



Dear Parent/Carer,

Thank you for showing an interest in our school.

Within this pack we hope you will find all the information you need to make an informed choice when selecting a school for your child.

I am proud to be Head teacher of such a positive, vibrant and successful school. We have supportive parents and carers who work in partnership with the school to ensure the best outcomes for their children.

If you choose to send your child to our school I can assure you that we will strive to ensure they are happy, safe and secure in their learning environment, whilst giving them every opportunity to achieve high standards in all aspects of our creative curriculum. We also want your children to develop a positive approach to their learning and to work both independently and collaboratively with others.

We are an inclusive school and offer targeted support for pupils to meet their specific needs and enable them to make good progress from their starting points. We also promote learning in the outside areas, encourage the pupils to make healthy food choices and to take regular exercise.

We have a wide range of school clubs which we encourage children to explore before and after school and also during lunchtimes.

If you require further information with regard to any aspect of our school please contact us and we will be happy to provide it. Also if you would like us to give you a tour of the school we will be happy to do so.

Yours faithfully

Gill Marrion
Head teacher

Realising the potential of every child
in a caring community

Our vision is :

- To be a joyful, creative school
- To promote a love of learning
- To provide a safe environment
- To make our school a caring place for all
- To encourage everyone to be respectful

Staff

Headteacher - Mrs G Marrion

Deputy Head - Mr S. Weston

LIST OF TEACHING STAFF

Reception - Mr C. Webb

1 - Miss J. Murphy

2– Mrs B. Fletcher/ Miss L. Hooks

3 – Miss L. Hetherington

4 – Mrs S. Endacott/ Mr D. Cracknell

5 – Mr S. Weston/ Mr D. Cracknell

6 - Mr C. Calder/ Mrs F. Lewcock

SEND – Mr D. Cracknell

SCHOOL OFFICE STAFF

Finance – Mrs R. Barnes

Admin Assistant – Mrs M. Gray

Admin Assistant – Mrs R. Spacey

Pastoral Manager – Miss T. Limber

TEACHING ASSISTANTS

Mrs J. Boost

Mrs D. Buckley

Mrs H. Farrell

Mrs K. Fellows

Ms K. Karim

Mrs L. Lewellen

Mrs K. McCarthy

Mrs K. Miller

Mrs J. Phillips

Mrs W. Richardson

Mrs M. Roper

Mrs C. Stannard

Mrs K. Tarrant

Mrs J. Tickner

Mrs S. Turner

Mrs J. Walker

Mrs A. Winterbourne

Ms L. Wooding

MID-DAY ASSISTANTS

Mrs L. Maher (Supervisor)

Miss D. Cowell

Mrs J. Crooks

Ms L. Taylor

Mrs G. Morgan

Mrs K. Tarrant

KITCHEN STAFF

Mrs R. Eastman (Supervisor)

Miss J. Thompson

Mrs T. Steinberg

SITE MANAGER

Mr K. Wilson

KELVEDON HATCH COMMUNITY PRIMARY SCHOOL

Governors

Mrs S. Wilson – Chair of Governors

Mrs L. Matthew

Mrs S. Smith

Mrs A. Springate

Mrs J. Dobre

Mr B. Garcia- Mendez

Mr D. Taylor

Mrs J. Chapman

Ms A. Lamonte

Mr C. Webb – Class Teacher

CURRICULUM INTENT

At Kelvedon Hatch we deliver an inclusive curriculum that provides opportunities for all children to develop as confident, ambitious and independent learners. Our curriculum allows children to develop interpersonal skills, build resilience and become creative, critical thinkers. We believe that every child is an individual and celebrate and welcome the differences within our diverse school community. We provide a highly inclusive environment where learners enjoy their education. Pupils at all levels are offered a broad and balanced curriculum which prepares them for the opportunities, responsibilities and experiences they will face now and in their future adult life. Our curriculum is rich in knowledge and encourages the children to learn a diverse range of skills which are carefully sequenced and built upon from Early Years to Year 6. Not only do we have high expectations for all our children within the context of the National Curriculum, we also provide opportunities for children to extend their learning through a wide range of extra-curricular activities.

ARRANGEMENTS FOR PARENTS TO VISIT THE SCHOOL

You are very welcome to visit our school. Open mornings are held each Autumn Term, giving prospective parents an opportunity to view the school at work and meet some of the pupils and staff. Please contact the school office to arrange visits and dates available.

ADMISSIONS

Children are admitted as a single intake in the September of the school year (1st September – 31st August) in which they are 5. The number of children admitted each year is 30. Our Admissions policy is available from the school office upon request and is also published on the school website.

CURRICULUM ENRICHMENT

Representatives from the Police, Fire, Health and Road safety service contribute to the teaching of personal, social, citizenship and health education together with enhancing topic work. There are also events which focus on food, sport and healthy living. Visits relating to class topic work are arranged for each year group. These may involve your child walking a short distance or travelling by coach to locations further afield. As well as day visits, there are residential opportunities for Years 5 and 6. Past visits have included Year 5 spending 3 days at Danbury Outdoors and Year 6 having their residential week on the Isle of Wight.

OUR SCHOOL DAY

8.50 am until 3.15 pm

Break time: 10.45am Lunch 12.15 – 13.15 (12.00 for Reception)

ASSESSMENT

We will assess your child on a daily basis informally and at the end of a unit of work sometimes in a formal manner. This information will be used to support teacher planning and ensure the individual needs of every child are met. An initial assessment will take place within the first half term of starting school. Assessment will continue regularly throughout your child's school life and you will be kept informed of their progress. Assessments which are reported to the Department of Education take place at the end of each Key Stage, in Year 1 as phonic tests and as formal Year 6 tests in the Summer term.

HOMEWORK

As your child progresses through the school the amount of homework set and pupil expectation when completing tasks will increase. For example, in Year 6 considerably more will be expected of them than in Key Stage 1. The purpose of homework is to consolidate and reinforce skills and understanding, particularly in English and Mathematics: to use opportunities and resources for learning, of all kinds, at home: to encourage children as they grow older, to develop the confidence and self-discipline to study on their own and prepare them for secondary school. Reading, spelling patterns and times tables are an important element of homework. We cannot stress enough the importance of reading with your child every night. Even when your child becomes a fluent reader they will benefit from sharing books with you as well as choosing and reading books on their own for between ten and twenty minutes a day.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

We have a highly skilled team of teachers and teaching assistants who are trained to support children with special education needs. Our SENDCO (Special Educational Needs and Disabilities Coordinator) leads the provision for children and provides support and advice to ensure the individual needs of every child are met. They liaise with outside agencies and together with the class teacher and parents agree a One Plan for individual children to support and enhance individual progress.

CHILD PROTECTION

Our first priority is your child's welfare. Our Head teacher is the Designated Child Protection and Safeguarding Lead and in their absence it is the Deputy Head teacher. Our Child Protection and Safeguarding Policy is available on the school website. All staff receive regular Safeguarding Training. All adults working on a regular basis with children are required to undertake a DBS check.

SEX EDUCATION

Your child will receive sex education as an integral part of the curriculum and careful judgement is exercised when dealing with this.

ATTENDANCE

We urge you to ensure your child attends school regularly and arrives in school punctually at 8.50 am for the start of the school day. On the first day of absence we ask that you telephone the school office to advise us of your child's absence and reason why. Holidays taken in school times will not be authorised. If you need to take your child out of school you will need to fill in a leave of absence form which can be obtained from the school office. The request will be considered in accordance with our Attendance Policy by the Head teacher. Leave of absence will not normally be authorised unless in exceptional circumstances.

ACCIDENTS

Your child will be taught to inform their class teacher or adult on duty of any accident, however slight as soon as they start school. At all times qualified first aiders are available to respond in the event of illness or accidents. If the accident is serious or your child is too poorly to remain at school we will contact you immediately, so details of telephone numbers and place of employment are essential if both parents work. Where appropriate a note is sent home to inform you if your child has had a slight injury. All accidents and actions taken are recorded and the Accident Book is regularly reviewed by governors.

MEDICINE PROTOCOL

Only prescribed medicine will be administered by the school. All medication must be handed personally to the school office and a permission form completed for it to be administered.

AVAILABILITY OF INFORMATION

We are committed to providing parents with up to date information about the school and important decisions made by the Governing Body, all of which can be viewed upon request at the school office. We endeavour to update our school website on a regular basis and encourage you to check it regularly to ensure you feel fully informed. It can be found at www.kelvedonhatch.essex.uk. We also operate a text messaging and email service to contact parents about important information. You are also encouraged to follow us on Twitter@HatchCps.

BEHAVIOUR

At Kelvedon Hatch Community Primary School, we promote high expectations of behaviour and personal achievement for all of our pupils. By creating a caring and stimulating environment, we seek to promote the principle that our school is a community within which all members share a mutual responsibility for the care and wellbeing of others. We believe that all individuals are worthy of respect and that actions and behaviour must recognise the dignity and safety of others. We are committed to developing skills within K.H.C.P.S. that enable all pupils to be independent, have self-control, feel safe and happy, and have respect when out in the wider community. Pupils are encouraged to be independent, develop self-control and show respect for others. We believe that good behaviour promotes effective learning. It is essential that staff, parents and pupils ensure that this is understood and maintained.

HEALTH AND SAFETY

We encourage all our children and staff to take responsibility for their own Health and Safety and that of others. The school has a comprehensive Health and Safety Policy and risks assessments are carried out to ensure the safety and welfare of all our children. Our site manager ensures the site is maintained to a high standard, and Governors monitor this termly. We encourage each member of our whole school community to inform us if they have a concern with regard to any aspect of the school building and grounds.

NO SMOKING POLICY

Our school building and grounds are designated No Smoking areas. Please note that this includes the car park area.

NO DOGS

No dogs are allowed on the school site unless they are registered as an assistant dog.

THE PARTNERSHIP WITH PARENTS

We value our partnership with parents and believe that children will achieve best when home and school work together. We have an open door policy and you are welcome to meet staff to discuss any issues that arise. An appointment can be arranged for matters likely to require a longer conversation. There are regular opportunities for you to meet with your child's teacher, 'Meet the Teacher' meetings are arranged at the start of the Autumn Term and Consultation Evenings are held in October and March. We also have an Open Evening in July when you are invited to view our displays and children's work in a more relaxed atmosphere.

PTA

We have an active PTA which arranges social functions and fund-raising activities for the benefit of all our children. You will automatically become a member of the Association when your child begins school. We hope that you will support them in all aspects of their fundraising activities whenever you can.

PTA funds enable many curriculum enrichment activities, such as theme days, professional play performances, visiting writers and artists, to be offered to our children without us having to ask parents for a voluntary contribution. The PTA have paid for many items such as the activity equipment, the artificial lawn and also fund part of the swimming pool running costs.

PARENTAL INVOLVEMENT

You are welcome to help in the classrooms. Please let your child's teacher know if you are willing to help and remember to visit the school office to complete a DBS check before start helping. If you are unable to spare time regularly there may well be opportunities to accompany a class visit or other occasional event. If you have any special skills or interests you would be willing to share with the children, please let us know.

HOPSCOTCH NURSERY

A before and after school club is available for the children of KHCPs at Hopscotch Day Nursery which is situated next door to our school. Opening hours are from 7.30 to the start of school and after school until 6.30pm. Further details can be obtained directly from Hopscotch.

SCHOOLS MEALS

All Reception and Infant children are now entitled to a Free School Meal. Our menu includes a variety of tasty meals including a vegetarian option or a jacket potato. All medical dietary requirements can be catered for upon request. School meals are £2.20 per day and are payable on-line via your child's ParentPay account. Details of this cashless system are available once your child is admitted to school. If you think are eligible for free school meals please ask the office for more details, particularly if your child is in Reception or KS1. You will need to also register online at Essex County Council. Children are encouraged to try different food and we offer a wide variety of healthy options at lunch times.

PACKED LUNCHES

We encourage children to eat a healthy lunch and ask you to support us by providing your child with a healthy selection of food in their lunch box. Please do not include nuts or items containing them to ensure the safety of those children with a nut allergy. We do not feel that sweets and chocolate are appropriate for a healthy lunch

HEALTHY SCHOOLS

We continue to promote a Healthy Life style for all our children. Infant children are provided with a piece of fruit daily, free of charge, and Juniors may bring in healthy snacks if they wish to. Please make sure your child brings in a clean drinking water bottle every day to ensure they have regular access to drinking water. Squash is not permitted. We encourage all children to take regular exercise and recommend that wherever possible you encourage them to walk to school. We also have bicycle and scooter racks if you prefer. Please remember that parking is limited outside the school and parking restrictions are in place to ensure not only the safety of your child but those of all our parents. Please also consider the residents of School Road and avoid blocking any drive-ways.

PARENTAL CONTRIBUTIONS

From time to time we may ask you to make a voluntary contribution towards the cost of some activities or school visits, because without them some such activities could not take place.

Uniform:

Reception, Year 1 and Year 2

- tailored grey trousers or grey skirt (on the knee); grey shorts may be worn during warm weather
- white polo shirt (preferably with school logo)
- royal blue v-neck cardigan, v-neck jumper, or sleeveless jumper (with school logo)
- royal blue gingham school dresses may be worn from May half-term until the end of September, although grey dresses or skirts may also be worn during these times; the choice should reflect weather conditions.
- Girls should wear white socks; boys should wear grey socks
- School book bag and P.E. bag

Years 3, 4, 5 and 6

- tailored grey trousers or grey skirt (on the knee); grey shorts may be worn during warm weather;
- white shirt (long or short-sleeved);
- royal blue v-neck cardigan, v-neck jumper, or sleeveless jumper (with school logo)
- royal blue tie with gold stripe (with or without clip);
- royal blue gingham school dresses may be worn from May half-term until the end of September, although grey dresses or skirts may also be worn during these times; the choice should reflect weather conditions.
- Girls should wear white socks; boys should wear grey socks
- School book bag or rucksack (useful for additional sports kit) and P.E. bag

P.E. (all year groups)

- white t-shirt (with logo)
- navy blue striped shorts (from our supplier)
- plimsolls (Reception only)
- trainers (Year 1 - 6)
- tracksuit (preferably dark colour)

Our priority is to keep children and staff safe. It is for this reason the following apply: i) no jewellery is to be worn except stud earrings; ii) earrings must not be worn during P.E. or swimming sessions; iii) long hair (below shoulder-length) must be tied back at all times; mid-length hair should be held back from the face so as not to obscure children's vision while working at desks and no bows in school colours no Jo Jo bows. iv) school shoes should be reasonably flat; v) school ties will be tucked into shirts when children are physically active during break times.

Items are available from Smartypants www.smartypantsschoolwear.com