



# Great Waltham Church of England Primary School

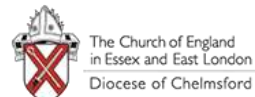
## New Starters Handbook 2023

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**‘Let all that you do be done in love.’**

1 Cor 16:14



# Welcome

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We are very pleased to welcome you to Great Waltham C of E Primary School. We know that starting school is an important milestone for you and your child and we aim to do everything we can to make sure this is a positive experience. We hope this booklet provides you with all the information you need to ensure a smooth start but if you have any further questions please do not hesitate to get in touch.

On behalf of the staff and governors, I look forward to welcoming you and establishing a successful partnership over the coming years.

***Justine Brooks***

Headteacher



**Address:**

Great Waltham C of E Primary School  
South Street  
Great Waltham  
Chelmsford CM3 1DF

**Tel:** 01245 360395

**Website:** [www.greatwaltham.school](http://www.greatwaltham.school)

**Email:** admin@greatwaltham.essex.sch.uk

# Ethos and Vision

## Our Vision:

Our Christian vision is underpinned by Jesus' example of love for all and is summarised in 1 Corinthians 16:14 which forms our strap line

***'Let all that you do be done in love.'***

In everyday school life this means that we aim to love as Jesus shows us.

We ASPIRE for all our children to be confident, happy and caring individuals who develop a love of learning, living responsibly in God's world.

## Our Mission:

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 for 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:

- **A**spiration
- **S**trength
- **P**erseverance
- **I**ntegrity
- **R**esponsibility
- **E**mpathy

# ASPIRE



# School Day

The school is open for the children from 8:35am. Pupils can come straight in to school and hang up their coats and bags before registration at 8:45.

<b>08:35</b>	Children come into school & commence early morning work
<b>08:45</b>	The school day starts with registration and early morning work
<b>09:00</b>	Lessons
<b>10:25</b>	Collective Worship
<b>10:45</b>	Break
<b>11:00</b>	Lessons
<b>12:00</b>	Lunchtime (KS1)
<b>12:15</b>	Lunchtime (KS2)
<b>13:15</b>	Afternoon Registration
<b>13:20</b>	Lessons
<b>15:15</b>	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, Reception & KS1 children will be shown out by their teacher. Year 3, 4 and 5 are able to leave their classes and wait behind the yellow line 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 who are 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 an hour.

# Absence/Sickness

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## **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 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 medication is prescribed four times a day, the school office staff 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 9.15am (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

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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**

Great Waltham's aim is to ensure every child reaches their full potential and at certain periods during their school life, your child may require some extra support. If the school has a concern about your child's progress, the class teacher will discuss this with you. Alternatively, you may wish to bring something to our attention. Extra support might be provided in a small group, usually, but not always by a learning assistant. If we are concerned about the progress your child is making and decide to formalise the support they receive, we will discuss this with you and your child may be placed on the SEND register. For children with more significant needs, an Educational Health Care Plan may be appropriate.

If you have any concerns regarding your child's learning, please speak to their class teacher in the first instance. Mrs. Moore is the school's SENCO, and is also happy to discuss any issues with you.

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 learning 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 the children 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 a 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

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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 pride in their school. 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 or sandals
- Plain coat
- Plain bag (EYFS school book bags only)

**Summer uniform:**

- Navy blue and white gingham dress to be worn with plain white socks. 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 school 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 and cannot be tapped over.

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.

We recommend stick in name labels as they can be used to label many different items e.g. clothing, shoes, lunch boxes & drinks bottles. If you order labels from the 'Stickins' website you can help to raise money for our school, simply order via the following link using school code **8416**. [www.stikins.co.uk](http://www.stikins.co.uk)



# Communication with Parents

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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.



Parent consultations are held twice a year when parents and teachers will discuss their child/ren's 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.

## Drop Off / Pick Up & Parking

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We strongly encourage children to walk, scoot or cycle to school with their parents / carers. 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.

# Wraparound Care

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## **Breakfast Club**

The Breakfast Club at Great Waltham C of E Primary School is run by the school and is very popular.

Breakfast club is available Monday - Friday from 7.30am - 8.35am (breakfast served until 8.15am). The children are offered a variety of breakfast items including 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 - £5.70 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.

## **After School Club**

Our after school wraparound care is run on the school premises by the YMCA from 3:15 to 6:00pm. The cost of the club is £13.00 per session and includes a snack as well as a light tea. For families that book 5 days a week, a 10% discount will apply.

To book a place please call the YMCA directly 01245 355677.

# School Meals

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All pupils in Reception, Year 1 & Year 2 receive a school meal at no cost to the parent/guardian (universal infant free school meals). Our 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. School meals are ordered in advance via the ParentMail app. Your child may bring a packed lunch if you would prefer, this must contain healthy food. Due to allergies, we are a strictly nut free school. From years 3-6 school meals are currently charged at £2.40 per day. Some pupils will be entitled to free school meals, please contact us for further information or visit our website [www.greatwaltham.school/school-meals](http://www.greatwaltham.school/school-meals)

## **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 (fruit or vegetables only please).

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

# Friends of Great Waltham School (FOGWS)

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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.

If you would like further details please contact the committee on the following e-mail address [fundraising@greatwaltham.essex.sch.uk](mailto:fundraising@greatwaltham.essex.sch.uk)