



# Prospectus 2017-2018



# Kendall

C of E PRIMARY SCHOOL

## **Our Vision**

**We are a welcoming, happy and caring church school, where creativity is encouraged and everyone has confidence in their own abilities.**

**We promote good social skills and participation in the Christian ethos of our school. We value others whatever their background or beliefs and respect our environment.**

**We always aim high and do our best, cherish our friendships and respect everyone's right to learn. We ensure that the key skills, vital for a successful future are taught to all of our children.**

**We strive for a bright and wonderful future!**

Welcome to Kendall Church of England Primary School. We are set in our own woodland area in a quiet part of Colchester and provide a calm and positive environment for children to learn and develop the skills they need to be successful in the next stage of their education.

We hope that our prospectus gives you an insight into how we try to provide the best possible education that we can for our children. You will see from our vision that our aim is to develop the potential of every child academically, personally, socially, creatively, physically, morally and spiritually. To do this we work closely with parents and carers, our local church and diocese and the wider community.

Our March 2016 Statutory Inspection of Anglican and Methodist Schools judged us as 'Outstanding' while in June 2014 Ofsted judged that we are a 'Good'. Ofsted Inspectors said that:

- The school is a warm and friendly community. Many pupils start the day in the welcoming breakfast club. Parents say that the community is a happy one and children love coming to school.
- Pupils behave with care and consideration for each other.
- Disabled pupils and those who have special educational needs achieve well.
- More-able pupils perform well across the school particularly in mathematics.
- Teaching is good in the Early Years Foundation Stage. Children are well supported ... Learning is fun... Teachers ensure all activities are imaginative and hold children's interest well.



- Phonics skills are taught well and this has enabled pupils to make good progress in reading across the school.
- Calculation skills are taught effectively by ensuring activities catch the interest of the pupils and give them appropriate challenges.
- Pupils are taught a wide range of other skills, including information technology skills, as part of the school's stimulating and well-organised curriculum.

In 2016 the school acquired nearly three hectares of woodland adjacent to the site and this has sent the school on a new journey with a vision to become a centre of excellence for outdoor learning. Our PTA work hard to run enjoyable events for our children and to improve facilities for them. For example, in 2016-17 they raised money to buy an outdoor classroom to complement our commitment to outdoor learning and our Forest Schools provision. They are currently raising money to purchase extra books for our remodelled school library.

You can find out more about us through our website: [www.kendallprimary.co.uk](http://www.kendallprimary.co.uk). You are also invited to make an appointment to come and see us during our open week, if you have not already done so.

Kindest regards,



Mrs Clare French  
(Headteacher)

**Essex County Council**  
**Kendall C E Primary School**  
**Recreation Road, COLCHESTER, Essex, CO1 2HH**

Telephone Number:	Colchester (01206) 794634
Fax Number:	01206 790545
e-mail:	<a href="mailto:admin@kendall.essex.sch.uk">admin@kendall.essex.sch.uk</a>
Status & Character:	Church of England Primary School (Voluntary Controlled)
No. of Pupils at September 2015:	210
No. intended to admit 2016/2017:	30
Headteacher:	Mrs C French
Deputy Headteacher:	Mr L Rodger
Teachers:	Mrs J Brian
	Mrs S Carter
	Mrs A Porter
	Mrs Mulvey
	Mrs P Govinden
	Mrs K Reeves-Rowe
	Mrs O'Brien
	Mrs I Moriarty
	Mrs E Patterson
	Mrs E Todd
	Mrs H Gayton

Special Needs Co-ordinator:	Mrs C Augustus
SEN Support and Pupil Premium Manager	Mrs K Palmer
Learning Support Assistants:	Miss H Martin, Mrs A Ager, Mrs E Hale, Miss N Martin, Mrs B Martin, Miss A Gayton, Mrs M Ngamilo, Mrs E Goodchild (QTS), Mrs S Topple, Mrs J White, Miss M Lewis, Mrs L Love, Mr P Spurgeon
Forest Schools Team:	Mrs S Scurlock, Mrs L Steel, Mr M French, Mr S Wright, Ms K Knocker
Office Manager:	Mrs V Nicholson
Office Assistant:	Mrs D Randall
Senior Mid-day Supervisor:	Mrs M Ngamilo
Mid-day Supervisors:	Mrs B Martin, Mrs L Steel, Mrs C Grey, Mrs J White Miss K Knocker, Miss H Martin, Miss N Martin, Miss A Gayton, Mrs D Windsor
Site Manager:	Mr A Goodman
Head of Kitchen:	Mrs D Mussett
Kitchen Assistants:	Mrs T Wilce and Mrs P Wilson
Breakfast Club:	Mrs T Wilce, Mrs P Wilson, Mrs B Martin, Miss K Knocker, Miss T Sainty
Cleaning Staff:	Miss G Chrupala, Mr T Collins

### ADMISSION ARRANGEMENTS

Essex County Council is responsible for handling all applications for admission to our school. You can find out whether you live in the school's 'priority admission' or 'catchment' area by entering your address into the following website:

[https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Catchment\\_Area\\_Checker/Pages/Priority-Admissions-\(Catchment\)-Area.aspx](https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Catchment_Area_Checker/Pages/Priority-Admissions-(Catchment)-Area.aspx)

Our admission policy is as follows:

*There is no guarantee of a place for children living in the priority admissions area. In the event of oversubscription places will be allocated using the following criteria in the order given:*

1. *Looked After Children*
2. *Children with a sibling attending the school*
3. *Children living in the priority admissions area*
4. *Remaining applications.*

*In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.*

*Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children).*

*Pupils who cannot be admitted to Kendall C E Primary School will be offered admission to the nearest available school, taking account of parental preference and the admission criteria for those schools.*

Admission to Kendall School is administered centrally and impartially by the Planning & Admissions Section of Essex County Council. Applications for places in the Reception class for the beginning of the new academic year are now usually made on-line. Essex County Council sends out information to parents in October of the preceding year. Provided families are registered with a local doctor the information will be transferred automatically from the Health Authority to Essex County Council and no action should be necessary on the part of the parents. Parents of children due to start school in September who do not receive the Common Entry Form by the previous October should contact the Planning and Admissions Section at PO Box 4261, County Hall, Chelmsford, CM1 1GS or telephone 0845 6032200.

Applications for admission other than to the Reception class at the beginning of the academic year should be made on the Mid-Year Admission Form which is available through Essex County Council's website.

## **PARENTAL INVOLVEMENT**

### **Arrangements for parents to visit the school**

Parents are warmly welcomed to visit the school by appointment with the Headteacher who will be pleased to show them the school and provide further information.

### **Parent Teacher Association**

For many years now the PTA has been raising money for Kendall School by organising School Discos, bake sales and Christmas Fairs, Easter Egg hunts, School Quizzes and anything else we can think of that is fun for the children (and adults) and raises money. We have also built up a number of sponsors in the town that kindly donate prizes for our raffles.

The PTA has done an amazing job in raising over ten thousand pounds for an outside classroom for our children.

If you feel you may be able to spare some time to support our PTA, help at events or have any ideas for raising much needed funds we would be very happy to hear from you.

We look forward to meeting you at the next event or at the PTA meeting (look out for dates on the School notice board or newsletter), or for more information please contact the school office.

### **Parent Helpers**

Parental help is most welcome in school and is offered in many ways. Parents assist when extra supervision is required (e.g. on visits or swimming). Some parents enjoy helping small groups of children in the classroom while others assist in the mounting and displaying of work. Some

parent helpers come regularly, others volunteer their services as the need arises and others wait to be asked. If you fall into any category please make us aware of your talents so that the children can benefit from your interest and support. Parents and other helpers will be required to undergo enhanced DBS checks.

### **Security**

All visitors are requested to report to reception, which is clearly signed. We have CCTV which records 24 hours a day. A security badge system operates in the school.

### **The History of Kendall School**

In 1890 Kendall School was founded to provide education according to the principles and practices of the Church of England in the New Town Area.

The school transferred to the new site in January 1976. Kendall's position is unique, sheltered and compact, with many mature trees, grassy banks and borders, which are well maintained.

Each class has their own carpeted, well decorated and resourced room. Children sometimes work individually and in small groups in other designated areas. Our assembly hall is equipped for PE and is used for dining, with an adjacent kitchen. We have developed our grounds so that children may benefit socially and educationally from our unique site.

Since September 2007, we have worked with Puddleducks Pre-school Colchester Ltd to see that pre-school provision is available on our site. They now use our new purpose built pre-school building.

Our position as a voluntary controlled church school is important to us and our families. Our Core Christian Values of Friendship, Compassion, Forgiveness, Peace, Thankfulness and Respect and Reverence run through all that we try to do for our children and their families. Our local Church of England vicar takes assemblies each term and we have special celebrations in our local church, for example, for Harvest, Christmas and Easter.

**KENDALL C E PRIMARY SCHOOL****GOVERNING BODY JUNE 2016**

The Governing Body is made up as follows:

<b>NAME OF GOVERNOR</b>	<b>DATE TERM ENDS</b>
<b><i>CO-OPTED GOVERNORS (3)</i></b>	
Ms Mandy Jones	22 May 2021
Mr Shailesh Nair	5 June 2021
Vacancy	
<b><i>AUTHORITY (1)</i></b>	
Miss Emma Saunston	27 March 2021
<b><i>PARENT (3)</i></b>	
Mr Kevin Nicholson	11 October 2020
Mr Ian Stickley	29 Sept 2017
Mrs Lucy Summerscales	11 Oct 2020
<b><i>STAFF (2)</i></b>	
Mrs Clare French	Ex-officio
Mr Lewis Rodger	3 October 2017
<b><i>FOUNDATION (3)</i></b>	
Rev Ian Hilton	Ex-Officio
Rev Alan Jenkins	8 October 2019
Mrs Louise Brown	5 June 2021

Clerk to the

Governors: Mr P Freeman, 2 Mellis Road, Thrandeston, Diss, IP21 4BU

The Chair of Governors may be contacted via the school.

## OUR SCHOOL DAY

The structure of the typical school day is as follows:

08:40 to 8.50	Children enter school building
08:50	School day begins with registration for all Year Groups
09:00 to 10:15	First Learning Session
10.30 to 10.45	Morning Break (KS1 and KS2)
10:45 to 12:10	Second Learning Session
12:00 to 13:00	Lunchtime, for KS2 this starts at 12.10
13:00 to 13:05	Afternoon registration
13:05 to 15:15	Third Learning Session
14:25 to 14:30	Afternoon break for KS1 if taken by class teacher
14:45 to 15:00	Collective Worship
15:15	School ends for all Year Groups.

We also run a 'Breakfast Club' starting at 8 O'Clock in the morning for any children that wish to attend. The charge is £1.50 a day.

Children enter the school building from 8.40am and must be in the school building by 8.50am. Please note that children are not supervised on the playground before the start of each day and parents are requested not to allow their children on the premises before 8.35am, unless they are attending the Breakfast Club.

We ask all parents to ensure that children are at school in time for a prompt start to each session. If a child is late for a session they must be taken to the school office to register.

If children have doctors' appointments or such like during session times, parents are to collect them from the school office, however we would strongly encourage parents to make appointments outside of school hours wherever possible.

The school gates close for vehicles between the following times: 8.30-9.00am and 2.55-3.25pm, **however parent's vehicles are not permitted on site at any time.**

As parking is a continued problem, and parents' inconsiderate parking puts all of our children safety at risk, we remind parents bringing their child to school by car, to park in Recreation Road or Port Lane, or the Recreation Carpark (for which we have free parking permits that can be collected from the office) and not to drive down to the school gates. This will ensure that children arriving by foot or by bicycle can do so safely. Once on the school pathways, all children keep to the paved areas, and do not climb or walk on the grassy banks, as these can be slippery and dangerous.



## **The Teaching Organisation**

Children are arranged in classes throughout the school according to their age. The teacher for each class is responsible for the children's work, although there may be times when children work with learning support assistants and other teachers in other parts of the school. Teaching is organised according to the nature of the activities and the needs and abilities of the children.

We have seven classes; one for Foundation Stage (Reception), two for Key Stage 1 (infants - years 1 and 2) and four for Key Stage 2 (juniors - years 3, 4, 5 and 6).

## **Parent/Teacher Consultation**

A system of consultations for parents has been established. Parent consultations take place in the Autumn term and the Spring terms. These terms we offer consultations after school and in an evening. Parents are asked to make appointments directly with the class teacher.

Teachers are happy to meet with parents who are unable to attend during normal school hours by prior appointment on evenings when the school is open.

If problems or queries arise making a further appointment necessary please contact the school office for advice. The Headteacher is always happy to speak to parents, however quite often the class teacher for your child is the best person to contact in the first instance. Please telephone the school office for an appointment.

## **School Curriculum and Organisation**

The school follows the National Curriculum and uses the Essex County Agreed Syllabus for the teaching of RE in schools. The school follows national guidelines in its teaching strategies and those that research shows have positive impact on children's engagement, progress and attainment.

The school provides a balanced curriculum giving equal opportunities to all children. It is largely taught in a thematic way so that maximum engagement and a depth of understanding is attained.

Our vision is to become a centre of excellence for outdoor learning. By working towards this vision our children will:

- Be entitled to a broad creative curriculum underpinned by high quality learning outside the classroom experiences in every year group
- Develop skills in core subject areas through purposeful outdoor learning opportunities
- Develop critical thinking skills and learn to take calculated risks
- Respect the natural environment and understand in their hands is the life of every living thing
- Work collaboratively, showing friendship, compassion and compromise
- Thrive at Kendall Church of England Primary School both personally and academically

We nurture children's spiritual and morality every day through teaching about our core Christian values and giving children time for self-reflection which is threaded in many ways through our entire curriculum.

The school also has its own policies for each subject as well as others such as health education, special educational needs, equality and behaviour. Many of these are on the school website, however we would be pleased to show any of our policies to interested visitors.

## Subjects

**English:** Reading, writing, speaking and listening skills tend to be taught in a thematic way that links reading and writing through other subjects. This is because it is important for children to be able to apply and use good English skills in all subjects and because it makes reading and writing relevant to the children and the focus of their learning.

Children are introduced to books and reading from when they join Foundation Stage. In Foundation Stage, Year 1 and Year 2 some of this teaching is in phonic based lessons in which we use the 'Letters and Sounds' materials. Children are taught to read on an individual basis and in small guided groups as is appropriate for their age and ability. Children progress through our colour banded reading books until they are competent to become a 'free reader'. We have a school library and children are encouraged to borrow books to take home.

The children are introduced to a wide variety of text styles and writing. Individual, group or whole class work takes place on spelling, word and sentence structure and other aspects of literacy.

From time to time well-known authors or touring theatre groups are invited to school to share the excitement of reading. Book events are held in school when pupils and parents can buy books. This is often during our annual book week.

Handwriting is also taught in English lessons and neat joined handwriting is now the expected government standard for all KS2 children. It is essential in other subjects too!

**Mathematics** is taught largely in the daily maths lessons. Aspects of mathematics are taught through and applied in other subjects. For example, use of graphs and charts in recording science investigations. Emphasis is placed upon mental mathematics agility and knowing key number facts including number bonds and multiplication tables.

**Science** is taught in a way that ensures children develop good subject knowledge as well as good subject skills. For example, children develop the ability to pose and test hypotheses. Every opportunity is taken to use our environment and to involve children in practical investigations.

**Religious Education** is taught throughout the school and is in accordance with the county agreed syllabus. The school day also includes an act of worship which children are actively involved in from the planning stage through to evaluation. As a church school we feel it is an important part of our day, but parents who wish to withdraw their children from RE and/or worship may discuss alternative arrangements with the head.

**Computing:** All pupils make use of computers to support their learning. They also learn knowledge and skills specific to computing, for example, coding. The children make use of the Internet as well as digital cameras, i-pads and SMART boards. They are taught how to stay safe online.

**History, geography, technology, and art** are taught in a thematic way. This allows children to cover a range of experience and to study particular areas in depth. Children are encouraged to use their natural curiosity and to think critically, developing logical approaches to problem solving. The children are also encouraged to set their own targets, in discussion with their parents and teachers.

**Music** Specialist music tuition is taught at KS2, while in KS1 and in EYFS music is taught as part of our cross curricular approach.

**Physical Education** is well catered for. Each class makes use of the gymnastic apparatus in the school hall. The hall is also used for dance, drama and indoor games. The school takes part in competitions with other schools. Swimming is a compulsory part of the curriculum and all children in Years 3 go swimming each year. Full details are given to parents each year. We ask for a contribution towards the cost of this. In addition, representatives from sports organisations such as for example Colchester United and Essex County Cricket Club visit the school and coach the older children in these areas. The school has no sports field but makes use of the local Recreation Ground.

**Sex and relationship education** is taught to children in Key Stage 2 at years 3 and 5. This is often linked to learning children are undertaking within science. Parents are communicated with prior to teaching of this aspect of the curriculum, and for some parts of it the School Nurse may be involved.

**Personal development** is taught throughout the school and is an integrated part of the curriculum. We actively promote the fundamental British values of mutual respect and tolerance through our RE lessons, assemblies, acts of Worship and through our behaviour policies, along with the rule of law and individual liberty in the context of teaching about rights and responsibilities. In addition our children run a democratically elected school council who make decisions about the school which encourages all children to be healthy, informed and active citizens of the school community and beyond.

**Educational visits** are offered to all pupils in connection with their class work. Each class usually has a visitor into school or a trip out each term. Parents should sign a general consent form for their child to take part in school visits. A risk assessment is carried out before any trip outside school.

Various **extra-curricular activities** are organised by staff on a voluntary basis. These follow the afternoon session and may include netball, football, rounders, hockey, dance and gardening. Children also take part in a number of other activities e.g. the Colchester Schools Music Festival and the School Council Conference, Public Speaking events. Many of our clubs and activities have been validated by the Children's University. If you want to find out more ask our office staff or see our school website about the Children's University.

### **Homework**

All children will have learning tasks to do at home. Every child is expected to read with an adult at least five times each week. The amount of other home learning increases as children progress through the school. It does vary according to their age, ability and learning in school. We seek the support of parents in encouraging and assisting the children and in setting aside some time for them each day. We have a reward system to encourage children to read at home at least five times a week to an adult.

### **Documentation**

All policies and documents relating to the curriculum and other aspects of school life can be seen on request to the Headteacher at the school. There is a publications scheme, a copy of which is available from the school office.

### **Pastoral Care & Discipline**

Our school is a Christian community in which behaviour is based upon mutual respect, tolerance and consideration for others. The class teacher, who knows each child well, is responsible for the care of the children in class. If parents do have a concern then it is **usually best** to see the **class teacher** in the first instance.

The school has a behaviour policy that outlines the standards of behaviour we expect to see in school. We have a variety of rewards the children can receive from positive praise through team points, stickers and to Golden Awards and Headteacher Cups.

In exceptional cases the headteacher may exclude a child from the school for a fixed period of up to 45 days in an academic year or may propose permanent exclusion.

We expect children to respond positively to sensibly imposed discipline and encourage them to acquire an increasing degree of self-discipline as they mature.

### **Special Educational Needs and Disabilities**

Many children may, at some time, have 'special needs' or a disability which may cause action to be taken which is solely appropriate for that child. It may be of an academic nature related to a child's studies or it may be related to matters which are affecting a child's performance in school, their health, or their behaviour.

Parents play an important part in these circumstances and are relied upon to work with the school in a partnership which most benefits the child. We offer parents, who have children with Special Educational Needs, regular review meetings.

Occasionally, we require expert advice or guidance on how to deal with a particular child's needs. In such cases parents are further consulted and with their consent the child is 'referred'. This means that a process begins which involves the child, parents, the school, an educational psychologist and/or medical authorities. At the end of this process an Educational Health Care Plan (EHCP) is prepared which identifies the child's needs. When such a statement is prepared the Local Authority has a legal obligation to comply with it. Such EHCP's are reviewed annually.

Our **Support Worker and Pupil Premium Manager** is Mrs K Palmer. Our **Special Needs (SENCO)** is Mrs French and she is able to give advice and guidance as well as expert help to class teachers and parents. There are a number of teacher assistants in school and they also give support to children under the guidance of the SENCO and the class teachers.

### **Record Keeping, Profiling & Assessment**

Like all schools, Kendall has an efficient and effective method of curriculum planning to ensure that the delivery of the curriculum in the classroom is tailored to the needs of the pupils, and to ensure that the very best standards of teaching are applied.

Each child is individually assessed to make sure that their progress and improvement, not only through each year stage but over the entire 7 years at the school, is on target and is relevant to that child. Every Quarter teachers meet with the Headteacher to discuss the progress and attainment of every child in their class and how this can be sustained and improved.

Statutory end of key stage test results are sent out to those parents of children in Key Stage 1 (Year 2) and Key Stage 2 (Year 6) that sit their assessments, and are published as a key indicator of the effectiveness of the school as a whole. SATs are government directed assessments.

Parents and carers are most welcome to view and discuss the targets set for their child, either with the class teacher or with the Headteacher.

**Data Protection**

Guidance on Data Protection is available on the school web site [www.kendall.essex.sch.uk](http://www.kendall.essex.sch.uk) or from the school office.

**National Curriculum Assessment: Key Stage 2 - 2015**

A breakdown of attainment levels for 2014 is given at the back of this prospectus.

**Charging Policy**

The governors have agreed to adopt the County's advice on charging for school activities. The principle of the 1988 Education Reform Act is that activities that take place in the school session are free, with the exception of individual tuition on instruments. The school will ask for voluntary contributions when necessary. There is no obligation to pay but certain activities may be cancelled if insufficient contributions are made. Activities that this might include are theatre visits, class outings or performing groups visiting the school. The full policy is available for inspection in the school.

We believe that trips out and visitors to the school enhance children's education and hope that parents will continue to support educational visits and other activities.

**Dealing with your concerns****Concerned or Worried?**

We hope that all parents and carers will feel able to get in talk to their child's teacher at any time to discuss any matters of concern that they may have over the education or wellbeing of their child, whether that be inside or outside of school.

However, we understand that in some cases, it may not be possible, or practical, to talk to the teacher, in which case please feel free to contact the office to make an appointment to see the Headteacher who will be happy to talk to individuals and hopefully resolve any issues in a sensitive and timely fashion.

In the most serious cases, if the issue still has not been resolved, then parents and carers are most welcome to write to the Chair of Governors at the school, who will endeavour to respond as quickly as possible to the situation.

A full copy of the formal complaints procedure can be obtained from the school office, although 24 hours notice may be required so that a copy can be provided.

**School Meals****Hot School Meals**

Hot school meals are provided from our school kitchen. Lunches are cooked on the premises. All children in Foundation Stage, Year 1 and Year 2 are entitled to a free hot school meal, for children in years 3, 4, 5 and 6, the cost of a school meal is £2.00. A menu is displayed in the entrance foyer. Vegetarians and special diets are catered for; please ask at the school office for details. In addition to the published menu we also have special themed meals, often relevant to events in school.

We would ask that all dinner money be paid in to the school office on the first day of the week, or before 9:30am on the day the meal is required.

Free school meals are allowed for families in receipt of Jobseekers Allowance or who receive Child Tax Credit at the qualifying rate. Only parents with children in years 3, 4, 5 & 6 need to apply. Please visit [www.essex.gov.uk](http://www.essex.gov.uk) for an online application form.

Our Tuck Shop operates at break-time each day. Assorted items such as healthy sandwiches and portions of fresh fruit are available daily, at 20p per item. All items are freshly prepared by our kitchen staff.

Information on meals is sent out to parents via our newsletter or by special flyer.

### **Home Made Sandwich Meals**

In preparing packed lunches parents are asked to provide non-fizzy cold drinks only in spill proof containers. No glass bottles, hot drinks (or soup) or cans are allowed in the packed lunches. No food items containing nuts are allowed in school because of concerns around allergic reactions. We also ask that chocolate spread is not used in sandwiches as many of these have a nut content. Water is freely available in the dining room. We encourage parents to only provide healthy home-made sandwich meals for their children and to talk to their children about this.

### **Break Time Snacks**

Children in years 1 to 6 may bring a mid-morning snack to school. Parents must not send nuts, crisps and sweets (including chewing gum) and must avoid chocolate snacks. Children in the Foundation class are provided with a snack and drink in "snack time". Foundation and Key Stage 1 children receive fruit or vegetables daily through the School Fruit & Vegetable Scheme and there is no charge to parents for this.

## **EQUIPMENT**

Children are provided with all the tools, equipment, materials and books they need. **All children should have a protective apron (an old adult shirt for example) to wear for messy activities. This should be in school at all times and labelled with the child's name.** We do have a small supply but most children prefer to have their own.

Should older pupils who walk to and from school on their own have mobile phones, they must be left at the school office during the day.

**We would discourage children from bringing valuable or precious items to school as we cannot be responsible for lost or damaged property.**

## **SCHOOL UNIFORM**

**All Pupils are expected to wear school uniform.** Parents need to ensure their child/ren wear uniform as detailed below:

Grey trousers or Grey skirt/pinafore (not cycling shorts or leggings)  
Gold polo shirt  
Blue/white checked dress for summer  
Royal blue school jumper or cardigan (with logo)  
Black flat soled shoes

School dress can give children pride in their school and their possessions. It also eases recognition in and out of school and can give the school a good name in the community. School dress avoids unfair



discrimination between pupils and provides a practical outfit for everyday wear at school. High standards in dress help to promote high standards in other areas such as discipline. It can ease problems for parents regarding arguments about choice of clothes and gives them the opportunity to provide clothes at reasonable prices.

Embroidered uniform can be ordered via Tesco:

<https://www.tesco.com/direct/kendall-church-of-england-primary-school/11347.school>

or School Trends:

<https://www.schooltrends.co.uk/uniform/KendallCEPrimarySchoolCO12HH>

We also keep a few items in stock (for example royal blue PE shorts) that can be purchased directly from the office.

If you have any queries relating to uniform please do not hesitate to ask at the office where they will be happy to assist you.

**Parents must ensure that ALL clothing is clearly marked with their child's name.**

### Shoes

In view of the many flights of steps in and around the building pupils should wear a sensible, flat style of shoe (**not trainers or open toed sandals**). In wet and snowy conditions children are welcome to wear wellington boots and change into their school shoes when inside the building. This helps us to maintain the high standards of cleanliness in the school.

### P E Clothing

P E, including swimming, is a statutory subject and all children must take part unless there is a genuine medical reason for not doing so.

P E clothing is needed on each school day.

P.E kit the children need to wear is detailed below:

Royal blue shorts, white t-shirt, white socks and black plimsolls,

Children can wear grey tracksuits with white trainers for outdoor sports in winter months.

All pupils need a change of footwear for PE. Parents are asked to check from time to time that this footwear is adequate for the child's requirements. It is helpful if younger children are provided with PE shoes without laces.

A draw string bag is required for each child to store PE clothing, **all of which should be clearly named.**

Pupils with pierced ears may wear **plain studs or sleepers only**. **Ear rings must be removed for PE and games. Staff cannot assist children with this. Children should not wear any other jewellery, with the exception of a watch.**

### Forest School clothing

In EYFS, Year 1 and Year 2 Forest School is timetabled weekly.

Your child will need to wear: Suitable old clothes, waterproofs and wellies, please do not wear the wellies into school. We keep the children's wellies in the class welly racks on site. Your child will be able to change into these when they leave for the woodland.

## HEALTH & SAFETY

### Parking

#### PARENTS MUST NOT USE THE SCHOOL DRIVE AT ANY TIME

The main driveway and areas next to the gates must be left perfectly clear at all times. Please help maintain good relations with all our neighbours by refraining from using Scarletts or Woodlands driveways for parking or turning.

**PLEASE PARK IN RECREATION ROAD OR PORT LANE, WELL AWAY FROM THE SCHOOL OR COLLECT A FREE PARKING PERMIT FOR THE RECREATION GROUND CAR PARK.**

### INSURANCE OF PUPILS

The LA (Local Authority) is insured in respect of its legal liability but for a claim to succeed the authority has to be found to have been negligent and/or in breach of some statutory duty. The authority does not have personal accident insurance for pupils and parents should make their own arrangements if they feel it is necessary.

### MEDICAL MATTERS

#### School Nurse & Medicals

From time to time the school nurse visits us for routine checks on pupils' sight, hearing and general health. Permission for such checks is normally sought when the child enters school and parents are not usually informed of these visits. However, the school doctor and dentist normally write to parents in advance of medicals.

#### Medicine

**Medicine should not normally be sent to school except in cases of asthma or similar conditions which require constant care.** All inhalers for asthma should be clearly marked with the child's name and are kept in the classrooms. A record is kept of when inhalers are administered and asthma cards should be completed for pupils requiring treatment. Parents need to fill in a form the first time their child is provided an inhaler by a doctor.

Parents may request the school administers medicine via a form available at the office. Any queries regarding school health should be addressed in the first instance to the headteacher.

When a child is ill in school parents are contacted in the first instance to discuss any further action to be taken.

**IT IS ESSENTIAL THAT THE SCHOOL HAS AT LEAST THREE EMERGENCY CONTACT TELEPHONE NUMBERS.** Please notify the school immediately of any changes.

### ATTENDANCE

Regulations state that parents must inform the school of any reason for absence. **This should be by telephone before 9.30am on the first day of absence.** In the event of no call being received by 9.30am attempts will be made to contact parents by phone or text. Any unexplained absences will show

as unauthorised on the child's report and the police may be called to the family home to carry out a welfare check.

Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If an exceptional reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which will be recorded as authorised using the appropriate national code.

Time off for a family holiday is not a legal right. **The Education (Pupil Registration) (England) Regulations 2006** have been amended as from 1st September 2013. All references to family holidays and extended leave have been removed, together with the right for parents to apply for up to ten days holiday during term time. Headteachers are no longer permitted to grant leave of absence during term time, unless there are exceptional circumstances.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school.

Parents are asked to ensure that children are at school in time for a prompt start to each session. If a child is late for a session they must be taken to the school office to register.

## SAFEGUARDING

### Safeguarding

Kendall Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, parents and children to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with their parents or carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

**If you have any concerns regarding the safeguarding of children at our school please speak to Mrs French or Mr Rodger.**

We have a very clear policy for dealing with safeguarding, or child protection, issues which could arise at home or in school. This policy is in line with Essex County Council's. If you have any safeguarding concerns about any of our children you should make an appointment to speak to the Headteacher at the first available opportunity. If the Headteacher is unavailable, speak to the Deputy Headteacher or our SENCo. Likewise if we have concerns about your child, we will contact you and take any action needed and in accordance with our policy. Every school has a 'designated' person for safeguarding and in our school it is the Headteacher. If they are not on site it is the deputy Headteacher or SENCO.

## **COMPLAINTS**

Parents/carers are reminded to use existing structures when making any complaint about the school or a member of staff. They are advised not to discuss any matters on social networking sites. If at any time during your child's time at Kendall Primary School, you wish to make a complaint, then you are advised to follow the school's complaints procedure which can be found on the school website. We recommend that all parents and carers refrain from using social networking sites to discuss sensitive issues about the school.

## **ABSENCE RATES**

Our absence rate for pupils for the period to June 2015 was 4.6%, in line with expectations from central government.

## **TRANSFER TO SECONDARY SCHOOL**

Pupils transfer to secondary school at the end of Year 6. The majority attend St Helena School. We undertake a range of activities with St Helena School to support their transition to secondary school. These activities include having secondary teachers visit us and take lessons as well as our children visiting St Helena. Essex County Council sends information to parents with children in year 6, during the Autumn term, outlining how parents can apply for a secondary school place for their child.

## **EQUALITY VISION STATEMENT**

We aim to ensure that every child and adult who visits and uses our setting will feel equally welcomed, valued and accepted.

We recognise that children and their families come from diverse backgrounds. All families have needs and values that arise from their social and economic, ethnic and cultural or religious backgrounds. Children grow up in diverse family structures.

Some children have needs that arise from disability or impairment or may have parents that are affected by disability or impairment. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

We aim to:

- provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping information about gender roles and diverse family structures, diverse ethnic and cultural groups and disabled people;
- improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity;
- challenge and eliminate discriminatory actions;
- make inclusion a thread that runs through all of the activities of the setting; and
- foster good relations between all communities.

### **Our Equality Targets for 2016-2019**

1. To provide bespoke support for children staying at the local women's refuge so that they make good progress.

2. To ensure that children receiving free school meals make at least the same progress as those that do not.
3. To raise our profile as a Stonewall Champion School in order to celebrate Lesbian, Gay, Bisexual and Transsexual people and eliminate Homophobic, Biphobic and Transphobic bullying.
4. To enable all children with English as an additional language to make good progress in all areas of the curriculum.

### **Data Protection Act 1998: How we use pupil information**

We collect and hold personal 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 their 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 without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the School Business Manager.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

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:

- our local authority at <https://www.essex.gov.uk/your-council/your-right-know/Pages/Your-Right-Know.aspx>  
or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## Headline Data 2016

### EYFS Data 2016

KENDALL EYFS DATA	
% at GLD	<b>80</b>

### Phonic Data 2016

KENDALL PHONICS DATA	
Year 1 Phonic Score % over threshold	<b>90</b>
Year 2 Phonic Re-Take % over threshold	<b>100</b>

### KS1 data 2016

Subject:	Reading		Writing		Maths			
	Kendal I	National	Kendal I	National	Kendal I	National		
% At the <b>expected</b> standard or above	<b>79</b>	<b>74</b>	<b>79</b>	<b>65</b>	<b>76</b>	<b>73</b>		
% Working at <b>greater depth</b> within the expected standard	21	24	7	13	24	18		

### KS2 Data 2016

Subject:	Reading		Writing		Maths		Combined	
	Kendal I	National	Kendal I	National	Kendal I	National	Kendal I	National
% At the <b>expected</b> standard or above	<b>75</b>	<b>66</b>	<b>79</b>	<b>74</b>	<b>89</b>	<b>70</b>	<b>71</b>	<b>53</b>
% Working at <b>greater depth</b> within the expected standard	21	19	11	15	36	17	11	5
Average Scaled Score	104.4	102.6	NA	NA	107.4	103.0	NA	NA
Average Progress	3.48	NA	1.81	NA	7.14	NA	NA	NA