

# St Mary's C of E VA Primary School

## Hatfield Broad Oak

Part of the federation of Little Hallingbury & St Mary's Hatfield Broad  
Oak C of E Primary Schools



## School Prospectus

### 2017



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## School Contact Details:

High Street, Hatfield Broad Oak,  
Bishop's Stortford, CM22 7HH

Telephone Number: (01279) 718267

Current email address: [admin@stmaryshbo.essex.sch.uk](mailto:admin@stmaryshbo.essex.sch.uk)

Website: [www.stmaryshbo.org.uk](http://www.stmaryshbo.org.uk)

Executive Headteacher: Sonia Strickland

Deputy Headteacher: Inneke Luitingh

Chair of Governors Susie Dutton

Vice Chairs of Governors Adam Akhurst & Christopher Harding

Status and Character Church of England Voluntary Aided Primary School.  
(Boys and Girls aged 4-11 years)

Number of Pupils at May 2017 108

Admissions Limit 16  
(from September 2015)

## Welcome from the Headteacher

Thank you for your interest in St Mary's Church of England (Voluntary Aided) Primary School. I would like to extend a warm welcome to you and your child to our school community.

Since September 2016 St Mary's has been part of a federation of primary schools. The single Governing body and I are responsible for St Mary's & Little Hallingbury Primary school. We have a close collaborative partnership benefitting both school communities.

Within this prospectus is a wide range of information to help you; however should you require any further assistance or clarification, our staff will be only too happy to help.



At St Mary's C of E Primary School, children are at the heart of everything we do. We want all our children to enjoy school, develop their knowledge, skills, talents and potential within a caring, nurturing environment. We want to learn together, grow together and celebrate each other's achievements. In short, we seek to be a community where everyone's uniqueness is valued and recognised.

Life and learning at St Mary's have a strong Christian ethos, reflected in our Collective Worship, demonstrated in our shared values and lived out day-to-day in a caring, inclusive way. We have a strong link with our local church which is very supportive of our work. We do, however, welcome children of all faiths and none.

Learning takes place in and outside the 'classroom'. The school is well resourced and we also have the benefit of a large outdoor area including a wildlife area and cultivated garden areas. Our curriculum inspires our children to take ownership of their learning making links between subjects within overarching themes. Extended school provision is available at the end of the school day with a large range of after school clubs encompassing creative arts, music, ICT, sport and other interests. We offer a popular daily breakfast club from 7:45am.

We know, of course, that our children are the future; that we are preparing them for a life that we cannot predict; for jobs that haven't been invented yet. We need to enable our children to learn skills that will allow them access to learning wherever and whenever it may be found. Our aim is to set children on course to be life-long, independent learners and responsible global citizens.

It is a big task. But we have a dedicated team of staff who are passionate about developing every child's potential. We are committed to providing an excellent curriculum and to promoting high standards of progress and attainment. We view parents and carers as an integral part of our school community and with your support and encouragement, I am sure that your child will be very happy and successful here.

I hope that you find this prospectus helpful. If you have not already visited the school, please do so and observe the children and staff during a normal working day.

**Sonia Strickland**

**Executive Headteacher 2017**

# Vision statement



## Mission statement

**We** are committed to providing the best possible education within a caring, inclusive and Christian community .

**We** believe each child is unique. We are committed to making the spiritual, social and emotional well-being of each child central to our work.

**We** seek to inspire children to enjoy their learning in a creative and exciting environment.

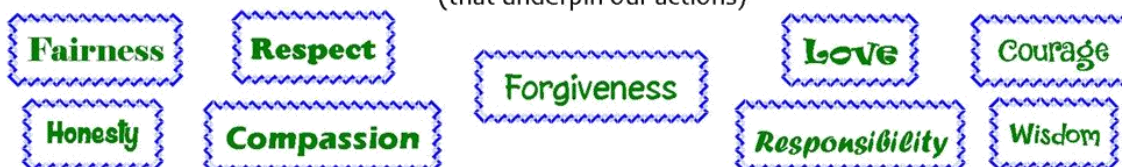
**We** promote and celebrate academic excellence and personal achievement at every level.

**We** seek to equip children with skills for healthy, successful and fulfilling lives.

**We** work in partnership with parents and the wider community to promote excellent teaching and learning opportunities for the children.

## Our Values

(that underpin our actions)



All children are encouraged to follow the **Secrets of success:**



## The Three rights:

- . the right to feel and to be **SAFE**;
- . the right to **LEARN**;
- . the right to **RESPECT**.



## A Brief History

St Mary's C of E Voluntary Aided Primary School is situated in the village of Hatfield Broad Oak. It is located within easy walking distance of the Parish Church of St Mary the Virgin.

The school comprises two buildings and is set in pleasant grounds with an extensive grass area, conservation area with pond, Friendship Garden and an adventure play area with soft play surface. The village Pre-school occupies a demountable building which is separately fenced but still within the bounds of the school.



The pupils are divided into four classes which cater for the full primary school range. Classes 1 and 2 (Reception to Year 2) are housed in the main building which contains two classrooms, computer suite/library, hall, kitchen, staff room, Headteacher's office and the School Office. Classes 3 and 4 are located in the original 1860 building.

The school is very much part of the village community and endeavours to involve the villagers in its activities, particularly with the celebration of festivals. Opportunities are taken to further develop the children's involvement in outdoor learning hence our pond and wildlife areas and Early Years outdoor area. There is a close link with St Mary's Church and the local clergy who enrich the learning experience at our school.

Since September 2015 St. Mary's has been working in close collaboration with Little Hallingbury Primary School, a neighbouring church school. From September 2016 this collaboration was formalised when St Mary's and Little Hallingbury became federated. Mrs Strickland is headteacher for both schools and all the staff and governors are working closely to support the future success of both schools within a supportive structure.

## What is a Voluntary Aided Church of England School?

St Mary's is a school owned by the Church of England. As such, we have a distinctive Christian ethos, demonstrated through our daily collective worship assemblies and our commitment to delivering a locally agreed Diocesan Syllabus for Religious Education. Staff, who are employed directly by the Governing Body, may be practising Christians or people who share our ethos and aims.

The school receives Local Authority funding but unlike community schools is responsible for raising 10% of any capital expenditure as it owns its own buildings.

## Equal Opportunities Statement



St Mary's C of E Primary School is committed to the inclusion of all pupils, staff, governors and parents into its environment and work. This includes ensuring equality of provision for all stakeholders and those within the community with an interest in the school. Our main aim is to reduce and, where possible, eliminate barriers to accessing the curriculum and buildings and for all pupils to have full participation within the school community.

## Safeguarding and Child Protection

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Our school is a caring school in which we all value the quality of relationships. Honesty and openness are encouraged. Children are given the opportunity to trust adults and therefore to take them into their confidence. In our school it is seen as the duty of all staff, teaching and non-teaching, to place the protection of children from all forms of abuse as a priority.

The welfare of the child is paramount. There may also be occasions when our concern about your child means that we have to consult with other agencies before we contact you. The procedures we follow are Southend, Essex and Thurrock Child Protection Procedures

All staff, teaching and non-teaching are aware of the procedures relating to child protection and the safeguarding of children. Training takes place regularly in school.

## The School Day

The school day starts promptly at 8.55 a.m. when the children join their class lines before a member of staff takes them to their classroom.

<b>Morning</b>	8.55 a.m. to 12.05 p.m.
<b>Afternoon</b>	1.00 p.m. to 3.15 p.m.
<b>Morning break</b>	10.50 a.m. to 11.05 a.m.
<b>Lunchtime break</b>	12.05 p.m. to 1.00 p.m.
<b>Afternoon break</b>	2.15 p.m. to 2.30 p.m. (Foundation and Key Stage 1 only)

Children should go straight to the playground when they arrive at school; this should be between 8.40 and 8.55 am.

**Children should not arrive in school before 8:40am.**

The children may bring a **healthy snack** or fruit to eat during break. The school provides a daily portion of fruit for each child at morning break.

Children are dismissed from school via the back playground or directly to their Parents/Carers from the classroom for children in Classes 1, and 3. Written permission is required for a child to go home with another adult. Our **home school link books should be used to notify staff**. These are read daily by staff.



## Journeys to and from School

### Parking

Parents wishing to use cars to transport children to or from school are requested to park safely, well outside the yellow road markings and zebra crossing. Please do not pick up or drop off in the school entrance as this is dangerous and illegal. We regret that there is no space available for parental parking within the school grounds.





### Safety at the School Gate

For the safety of your children, the school gates are locked during the school day. All entry to the school must be made via the reception area. At the end of the school day, gates are unlocked and parents can collect their children on the back playground. **The school car park is for staff only and is locked at weekends and holiday times.**

## School – Home Links

At St Mary's we view parents/carers as essential partners in your children's education. Children achieve most when there is effective support at home and at school, with good liaison and dialogue between the two. We are always pleased to receive information about your child's special interests and out-of-school activities, as these will help us to know and understand your child better. We ask you, and your child, together with the school to sign a Home School Agreement that provides a secure basis on which to work with each other.

As parents, you are always welcome to meet with your child's Class Teacher at a mutually convenient time. You are also welcome to speak or meet with the Headteacher or Deputy Headteacher should you wish to. In order to give you quality time, it is usually best to make an appointment via the School Office.

We hold Parents' Consultation Evenings, in the autumn and spring terms, allowing parents to discuss their child's progress with the Class Teacher. You can, of course, come and discuss progress at any other mutually convenient time if you wish. There is an Exhibition Evening in July when children's achievements are celebrated through displays of work and demonstrations. It is also a time to meet members of the governing body and PTA. You are welcome to see your child's educational records. Please make an appointment with the School Office to ensure someone is available to help you.

In line with statutory requirements, written reports are issued annually and teachers, children, and parents all contribute to this reporting process.

Newsletters and details of school events are publicised by Parent Mail and on the comprehensive school website and as a paper copy if preferred.

Parentmail can be accessed via you smart phones through a downloadable app available on both apple and android phones. The relevant URL's are recorded below or you may choose to search your app provider for Parentmail (please ensure the version you download is pmx)

URL for iTunes Parentmail app download for apple devices -

[https://itunes.apple.com/gb/app/parentmail-pmx/id937274547?utm\\_source=Parent+Mail&utm\\_medium=email&utm\\_campaign=5611889\\_April+15+-+PMX+Clients+Newsletter&dm\\_i=1BUZ,3CA5T,78QCHV,BYJ3F,1](https://itunes.apple.com/gb/app/parentmail-pmx/id937274547?utm_source=Parent+Mail&utm_medium=email&utm_campaign=5611889_April+15+-+PMX+Clients+Newsletter&dm_i=1BUZ,3CA5T,78QCHV,BYJ3F,1)

URL for google play Parentmail app download for android devices –

[https://play.google.com/store/apps/details?id=uk.co.parentmail.parentmail&utm\\_source=Parent+Mail&utm\\_medium=email&utm\\_campaign=5611889\\_April+15+-+PMX+Clients+Newsletter&dm\\_i=1BUZ,3CA5T,78QCHV,BYJ3G,1](https://play.google.com/store/apps/details?id=uk.co.parentmail.parentmail&utm_source=Parent+Mail&utm_medium=email&utm_campaign=5611889_April+15+-+PMX+Clients+Newsletter&dm_i=1BUZ,3CA5T,78QCHV,BYJ3G,1)

## Parent Helpers

We greatly value the voluntary help given by many parents in our school in such areas as hearing readers, helping run the school library, helping with the outdoor wildlife areas/garden and accompanying children on school visits. We have a 'Register of Parent Helpers' through which parents may indicate their availability to help and any interests/expertise that we may be able to draw upon when planning curricular or extra-curricular activities. Please let us know if you are able to help in any way. All parent helpers need DBS Clearance. (Disclosure & Barring Service) & will complete a Childcare disqualification form.

## PTA & Friends

All parents and staff are automatically members of the PTA & Friends. Whether you wish to join the committee that helps organise various events or whether you can give just a little of your time this will be valued greatly and make a difference to your children's education.

## Links with the Community

St Mary's seeks to be outward-looking and to this end, children take part in various inter-school activities both in the sporting and cultural sphere. We also take part in local community events as opportunities arise.

Charitable fund-raising is an important part of our school life and collections and special efforts for various charities, both home and abroad, are organised by the children and staff throughout the year.

- The school has strong links with local Primary Schools and the Hertfordshire Secondary Schools Alliance; sharing expertise and resources to enhance our provision.
- The leisure centre at Dunmow is used by the School for swimming.
- The School is part of the School Sports Partnership; this enables us to participate in many inter-school sporting events.

## Collective Worship

Children and staff gather together for a Collective Worship assembly every day and we provide a variety and richness in both approach and content. Assemblies are led on different occasions by members of staff, the children of all ages, the clergy from our local church as well as visiting speakers.

On Friday afternoons, our assemblies take the form of a Celebration Assembly. Children share their achievements – both those from within school and outside and certificates and awards are presented.

We have a service in St Mary's Church at least once a term, including services to celebrate Christmas, Easter, Harvest, Christingle and other key elements of the Christian year.

All children are included in our times of Collective Worship although parents have the right to withdraw their children if they so wish.

## Charging and Remissions Policy

Parents are asked for a voluntary contribution towards the cost of trips or items from time to time, as without them these activities could not take place. In the event of insufficient contributions being received to cover costs, trips may have to be cancelled. However, no child is ever excluded from an activity within school time because of their parent's inability or unwillingness to contribute.



## School Uniform

We aim to treat all children in the school fairly and equally and it is our belief that a school uniform eliminates problems of competitiveness over fashionable clothes and assists children in seeing that everyone is of equal worth.

Our uniform is designed to be practical both in and out of school. You can buy your child's school uniform online at School Trends. The URL for this website is below:

<http://www.schooltrendsonline.com/schools/StMarysCEPrimarySchoolCM227HH/>

As a guide to parents, the normal school wear is:

<b>Boys</b>	White shirt – Short or long sleeve Clip on Tie – Royal blue with double gold stripe – to be ordered from school V Neck Royal blue jumper with school logo Grey trousers or shorts Black shoes ( <u>no trainers</u> ) Grey socks
<b>Girls</b>	White shirt – Short or long sleeve Clip on Tie – Royal blue with double gold stripe – to be ordered from school V Neck Royal blue jumper with school logo Sweat cardigan Royal blue with school logo Grey skirt, trousers or pinafore dress Black shoes ( <u>no trainers</u> ) Grey socks or grey tights Royal blue gingham dress for summer

For PE and games, children need black plimsolls, socks, a gold tee shirt with school logo, royal blue shorts and a separate draw-string bag in which to keep them. For football, boots or training shoes are needed.

In cold weather, royal blue jogging trousers may be worn by both boys and girls.

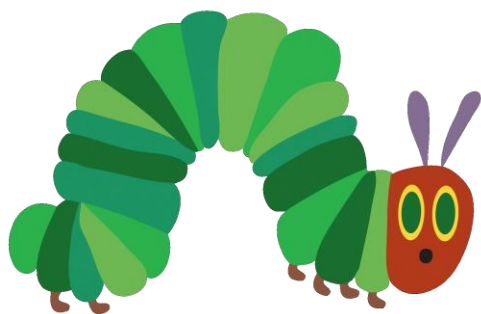
It should be noted that it is not acceptable for children to have extreme haircuts for school. Hair should not be coloured and long hair must be tied up with plain hair ties, scrunches or headbands. Nail varnish and jewellery are not permissible during the school day. In line with County and National guidance children are not allowed to wear jewellery during PE lessons so earrings must be removed. For Health and Safety reasons the taping of newly pierced ears is not allowed. The advice for children is to plan to have their ears pierced at the start of the summer holidays.

### Art and DT lessons

To protect children's clothing, we would be grateful if you could also provide an old shirt or overall for painting and DT lessons.

## Hungry Caterpillar Breakfast Club

St Mary's Breakfast Club runs from 7:45 to 8:45 am every morning during term time.



If you book your child into the breakfast club they will receive a healthy breakfast choice from a selection of cereal, toast, fruit & yoghurt and a drink of milk, water or fruit juice.

The children will then have the opportunity to do some supervised activities until the start of school.

Places will need to be booked in advance. If you would like to book a regular morning or mornings you should complete a breakfast club booking form for the whole term or half term and return it to the school office with your payment before your child attends. If you do this the cost per session will be just £3.50 per morning.

However, we do appreciate that you may not always be able to plan that far ahead. With this in mind you can request an ad-hoc booking for your child to attend breakfast club. This must be booked at least 24 hours before you want your child to attend the breakfast club and acceptance will be dependent on available places. **We cannot accept children in breakfast club without prior booking.** The cost per session for this ad-hoc booking is £4.00 and this payment must be received by the school office, with a booking form before your child attends the breakfast club.

Booking forms for both are available from the school office. This will be operated on a first come first served basis, with the termly & half termly booking taking priority.

## Admission Arrangements

St Mary's is a friendly and welcoming, voluntary aided school that welcomes applications from parents who wish their child to attend the school. The application process is in accordance with Local Authority admission procedures and the Common Application Form needs to be completed online. Our admissions policy is available from our website and is published by Essex Country Council in the Primary Education in Essex booklet.

## Transfer to Secondary School

At the start of year 6 in their Primary Education parents are required to apply for a secondary school place via the Local Authority. Applications and offers of places will be handled in accordance with the Local Authority admissions policies. Pupils at St Mary's transfer to a number of Secondary Schools including Forest Hall School, Stansted; Bishop's Stortford High School; St Mary's Catholic School, Bishop's Stortford; Hockerill Anglo-European School, Bishop's Stortford; Birchwood High School, Bishop's Stortford; and the Herts & Essex High School, Bishop's Stortford.

## Availability of Information

St Mary's has a policy detailing information available from the school under the 'Freedom of Information Act 2000'. A copy of this document is available from the School Office upon request.

## Compliments, Concerns and Complaints

We are always happy to receive constructive feedback about your child's experience at St Mary's. We will be responsive to all concerns and complaints within the specified timescales given in our Compliments, Concerns

& Complaints Procedure. The policy can be viewed on the school website and it is also available from the School Office.

## Pastoral Care, Behaviour and Discipline

At St Mary's we are committed to helping children to achieve their best. We do this by providing an exciting and engaging curriculum together with personal encouragement and support. As a result of this, we expect all pupils to behave well.



Behaviour in school is governed by three overarching 'rights':

- The right to feel and to be SAFE
- The right to LEARN
- The right to RESPECT

These rights have been designed solely for the safety and welfare of the pupils. These are explained and discussed with all pupils at regular intervals and are applied consistently by all staff.

As stated, our emphasis is on support and encouragement, although occasionally we have to take action to ensure that unacceptable behaviour is not repeated. This may take the form of 'time out' in another classroom or a lunchtime consequence (as detailed in our Behaviour Policy). If behaviour problems continue parents will be contacted. In the rare cases of serious and persistent indiscipline, exclusion from school may result on a fixed term or permanent basis. Full details can be found in our Behaviour Policy that can be viewed on our website or obtained from the School Office.

Our emphasis is on encouraging children to take responsibility for their behaviour and the consequences of their actions and to follow a problem-solving process to resolve difficulties and conflicts. Children who are worried or upset can talk to their class teacher, the Headteacher, Learning Mentor or one of the learning support assistants to help them develop positive and rewarding relationships with others.

## Secrets of Success

At St Mary's we encourage children to follow the Secrets of Success as essential attitudes to positive learning. The Secrets of Success are:

- Improve
- Imagine
- Concentrate
- Don't give up
- Work hard
- Push yourself
- Understanding others
- Try new things

Children are awarded with certificates in celebration assembly for developing these learning attitudes.





St Mary's has a system of 'Houses' – Barrington (Blue), De Vere (Yellow), Forest (Green) and Regis (Red). Children are allocated to these houses when they join the school. House matches and sports are arranged, and house points are used to reward children who achieve one of the Secrets of Success.



## Lunch Arrangements

### School Meals

St Mary's has its own kitchen and runs its own in-house catering service providing a varied menu of nutritious hot meals, all of which meet government nutritional standards. There is always a choice of a meat and vegetarian option and menus are well advertised beforehand. The current menu is available on the school website. Lunches cost £2.00. Throughout the term we have 'themed' lunches which are linked to the curriculum. We also hold 'parent lunches' where parents are invited to come and enjoy a cooked lunch with their children.

Lunch money is collected via the School Office. At St Mary's we operate a no debt policy and so the expectation is that lunch money will be paid for in advance. This can be paid weekly, monthly, half termly or termly. Please ensure that money is in a sealed envelope clearly labelled with the child's name and class and the day or days for which dinners are required. Cheques for School Meals should be made payable to Essex County Council.

### Universal Free School Meals and Free School Meals

From September 2014 **all** children in EYFS and KS1 will be entitled to a **universal free school** meal.

However depending on parental circumstances, some children will be eligible for free meals. If you think your child may be entitled to Free School Meals you should apply online at: [www.essex.gov.uk/educationawards](http://www.essex.gov.uk/educationawards).

**It is extremely important to the school and the funding for your children for you to register for Free School meals (if you meet the criteria) even when your child is in Classes 1 & 2 and receiving a universal free school meal. A child who is entitled to receive free school meals attracts extra funding for the school. Please contact the School Office for further information.**

### Packed Lunches

Children may bring packed lunches from home and children eat these alongside those children having school dinners. As a Healthy School, we expect children to bring a 'healthy lunchbox'. Please make sure that lunch boxes are clearly marked with your child's name. Drinks must be still and in a non-breakable container.

### Playtime Food

Children may bring a 'healthy' snack of fruit for playtime. A variety of fresh fruit is provided daily.

### Water Bottles

Children need to remain well-hydrated throughout the day and we strongly encourage children to bring a named water bottle to school each day.

## Attendance

Good attendance is essential to children's achievement and at St Mary's we strive to maintain excellent levels of overall attendance. We work with parents and the Educational Welfare Service where there are problems with attendance to ensure that children maximise the time they are in school. Certificates to reward good attendance are regularly given to children. Please refer to the School Attendance and Punctuality policy for details.

### Lateness/Absence

On the first day of an absence due to sickness, please telephone the School Office before 9.30am. There is no need to send a note as well but, if your child is late, please call the office before 9.30am to explain the reason.

### Holidays

Holidays are not permitted during term time. Please see the Attendance and Punctuality Policy for details.

## Medicines and Illness

Pupils who are significantly unwell in the morning should not be sent to school. If children become unwell whilst at school, every effort will be made to contact parents so that their child can be collected.

The school has a Medicine Policy which clearly explains the procedures that should be followed for administering medicines.

Please note that if a child has been sick they should not return to school for 48 hours following sickness.

## Messages

If you should need to get a message to your child urgently, please contact the School Office. Home School link books are provided for you to pass on non-urgent information to your child's class teacher e.g. pick up arrangements, if different from normal.

## Mobile Phones

**Children are not allowed to bring mobile phones into school.** If children are found to be in possession of a mobile phone, we will take it to the School Office, to be collected at the end of the day.

## Lost Property

Items are retained in school for a reasonable period of time (usually a term). Please ask your child to look in the Lost Property if he/she loses something. It is very helpful if all items of clothing are clearly marked with your child's name.

## Accidents

We would be grateful if you would provide us with full contact details when you complete the Information & Permissions booklet. Should your child be taken ill or have an accident while at school, we will make every effort to telephone you immediately. Notification to parents will be made by telephone or an accident slip should a child sustain any injury to the head. It is, therefore, important to keep us informed of any changes to emergency contact details.

## Fair processing notice

We at St Mary's C of E Primary School are a data controller for the purposes of the Data Protection Act. We collect information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils learning
- monitor and report on their progress;
- provide appropriate pastoral care; and
- assess the quality of our services.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone outside the school without your consent unless the law and our rules allow us to. If you want to see a copy of the information we hold and share about you then please contact our Office Manager.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- Essex County Council website at:

<http://www.essex.gov.uk/Education-Schools/Schools/Delivering-Education-Essex/Privacy-policies-pupil-data/Pages/Default.aspx>

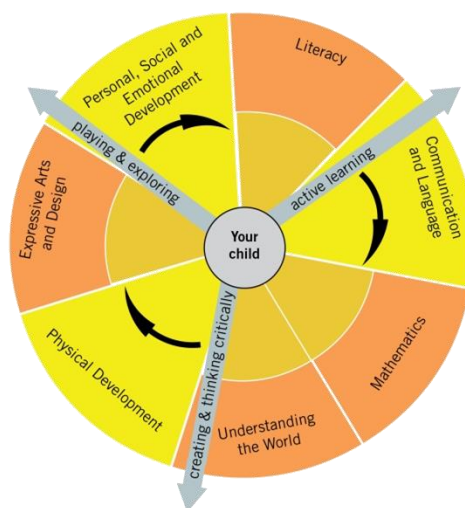
- the DfE website at:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access this website, paper copies of this information can be obtained from the school office.

## The Early Years Curriculum

There are 7 areas of learning in the Early Years Foundation Stage curriculum. Please see the diagram below which outlines these areas.



Please refer to the Parents' Guide to the Early Years Foundation Stage framework booklet for further details.

## The National Curriculum for Key Stage 1 & 2

The National Curriculum provides the framework for all work undertaken by the children in all subject areas apart from Religious Education (RE), where the Chelmsford Diocesan Syllabus is used. It is statutory to teach RE and approximately 5% of the teaching and learning time is dedicated to this area of the curriculum. The subjects covered by the National Curriculum (2014) are:

- English
- Mathematics
- Science
- Art & Design
- Citizenship
- Computing
- Design and technology (DT)
- Geography
- History
- Languages
- Music
- Physical Education

As a school we believe that children learn best when learning is delivered in an exciting, creative way that motivates and engages their imaginations. We, therefore, deliver the curriculum through broad themes, linking together different subject areas.

Through careful planning, we ensure that the children experience a broad and balanced curriculum and that there is progression and continuity as the children move through the school.

Educational visits, including a residential visit for Years 5 and 6, take place to enhance learning opportunities, and effective use is made of visitors and other resources. Each classroom has an interactive whiteboard used comprehensively to support learning. The school has enhanced and new computing facilities, including new laptop computers, ipads and a vastly improved WIFI capability.

## English

We put maximum priority on children's ability to read, write and communicate effectively as these skills are the gateway to life.

English Literacy teaching follows the principles of the English Curriculum and is taught increasingly as part of our cross-curricular themed learning. We aim to give children the confidence, opportunity, encouragement, support and skills in a range of situations and for a range of purposes. There is an emphasis on the development of speaking, listening and responding, group discussion, interaction, and drama. Alongside this, children will be taught the following skills:

- Word recognition, Comprehension and phonetical awareness (reading)
- Writing, transcription (spelling and handwriting), composition (articulating ideas and structuring them in speech and writing)
- Understanding and interpreting a wide variety of texts (fiction, non-fiction and poetry)
- Engaging and responding to texts by becoming immersed in books by significant authors
- Creating and shaping texts (looking at different styles of writing and the key features of these styles)
- Text structure and organisation
- Grammar
- Spelling, vocabulary, grammar and punctuation

We have a well-stocked library and encourage children to choose books to read at home. Books are updated regularly and loans from the School Library service enhanced the cross-curricular themes.

## Mathematics

Children learn maths both discretely and as part of other subject areas. As a result, they have the opportunity to use and apply their skills both within Maths lessons and across wider curriculum areas.

Teaching and learning in Maths follows the National Curriculum for Mathematics. The aims of the National Curriculum are for all pupils to be; fluent in the fundamentals of mathematics; to have the ability to reason mathematically; and the ability to solve problems applying their subject knowledge.

The areas of learning are:

- Number for operations of addition, subtraction, multiplication, division, fractions, decimals and place value
- Measurement (length, weight, capacity and time)
- Geometry (shape, position and direction)
- Statistics (graphs and data collection)
- Counting (partitioning and calculating)



As part of the daily Maths lesson, children regularly practice strategies for mental calculations, including multiplication tables and other number facts. Children are expected to practice Maths facts at home as part of their homework tasks.

## Science

The National Curriculum for Science aims to ensure that all pupils:

- develop scientific knowledge and conceptual understanding through the specific disciplines of biology, chemistry and physics
- develop understanding of the nature, processes and methods of science through different types of science enquiries that help them to answer scientific questions about the world around them
- are equipped with the scientific knowledge required to understand the uses and implications of science, today and for the future

## Religious Education

As a Voluntary Aided Church of England School, St Mary's follows the Chelmsford Diocesan Syllabus which covers two key areas of attainment:

- Learning about religion
- Learning from religion

Religious Education will predominantly focus on Christianity although other major world faiths will be studied in order to help children take their place as responsible global citizens in a multi-ethnic society.

Parents have the right to withdraw their children from Religious Education and it is the responsibility of the Governing Body to make alternative arrangements for the child's education in such cases.

## Citizenship

The national curriculum for citizenship aims to ensure that all pupils:

- acquire a sound knowledge and understanding of how the United Kingdom is governed, its political system and how citizens participate actively in its democratic systems of government
- develop a sound knowledge and understanding of the role of law and the justice system in our society and how laws are shaped and enforced
- develop an interest in, and commitment to, volunteering that they will take with them into adulthood
- are equipped with the financial skills to enable them to manage their money on a day-to-day basis, and plan for future financial needs

## Computing

The national curriculum for computing aims to ensure that all pupils:

- can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation

- can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- are responsible, competent, confident and creative users of information and communication technology

## Design Technology

The national curriculum for design and technology aims to ensure that all pupils:

- develop the creative, technical and practical expertise needed to perform everyday tasks confidently and to participate successfully in an increasingly technological world
- build and apply a repertoire of knowledge, understanding and skills in order to design and make high-quality prototypes and products for a wide range of users
- critique, evaluate and test their ideas and products and the work of others
- understand and apply the principles of nutrition and learn how to cook

## Geography

The national curriculum for geography aims to ensure that all pupils:

- develop contextual knowledge of the location of places, seas and oceans, including their defining physical and human characteristics
- understand the processes that give rise to key physical and human geographical features of the world, how these are interdependent and how they bring about spatial variation and change over time
- are competent in the geographical skills needed to:
  - collect, analyse and communicate with a range of data gathered through experiences of fieldwork that deepen their understanding of geographical processes
  - interpret a range of sources of geographical information, including maps, diagrams, globes, aerial photographs and Geographical Information Systems (GIS)
  - communicate geographical information in a variety of ways, including through maps and writing at length

## History

The national curriculum for history aims to ensure that all pupils:

- know and understand the history of these islands as a coherent, chronological narrative, from the earliest times to the present day: how people's lives have shaped this nation and how Britain has influenced and been influenced by the wider world
- know and understand significant aspects of the history of the wider world: the nature of ancient civilisations; the expansion and dissolution of empires; characteristic features of past non-European societies; achievements and follies of mankind
- gain and deploy a historically-grounded understanding of abstract terms such as 'empire', 'civilisation', 'parliament' and 'peasantry'
- understand historical concepts such as continuity and change, cause and consequence, similarity, difference and significance, and use them to make connections, draw contrasts, analyse trends, frame

historically-valid questions and create their own structured accounts, including written narratives and analyses

- understand the methods of historical enquiry, including how evidence is used rigorously to make historical claims, and discern how and why contrasting arguments and interpretations of the past have been constructed
- gain historical perspective by placing their growing knowledge into different contexts, understanding the connections between local, regional, national and international history; between cultural, economic, military, political, religious and social history; and between short- and long-term timescales

## Languages

The national curriculum for languages aims to ensure that all pupils in Key Stage 2:

- understand and respond to spoken and written language from a variety of authentic sources
- speak with increasing confidence, fluency and spontaneity, finding ways of communicating what they want to say, including through discussion and asking questions, and continually improving the accuracy of their pronunciation and intonation
- can write at varying length, for different purposes and audiences, using the variety of grammatical structures that they have learnt
- discover and develop an appreciation of a range of writing in the language studied

## Music

The national curriculum for music aims to ensure that all pupils:

- perform, listen to, review and evaluate music across a range of historical periods, genres, styles and traditions, including the works of the great composers and musicians
- learn to sing and to use their voices, to create and compose music on their own and with others, have the opportunity to learn a musical instrument, use technology appropriately and have the opportunity to progress to the next level of musical excellence
- understand and explore how music is created, produced and communicated, including through the inter-related dimensions: pitch, duration, dynamics, tempo, timbre, texture, structure and appropriate musical notations

Music is a universal language as well as a proven aid to developing confidence, self-expression, concentration and emotional development. Children are taught to make and appreciate music through performing – using their voices and other instruments, listening and composing. As a school we enjoy singing both in class and whole school sessions. Music tuition is available in a range of instruments via peripatetic teachers or extra-curricular clubs. Details of these are available from the School Office. We have a school choir and some small ensemble groups. Regular opportunities are developed for performance in and out of school.

## Physical Education

The national curriculum for physical education aims to ensure that all pupils:

- develop competence to excel in a broad range of physical activities
- are physically active for sustained periods of time
- engage in competitive sports and activities
- lead healthy, active lives

## Homework

At St Mary's we are committed to helping children develop skills to become life-long learners. One of the important skills involved in achieving this is the ability for children to become self-directed, autonomous learners.

Homework is one strategy to help children practice this skill whilst continuing to develop and deepen their knowledge and understanding.

Please refer to our homework policy for further information.

## Special Educational Needs

We aim to provide an inclusive, stable and caring environment in which all children can:

- learn and develop to their full potential within all aspects of school life
- work with others co-operatively
- gain success
- build their self-confidence

Our Special Educational Needs policy gives details of the SEN provision at St Mary's in line with National Guidance.

Our Special Needs provision is therefore an important area of our work. The Special Educational Needs Co-ordinator (SENCO) is Mrs Beth Posgate who is supported by a number of Learning Support Assistants.

Our Learning Mentor supports children with social, emotional and behavioural development and works closely with the SENCO and Class Teacher's.

All class teachers are teachers of SEN and are responsible for meeting the needs of all individuals. At our school, we will endeavour to meet those needs through:

- differentiating the curriculum and varying teaching styles to meet the variety of learning styles that children have
- assessing needs in consultation with the SENCO, parents, and children themselves as appropriate
- providing materials which will help individuals to consolidate and practise the skills they need
- providing time for these activities, either individually or within small groups during the day



# St Mary's CE Primary School Term and Holiday Dates

## ACADEMIC YEAR 2017/2018

Autumn Term:	Monday 4 <sup>th</sup> September – Wednesday 20 <sup>th</sup> December 2017
Half Term:	Monday 23 <sup>rd</sup> October – Friday 27 <sup>th</sup> October 2017
Non-Pupil Days:	Monday 4 <sup>th</sup> & Tuesday 5 <sup>th</sup> September 2017
Spring Term:	Tuesday 2 <sup>nd</sup> January – Thursday 29 <sup>th</sup> March 2018
Half Term:	Monday 12 <sup>th</sup> February – Friday 16 <sup>th</sup> February 2018
Non-Pupil Days:	Monday 2 <sup>nd</sup> January; Friday 29 <sup>th</sup> March 2018
Summer Term:	Monday 16 <sup>th</sup> April – Friday 20 <sup>th</sup> July 2018
May Bank Holiday:	Monday 7 <sup>th</sup> May 2018
Half Term:	Monday 28 <sup>th</sup> May – Friday 1 <sup>st</sup> June 2018
Non-Pupil Days:	Monday 4 <sup>th</sup> June

## ACADEMIC YEAR 2018/2019

<b>Autumn Term:</b>	Tuesday 4 <sup>th</sup> September – Wednesday 19 <sup>th</sup> December 2018 <i>Half Term 22<sup>nd</sup> October – 26<sup>th</sup> October 2018</i>
<b>Spring Term:</b>	Thursday 3 <sup>rd</sup> January – Friday 5 <sup>th</sup> April 2019 <i>Half Term 18<sup>th</sup> February – 22<sup>nd</sup> February 2019</i>
<b>Summer Term:</b>	Tuesday 23 <sup>rd</sup> April – Wednesday 24 <sup>th</sup> July 2019 <i>Half Term 27<sup>th</sup> May – 31<sup>st</sup> May 2019 and May Bank Holiday, 6<sup>th</sup> May 2019</i>



## Current Staff list (2017)

### The Staff:

Executive Headteacher .	Mrs S Strickland
Deputy Headteacher / Class Teacher	Mrs I Luitingh
Class Teachers	Mrs A. Gillman Mrs H. Luxford Miss E Chrysostomou Mrs B Donald
SENCo	Mrs B Posgate
Regular Supply Teacher	Mrs C Stenhouse

### Support Staff:

Office Manager	TBC
Administrative Assistant	Mrs S Barr Mrs J Fairchild
Learning Mentor	Mrs P Ventre
Learning Support Assistants	Mrs J Chrysostomou Mrs K Coady-Gleeson Mrs L Kaye Mrs S. King Mrs S Mackaness Mrs C McIntosh Mrs W Owen Mrs K Stedman Mrs N Stevenson Miss L. Coomber
Catering Manager	Mrs J Plant
Catering Assistant	Mrs M Silvester
Mid-day Assistants	Mrs K Allen Miss J Clark Mrs L Kaye Mrs S King Mrs M Peer
Caretaker	Mr J Fowler
Cleaner-in-charge	Mrs M Peer
Breakfast Club Assistants	Miss L Coomber Mrs J Picton

# GOVERNORS OF THE FEDERATION OF LITTLE HALLINGBURY AND ST MARY'S HATFIELD BROAD OAK CHURCH OF ENGLAND PRIMARY SCHOOLS

Chair of Governors	Mrs Susannah Dutton	Foundation
Vice Chair of Governors	Mr Adam Akhurst	Local Authority
Vice Chair of Governors	Mr Christopher Harding	Foundation PCC
Headteacher	Mrs Sonia Strickland	Ex Officio
Governor	Rev. Naomi Wormell	Ex Officio
Governor	Rev. Janice Green	Ex Officio
Governor	Miss Eleni Chrysostomou	Staff
Governor	Miss Kate Fuller	Foundation PCC
Governor	Mrs Katherine Juggernaut	Foundation PCC
Governor	Mrs Alison Hutley	Foundation DBE
Governor	Mr Barry Toogood	Foundation PCC
Governor	Mrs Susan Barr	Foundation PCC
Governor	Mrs Sheila Nash	Foundation DBE
Governor	Mr Daniel White	Parent
Governor	Mr Grant Clemence	Parent
Co-opted Governor	Mrs Deborah Manning	Staff
Associate Governor	Mr Martin Tyler	Foundation

Clerk to the Governors      Mr I Shepherd

Please note that all Governors may be contacted via the School Office.