



# **Essex Primary School**

Attention, Attendance and Achievement

Our Prospectus





## Welcome Message

Dear Parents,  
On behalf of everyone at Essex Primary School, I would like to extend a warm welcome to you and your child. Our school is very large but we work hard to maintain a positive, family orientated atmosphere. We endeavour to provide the best possible teaching and learning opportunities for your child in a safe and stimulating environment.

We believe that parents have an important role to play in supporting the work of the school and in developing a shared commitment to the education of their child. We hope this prospectus will provide you with all the information you require to enable you to support your child.

I look forward to working with you and your child over the next few years. I believe our school should provide a foundation for the next stage in your child's education and that every child should feel happy, safe, and make outstanding progress.

Yours sincerely

Mrs Rosie Cowan  
*Head Teacher*



### Mission Statement

Our mission for the whole school community is to work in partnership and enable all our learners to have equal access to a broad and balanced curriculum.

We will provide a stimulating, secure, safe and happy environment, which will enable each child to reach his or her full potential.

The school ethos will ensure children take responsibility for their own learning and actions.

### Our Vision

We are committed to work co-operatively and with high expectations, to ensure that we:

- Develop an exciting range of opportunities for all children
- Prepare our pupils as Global 21st century citizens
- Enhance their life chances
- Create a motivating learning environment for all partners within our community





## General Information

Essex Primary School is a 4-form entry primary school in Manor Park, East London. Up to 120 children are admitted into each year group. There is also a 156 place Nursery so the school can cater for 996 children aged 3 to 11 years.

In the main our children live in the local area. However, we do admit children from the wider community, providing places for children who are unable to attend their local school.

The school was built in 1977 for three forms of entry. In recent years it has undergone an extensive redesign and rebuild providing an excellent academic environment with specific facilities for the teaching of art, technology, music and ICT. The school also has four large playgrounds, which have recently been updated and improved to include grass and garden areas.

We will soon open a brand new Resourced Provision in 2013, focussing on delivering a specific educational programme for children identified with Autistic Spectrum Disorder (ASD). The Resource Provision will have a state of the art learning and teaching environment with high quality staff that are well trained to meet the exceptional needs of these children.

We are also proud to have a committed staff and governing body.



Main Entrance/Reception Area

## Admissions

Children are admitted to Essex Primary School and Nursery according to the policy laid down by London Borough of Newham. Parents, who wish to send their children to our school, can apply through Newham, by using the 'Admissions link on our school website.



## School Entrances

- The Nursery, KS1 and KS2 entrances will open at 8:40am.
- Members of staff will supervise the gates to ensure that only children and staff are on site.
- The Nursery, KS1 and KS2 gates will close at 9.00am.
- Any child arriving after 9:00am must report to the learning mentors, at the main reception area of the school.



## Morning Session:

K.S.1	9.00am - 11.55am
Year 3/4	9.00am - 11.45am
Year 5/6	9.00am - 12.30pm

## Afternoon Session:

K.S.1	12.55pm - 3.15pm
Year 3/4	12.45pm - 3.15pm
Year 5/6	1.30pm - 3.15pm



Morning playtimes vary according to the Year Group, but every class has a 15 minute break.

Only KS1 have an afternoon playtime, of 15 minutes.

## Attendance and Punctuality

- Parents have the responsibility to ensure that their child attends school every day, and arrives on time for school each morning.
- It is expected that all children will be in the playground at 8:50am.
- Class register are taken at 9:00am.
- Children that arrive after this time will be recorded as 'Late'.
- If children arrive late, they will miss an important part of the school day and this can affect their self-esteem and learning.
- If for any reason, your child will be late, **you must contact the school immediately.**

## Nursery

### Morning Session

09.00am - 12.00am

### Afternoon Session

12.30pm - 3.30pm



## Sickness and Absences

- On the first day of the child's absence, it is the responsibility of the parents / carers to contact the school and inform us why their child will be absent.
- If a child is unwell during the school day, the school will contact the parents / carers to collect their child from school.
- If a child has been absent from school because of ill health, parents or carers must make sure that their child is medically fit before they can return to school.
- If a child has been absent for more than five school days, we will require a medical certificate from a doctor.



Working Together



## Health and Safety

Parents are responsible for ensuring that all toddlers and children refrain from using any playground equipment, at the start and at the end of the school day.

Playground equipment should only be used during normal school playtimes, when qualified members of staff are on playground duty.

## Medication

In normal circumstances, we are unable to give medicines to children. However, if a child needs regular medication (e.g. for diabetes), the Head Teacher will consider each case individually. Asthma pumps will be stored in the classroom, provided that they are clearly labelled and that the child is able to administer the pump itself. If your child requires medication regularly, including steroid asthma pumps, then a medical plan will be organised with the school nurse.

## Lunchtimes

Children may go home for lunch, bring a packed lunch or receive a school meal. Whilst school meals in Newham are currently paid for by the Borough, parents who are eligible for free school meals, should apply using the free school meals link on our school website. More information regarding free school meals can also be obtained from the learning mentors.

Packed lunches should consist of suitable items e.g. sandwiches, cheese, raw vegetables, yoghurt, fruit etc. We discourage our pupils from having crisps, sweets and chocolate in their lunch boxes. Bottles or cans of fizzy drink are not allowed.

## Pupil Behaviour

Our school rules are simple to understand and we expect all children to keep them.

- Always behave in a sensible manner
- Always be at school on time
- Always be respectful to others
- Keep your area tidy and put things away after use
- When moving around the school walk quietly, never run or shout
- Make sure all belongings are named
- Refrain from wearing jewellery in school
- Keep items of value at home
- Be prepared – bring homework, book bag and P.E. Kit

The school has a positive behaviour policy which includes appropriate sanctions. The school also has an anti-bullying policy. Both can be found on the school website.

## Contribution to School Trips

Parents are asked to make a voluntary contribution towards the cost of educational visits. Without this we would not be able to visit museums and places of interest. However arrangements will be made if any parent is unable to make a donation. No child is excluded. The school has a charging policy which can be seen on the school website.

## Lost Property

All belongings should be clearly labelled. If items are lost but labelled they will be returned to children. If not, the items will be put in the lost property box, which is available on the last Friday of the month. All unclaimed lost property will be disposed of on the first day of every month.



Key Stage 2 Dinner Hall





## Curriculum

- We are a 4-form entry primary school and appropriate work is planned for each year group. The children are taught in mixed ability year groups.
- The National Curriculum provides a framework for the development of a child moving through the school.
- The children in the Nursery and Reception classes will be provided with learning experiences that will offer a foundation for the National Curriculum.
- Every Key Stage 1 and Key Stage 2 child will be taught the National Curriculum.
- The basic requirements for KS1 and KS2 under the National Curriculum include "core" subjects of English, Mathematics and Science and I.C.T and the "foundation" subjects of Physical Education, Religious Education, History, Geography, Music, Art, and Design Technology.
- We take pride in the fact that our children are taught by specialist teachers in Modern foreign languages (French), Music and Judo.
- The attainment targets of the National Curriculum provide standards against which children's progress will be assessed.
- Standard Assessment Tasks (SAT's) are taken in Year 2 and Year 6 and your child's results will be sent to you. The overall purpose of assessment is to monitor progress, diagnose areas for developments and to give staff an indicator for a pupil's future learning.



## Home/School Partnership

Parents are most welcome to contact the school on any matter. Parents or carers should contact the school to make an appointment to see the appropriate member of staff.

Essex Primary School prides itself on its developing home/school links and provides increasing opportunities for parents to visit the school.

The school invites parents to:

- Speak to the class teacher (with an appointment)
- Attend class assemblies
- Attend consultation evenings
- Attend special events during the year

Our philosophy is to:

- Encourage a shared commitment to the success of the individual child
- Create an ethos of understanding and openness in school/home relationships
- Help parents to develop a positive role in complementing and supporting the work of the school in the education of their children



## Homework

Homework will be given out on Fridays and needs to be completed and handed in on Mondays. We encourage parents and carers to support their children with their reading, writing and numeracy tasks, as well as the practising of spellings. Children are expected to complete and present their homework to a high standard. Year 5 and 6 children may also have an extra task based on a foundation subject. Parents and teachers can correspond with each other through a homework book/sheet or by appointment before or after school.

Parents of Nursery and Reception children are encouraged to use the dual text library, situated in the Nursery area, to find books that are suitable for their children.



Eid Assembly

## Religious Education and Collective Worship

Our Religious Education curriculum is taken from Newham's Agreed Syllabus, which has been discussed, agreed and ratified by Newham Council, local teachers and representatives of all major local faiths and denominations. It ensures that our pupils gain respect for and awareness and understanding of other world religions.

Parents have the right to remove children from collective worship and Religious Education lessons, providing that the lessons are not cross-curricular.



## Equal Opportunities

At Essex Primary School we believe in the equality of all, irrespective of age, sex, race, religion, class or ability.

We believe all children should have equal access to the curriculum, which should provide opportunities for learning, and which are available to all.

We aim to provide quality education and create an environment that reflects the local and wider community.

The whole ethos and practice of the school should promote tolerance, understanding and the well-being of all.

In order to achieve such a community, we aim to promote an approach which will include positive action to:

- Raise awareness
- Challenge stereotypes, myths and bias
- Discuss values and prejudices
- Present positive images and use rational information to dispel irrational prejudices
- Change attitudes
- Ensure the suitability of resources

Our strategy will include positive action within staff development to provide an environment that enables all staff to identify needs, express themselves freely and to share in policy making.

Our Equal Opportunity Policy is based on justice and the legal duty placed on schools and individuals.



Key Stage 1 (Year 2) ICT Lesson



## ASD Resourced Provision

We are opening a brand new Resourced Provision in 2013, which will focus on delivering a specific educational programme for children identified with Autistic Spectrum Disorder (ASD). The Resource Provision will have a state of the art learning and teaching environment with high quality staff that are well trained to meet the exceptional needs of these children.



## Special Needs

At Essex Primary school we fully support Newham Council's policy on Inclusive Education, which gives the opportunity for all children to work together in the same type of school. In 2013 our school will have a Resourced Provision for identified children who are at the lower end of the autistic spectrum.

We take pride in our aim of giving children identified with a special educational need the opportunity to achieve to the best of their ability, through children having access to a varied curriculum that meets their individual needs.

## Sex Education

The content of our sex education teaching has been drawn up in accordance with Newham Council guidelines and has been approved by the School Governors.

We hope to create a climate of communication where the children feel happy to ask questions and the teachers provide information simply and at the right level. Information will be conveyed in a frank and friendly way.

There is a statutory right for parents to withdraw their children from sex education. If you want to withdraw your child from this part of school life please write to the Head Teacher.

## Fundraising

A School Fund helps pay for all those extra things we would otherwise be unable to afford e.g. subsidised school trips.

Once each year a professional photographer takes individual and group photographs. A percentage of the profits are given to the school.

The school also raises money both for itself and various charities by organising book fairs and Red Nose Day activities etc.



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