

# Great Waltham Church of England VC Primary School

## ‘A Guide to School Life’

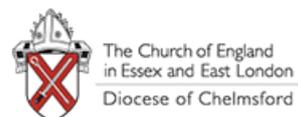


## ‘Let Our Light Shine’

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# Welcome

Whether your child is just starting at Great Waltham Primary School or you are continuing your partnership with us, we are pleased to welcome you to our school. We hope you will find this information useful, but if you require further details, then do not hesitate to contact us and we will try to help you all we can.

We firmly believe that for your child to receive the best education they deserve, school and home need to work closely together.

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# Ethos and Vision for Great Waltham C of E VC Primary School

## Our Ethos:

‘Let Our Light Shine’

We aim to live as Jesus shows us. We ASPIRE for all our children to be confident, happy and caring individuals who develop a love of learning and of life, living responsibly in God’s World.

‘Do to others as you would have them do to you’

Luke 6:31

## Our Vision:

At the end of their time at Great Waltham Primary School, we aspire for all our children to have:

- Developed a strong work ethic both for their own benefit and the benefit of others.
- Developed a strong set of practical, social and emotional life skills.
- Developed, through the teaching of our Christian and British values, self-respect and respect for others, whatever their ability, race, religion or culture.
- Gained the skills to work independently, either on their own or as part of a group, and take responsibility for both themselves and others.

To achieve this Great Waltham School will:

- Ensure equal opportunities for all.
- Work in a partnership with parents / carers, the local church, community and partner schools.
- Provide a safe and secure environment where children will feel confident, able to learn and experience success.
- Plan and deliver a relevant curriculum which is inclusive, challenging and creative.

To help achieve this vision we follow six core values:

Aspiration

Strength

Perseverance

Integrity

Responsibility

Empathy

## The School

Great Waltham C of E Primary is a small village school with a big heart for children aged 4 years to 11 years. We are ambitious about what we want our pupils to achieve and strive to provide the very highest standards of education. Our staff are highly committed, hardworking and motivated. The school is a unique place, set in beautiful surroundings with strong links to the church and local community.

The children are central to everything we do as a fully inclusive school. We strive for all our children to achieve their full potential by means of a challenging and exciting curriculum that develops a passion for lifelong learning.

Church schools are part of the nations maintained system of education and are operated in partnership with the Local Authority. Each church school has a Governing Body constituted in accordance with its instrument of government which is responsible for the school and on which the Church, Local Authority, Parents, Teachers and Staff will be represented.



### **Arrangements for Parents to Visit the School**

Parents & Carers are most welcome to visit. Please contact the school office to book an appointment.

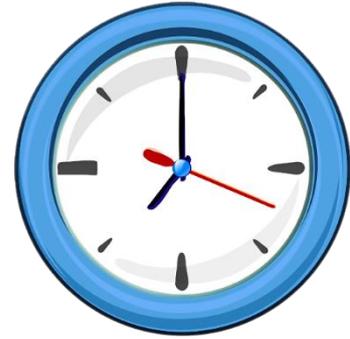
We value and respect the knowledge each parent has of their own child and we endeavour to work in partnership with them.

Parent consultations are held twice a year when parents and teachers will discuss their child/ren's progress. This coincides with short written reports being distributed to all parents outlining effort levels, pastoral and academic progress. Parents are also invited in to whole school/class events. Any parents wishing to meet with the class teacher outside of the parent consultations can do so by contacting the school office to arrange a meeting. An in depth written school report is available in July to review your child/ren's progress and look ahead to the next school year.

## School Day

The school is open for the children from 8:35am, pupils can come straight in to hang up their coats and bags and deliver any messages to their teacher, prior to registration. Pupils then settle to work quietly.

08:35	Children allowed into school & commence early morning work
08:45	The school day starts with Registration
09:00	Lessons
10:20	Collective Worship
10:45	Break
11:00	Lessons
12:00	Lunchtime (KS1)
12:15	Lunchtime (KS2)
13:15	Afternoon Registration
13:20	Lessons
15:15	End of school day



At the start and the end of the school day, all children use entrance gate two. If you arrive late you will need to enter via entrance gate one and sign your child in at the office.

At the end of the school day, EYFS & KS1 children will be shown out by their teacher. KS2 are able to leave their classes and wait behind the yellow line at gate two to be collected. Please advise the school office of any changes to your usual pick-up arrangements. Whilst we understand changes can be last minute, where possible, please inform us by 12.00 noon on the day. If you expect to be late to collect your child, please contact the office by 2:45pm.

### **Children not collected**

We ask all parents / carers to ensure they are ready to receive their child at 3:15pm or at the agreed finishing time after a school club. Children who are left behind often feel an increasing level of anxiety and distress the longer that they are unsure of where their parents/carers are. Clearly this is not a good thing to happen to any child. The impact on the school of having a child left at the end of the day is also great as it requires a member of the support staff to supervise that child and this incurs an additional staffing cost. Parents who are persistently late to collect their child will be charged at a cost of £7 per half hour.

## Absence/Sickness

### **Term Time Absence**

The school has a strict policy on term-time absence. Please note that NO holidays will be authorised during term time. Requests for absence in specific circumstances must be made using the request for exceptional circumstance form (available on our website).

Unauthorised absences taken that have not been authorised are subject to potential fines issued by the local authority.

### **Sickness**

If a child becomes ill or is injured during the school day, the school will attempt to contact a parent. School staff are only permitted to administer medication to children during the school day if it has been prescribed by a doctor and the relevant consent form has been completed by a parent/guardian. If medication is prescribed for three times a day, we expect this to be managed at home. If four times a day is required, the school office can administer this once during the school day.

All prescribed medicines are kept in the school office and a register of any dosage taken is recorded.

If children are suffering from sickness and diarrhoea they must be kept at home for 48 hours after the final bout of sickness

If you need to report your child absent from school you can do so by notifying us using one of the following:

- ParentMail app > Absence
- Calling the school office absence line by 9.30am (Main school phone line - option 1)

If we have not heard from you on the first day of your child's absence you will receive a message to call the school so we can ascertain the reason for absence. The school has a duty of care to each child and is therefore legally required to report absences.

## The Curriculum

The children are central to everything we do as a fully inclusive school. We want all of our children to achieve to their full potential by means of a challenging and exciting curriculum that develops a passion for lifelong learning.

Topics are changed every term or half term and theme letters are put on the website, updating parents on the up and coming topic.

## Children with Special Educational Needs

Every effort is made to input resources to children whom, at certain periods during their school life benefit from a little extra help. Should this need occur with your child we will obviously consult with you regarding how we can work together for the benefit of your child. If your child needs extra support, they will be placed on an intervention programme, usually to support some aspect of literacy or mathematics. Some children may have a Statement of Special Educational Needs/Educational, Health Care Plan, which provides the child support during the school day. As a school, we are fully inclusive and all children thrive and fulfil their potential regardless of their differing needs.

The school follows the code of practice on the Identification and Assessment for Special Educational Needs issued by the Department for Education.

[www.education-ni.gov.uk/articles/special-educational-needs-code-practice](http://www.education-ni.gov.uk/articles/special-educational-needs-code-practice)

## Visits

At Great Waltham Church of England Primary School, we try to include many local environmental visits and educational visits linked to class topics. This makes the work more interesting and realistic to your child. It should also help him or her to get to know the local area which is rich in heritage and woodland.

The school runs a residential visit for Year 5/6 bi annually. This gives opportunities for individuals to participate in new and exciting experiences.

For any trip other than local, we will contact you with the necessary information in advance.

If the activity does incur cost to the school, you will be informed as to the total cost and we will ask you for a voluntary contribution. Whilst the contribution is voluntary, if we are unable to raise the necessary money for the trip, it will be cancelled and a valuable educational experience may be missed.



## School Uniform

At Great Waltham we have adopted a school uniform as we firmly believe that it fosters a feeling of belonging and encourages children to take a pride in their school and we are very grateful to parents for supporting the wearing of uniform. The uniform is as follows:



### **Winter uniform:**

- Grey trousers, skirt or pinafore dress
- White school shirt, short or long sleeved suitable for wearing with the school tie
- School tie – Velcro for the younger children
- School logo jumper, cardigan or tank top
- Black, white or grey plain socks
- Dark grey tights
- Black shoes – No trainers
- Plain coat
- Plain bag (EYFS school book bags only)

### **Summer uniform:**

- Navy blue and white gingham dress to be worn with plain white socks or Grey skirt and white collar short sleeved shirt
- Grey shorts to be worn with either black, grey or white socks
- School logo jumper, cardigan or tank top
- Plain coat
- Black shoes – No trainers or sandals

### **PE kit:**

**On PE days we ask all children to come to school in their tracksuit, this saves time on getting changed and allows us more time for PE.**

- Navy school logo PE tracksuit\*
- Pale blue school logo PE t-shirt
- Navy Sport Shorts – Summer Only
- White socks
- Dark coloured trainers

\*The school will subsidise the cost of your child's first PE tracksuit, therefore orders for these are via the school office.

### **Hair:**

- Long hair must be tied up at all times.
- Hair ties to match uniform colour – navy or black
- No large bows

### **Earrings:**

For reasons of Health and Safety school staff are not permitted to remove earrings from children's pierced ears under any circumstances, nor are they responsible for the earrings once removed. Therefore, we recommend children do not wear earrings to school. Due to health & safety, earrings must be removed prior to PE.

All logoed uniform is available from School Wear Plus – Chelmsford

[www.schoolwearplus.com](http://www.schoolwearplus.com)

Please ensure every item of school uniform is named so that it can be returned if misplaced. Lost property is only held for a short period of time.

# Religious Education

## **Teaching Objectives**

The Teaching Objectives are for pupils to learn about people, places, writings, worship, festivals and fasts, rites of passage, individual and community, relationship with the natural world in the study of Christianity and other faiths.

Religious Education is normally taught as a separate subject although there may be occasions when cross curricular links are used. Planning is based on the Diocese of Chelmsford RE syllabus of work linked with concepts from Understanding Christianity.

We value cultural experiences and, whenever possible, arrange visits to The church of St. Mary and St. Lawrence in Great Waltham. We also arrange visiting theatre groups and drama/dance workshops.



## P.E

Physical Education is essential for every child and its value is recognised by its inclusion as a foundation subject within the National Curriculum. It offers opportunities to experience a wide range of activities that can form an important part of our leisure time, promoting a feeling of well-being and enjoyment of life. Physical Education also supports the development of important social values; healthy lifestyles, determination, co-operation, honesty, loyalty, self-discipline, self-respect and respect for others.

Practical areas of work covered are gymnastics, dance, athletics, game skills and swimming. Children develop and improve co-ordination and motor skills through individual and small group activities, using a variety of equipment in a variety of situations. We plan for invention, co-operation, understanding of and the need for rules, decision making and mini games.

## School Communication with Parents

Our school uses IRIS ParentMail to send our newsletters, letters, forms and messages direct to parents by email and text message. Please be assured, the IRIS ParentMail service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is NO advertising associated with the scheme so you will not receive junk email or text messages.

You will be provided with a registration link to sign up to the service. We recommend you download the IRIS ParentMail app to your phone, this can be found in your App Store / Google Play Store with the logo shown.



## School Meals

All pupils in Reception, Year 1 & Year 2 receive a school meal at no cost to the parent/guardian (universal infant free school meals). We recommend using this free dinner service as children will benefit from hand-eye coordination and fine motor skills whilst using their knife & fork. This can help support their writing development.

Meals are freshly prepared every day, and are nutritionally balanced to provide the right amount of energy to ensure that children work proficiently in the afternoons. Produce is sourced locally where possible. Vegetarian options are available, and we can also cater for children who have diagnosed dietary requirements. Due to allergies, we are a strictly nut free school. Your child may bring a packed lunch if you would prefer, this must contain healthy food. From years 3-6 school meals are currently charged at £2.20 per day. Some pupils will be entitled to free school meals, please contact us for further information. Meals must be ordered in advance via the ParentMail app.

## Snacks & Milk

Children in Reception, Year 1 & Year 2 are provided with government funded fruit & vegetables for their morning snack. Children in years 3-6 are welcome to bring a healthy snack in to eat at break time (must not contain nuts).

We are also provided with government funded milk for all children under 5 years old. This is available to these children during the morning.

## School Drop Off / Pick Up & Parking

The majority of primary school children live within 1.5 miles of their school, with many closer.

We strongly encourage children to walk, scoot or cycle to school with their parents / carers (or independently if age appropriate). The school operates the 3PR Parking Initiative - meaning 3 parking rules: Care. Consideration and Caution. Children are given tokens for being seen walking to school, which includes those whom have been driven to school and have parked further away for safety / congestions reasons.

Parking expectations are explained fully when new parents join the school.

## Extra-Curricular Activities

We operate an extensive programme of out of hours learning which we feel enhances children social skills, personal development & self-esteem. Our teaching staff operate afterschool clubs on some week days and external providers operate a variety of other clubs throughout the week (Some of these will incur a cost.)

Here is an example of some of the clubs we currently offer:

GREAT WALTHAM CoE PRIMARY SCHOOL – SUMMER TERM 2022 CLUBS



Day	Club	Time	Dates	Open to	Responsible adult
Monday	Football	3.15-4.15pm	25th April - 18th July	Y 3/4	Premier Education - PLEASE NOTE THIS IS NOW A FEE PAYING CLUB. This is subsidised by the school and will cost <b>£25.00</b> for the Summer term (10 sessions). Booking & payment via parentmail.
	Football	3.15-4.15pm		Y 5/6	
	Tennis Club	3.15-4.15pm	25th April - 4th July	Y 1/2	Mandy Morris - Booking direct via e-mail
Tuesday	Early Morning Multiplication Sessions	8.15-8.45am	TBC	Y 4	Class Teachers
	Lunchtime Sports Club	Lunchtime	TBC	TBC	Premier Education - please sign up via the notice board at school
	Booster Classes	Afterschool	See ParentMail forms	By invitation - See ParentMail forms	Class Teachers
	Tennis Club	3.15-4.15pm	26th April - 5th July	Y 3/4/5/6	Mandy Morris - Booking direct via e-mail
	Piano Lessons with Essex Music Services	During Lesson Time	TBC	Y 1-6	Essex Music Services - Please contact the school office for further information.
Wednesday	Running Club	8.00 - 8.30am	20th April - 13th July	Y 3/4/5/6	Mrs Elmes & Mr Burden
	Lunchtime Sports Club	Lunchtime	TBC	TBC	Premier Education - please check the notice board for year group / sport
	Tech Club	Lunchtime	27th April - 13th July	Y 1/2	Next Thing Education - Booking direct via their website
	Tag Rugby	3.15-4.15pm	20th April - 13th July	Y 4/5/6	Mr Burden - Booking via parentmail - max 25 spaces
	Multisports	3.15-4.15pm	20th April - 13th July	Y R/3/2	Premier Education - Booking direct on their website.
	Ukulele/Guitar Lessons with Matt Poole	During Lesson Time	TBC	Y 1-6	Mr Poole - Please contact the school office for further information
Thursday	Rugby Tots	3.15 - 4.15pm	21st April - 14th July	Y R/3/2	Rugby Tots - Booking direct with Rugby Tots
	Art Club	3.15-4.15pm	21st April - 14th July	Y 2	Miss Bailey - Booking via parentmail (Max 15 spaces)
	Netball	3.15 - 4.15pm	21st April - 7th July (no session on 2nd & 9th June)	Y 4/5/6	Wendy Wilkinson - Currently no spaces available. Please contact the school office to be put on the waiting list.
	Booster Classes	Afterschool	See ParentMail forms	By invitation - See ParentMail forms	Class Teachers
Friday	Year 6 Revision Classes	7.45 - 8.45am	22nd April - 6th May	Y 6	Miss McCullough & Mr Burden
	Mindful Colouring Club	3.15 - 3.45pm	22nd April - 15th July	Y R/1	Miss Bailey - Booking via parentmail
	Football	3.15 - 4.15pm	TBC	Y 1/2	PASS Soccer - Booking direct with PASS

## **Breakfast Club**

The Breakfast Club at Great Waltham Primary School is now run by the school and has been set up at the request of parents. The club is becoming more popular with the amazing breakfast on offer along with the activities, children are now choosing to attend!

Breakfast club is available Monday - Friday from 7.30am - 8.35am (breakfast served until 8.15am). At breakfast club, the children are offered a variety of breakfast items to include branded cereals, yoghurts, fresh fruit, toast & a selection of spreads & jams. There is a variety of activities for the children to participate in including games, arts & crafts, lego and more! For those that wish to relax, we have a comfy chill out zone.

For children that attend breakfast club on a regular basis, we ask parents to complete a contract agreement. This books your child's space on the days requested and secures a lower cost - £5.60 per session. To sign your child up to attend regularly, please contact the school office.

We are also able to accept ad-hoc bookings either in advance or, in urgent cases, on the day. The ad-hoc rate is £6.50 per session. To make a booking, please e-mail the school office stating the date required and then complete a payment via ParentMail before the session is taken.

## **Friends of Great Waltham School** **(FOGWS)**

The friends are a group of committed parents and supporters who work hard throughout the year to raise additional funds for the school. We invite all new parents to become members of the 'Friends' in order to keep this valuable committee going. Past events that have been arranged by the 'Friends' have included the Christmas Bazaar, the Summer Fair & School Discos. These valuable extra funds for the school have enabled us to install our outdoor gym trail and hold a mosaic art day within school.