with peripatetic music teachers from Essex Music Services. Children are encouraged to compose their own music and write their own musical scores. Assemblies feature a wide range of music from pop to classical and music from other countries.



Children will have opportunities to take part in school drama productions often combining their musical and acting skills and in festivals and special community events.



Art and Design

Art and Design is taught in such a way as to give each child confidence in his/her own creative ability, deriving a sense of pleasure and fulfilment through imaginative work. The children develop a natural curiosity about the visual world. A wide variety of materials are available and skills and techniques developed include drawing, painting, printing, marbling, model making and textile design. The school has achieved the National Artsmark Award in recognition of its commitment to the Arts.

Physical Education

The school aims to encourage a lifelong enthusiasm for sport while promoting the physical and social benefits of physical exercise. The school has been awarded the Sports Activemark by Sport England in recognition of our commitment to physical education. Fitness, athletics, swimming, gymnastics, dance and games are offered. There are teams for football, cricket, netball, basketball, rugby, hockey, rounders and athletics, with matches against other schools.



Citizenship, Personal, Social and Health Education

This area of the curriculum helps to promote health and well being, self-esteem and the ability to form good relationships. The school has achieved the award of National Enhanced Healthy School Standard and will encourage the children to develop a healthy lifestyle and become a responsible citizen.

Modern Foreign Languages

Spanish is taught to all our pupils using the 'Lingo Tots Language for Life Programme'. The study of Spanish focuses on communication, linguistic skills and the cultural environment which exists in Spain.



Religious Education

Our aim is to help our pupils acquire and develop knowledge and understanding of the World's religions. We want children to understand the influence of beliefs, values and traditions on individuals, communities, societies and cultures. Religious Education enhances spiritual, moral and cultural growth and helps to develop a positive attitude towards others who may hold different beliefs. We follow the Essex Agreed Syllabus for Religious Education.

Assemblies

Daily assemblies reflect the broad traditions of Christian belief and acknowledge the contribution made by all cultures to our school. Children are encouraged to develop a caring attitude towards each other. Parents have the right to withdraw their children from religious education and assemblies. They must inform the Headteacher in writing. Pupils who are withdrawn will be supervised by a member of staff in the library area.

Special Educational Needs

The school recognises that children may require additional help or extending in particular areas. The school is part of the Gifted and Talented network in Essex, a forum which supports the teaching staff with materials and resources for able children. Children who are assessed as having special educational needs may be supported by the class teacher, the learning support assistant or the Special Educational Needs Co-ordinator, Mrs Lois Jarrold. Support is given to children in classrooms and in small withdrawal groups.

Assessment

Assessment is an integral part of teaching and learning. Children's work and progress is continually monitored by their teachers and children are given feedback and set targets for improvement. In this way we hope to encourage children to take responsibility, always give of their best and to achieve good standards.



In the foundation stage (reception class), staff compile an ongoing record of assessment which shows the children's progress through the seven areas of learning.

In Year 1 children undertake the national phonics screening check to assess their understanding of using and applying sounds.

When children are in Years 2 and 6 they undertake end of key stage assessments (SATs). Teachers use their knowledge of the work children have done in class to judge the children's progress (teacher assessment). These assessment results are reported to parents in the summer term.

Educational Visits

Children are taken on educational visits to exhibitions, museums, historic buildings and other places of interest. We offer a residential school journey to Year 6 in the autumn term.

Clubs

We have a busy and varied programme of activities during lunchtimes and after school. Clubs are organised by members of staff, parents, pupils and community groups for a range of age groups. These include drama, dance, science, construction, computers, singing/story, fitness, football and multi - sports.



Homework

Learning at home is an essential part of the good education to which all our children are entitled.



All children will be set a regular programme of homework activities, which will be explained in the class information pack sent out at the beginning of each school year. Parents are encouraged to support their children in homework and other opportunities for home learning.

Children will be given a variety of tasks appropriate to their age and ability with the main focus on literacy and numeracy. A weekly homework/study support club is held once a week after school for children in Years 3, 4, 5 and 6.

Expressing Concerns

Parents, carers and children sometimes have worries about aspects of school life. At Nazeing we take seriously all concerns raised by parents, carers and children. The important point to remember is that the school needs to know at the earliest opportunity if there are concerns. The class teacher is usually the best person to see, although the Headteacher or Deputy may be able to help. All governors can be contacted via the school office. In very serious situations, a worry or concern may become a formal complaint and this would be dealt with in line with the school's formal complaints procedure.

Nazeing Parents, Teachers and Friends Association

All parents are automatically members of the Nazeing Parents, Teachers and Friends Association and are encouraged to take an active role in its activities. We do appreciate the extra resources that the NPTFA give us and the hard work they put into their fund raising. The events are enjoyed by parents and children and are highly valued by the staff.



2017/2018 Term & Holiday Dates

2017 / 2018	First Day	Last Day	Half Term
Autumn Term	04.09.17	20.12.17	23 rd Oct - 27 th Oct 2017
Spring Term	02.01.18	29.03.18	12 th - 16 th February 2018
Summer Term	16.04.18	21.07.18	28 th May - 1 st Jun 2018
May Day Holiday	07.05.18		
<i>Teacher training days - school closed to children :</i>			
4 th September 2017			
30 th October 2017			
2 nd January 2018			
16 th April 2018			
4 th June 2018			