



School  
Prospectus



## WELCOME

Whether your child is just starting at White Notley or you are continuing your partnership with us, we are pleased to welcome you to our school. We hope you will find this information useful, but if you require further details, then do not hesitate to contact us and we will try to help you all we can. We firmly believe that for your child to receive the best education they deserve, school and home need to work closely together. To this end, we have regular consultation evenings and each child has a home-school book that is used for daily communications and reading records. Parents and carers are always welcome to make appointments to speak to the teacher or headteacher if we are not immediately available.



White Notley is a Church of England (Controlled) Primary School for boys and girls aged 4 to 11 years. It was founded by the church to provide education 'according to the principles and practices of the Church of England' in the middle of the 19th Century. It was originally a two room school but in recent years extra accommodation has been provided by way of two modern infant classrooms and a library. A multi-purpose hall and two further class bases have been added in 2005.

Church schools continue to be part of the nation's maintained system of education. White Notley is operated in partnership with the Local Authority and has a Governing Body, which is responsible for the school, constituted in accordance with its Instrument of Government. The Church, Diocese, Local Authority, Parents and Teachers are represented on the Governing Body.

Church representatives on the Governing Body encourage and foster links between the school, church and local community. We aim to provide the best possible education for each child within the context of a caring Christian community. We were judged as outstanding at our most recent church school inspection. We have 103 pupils, with an annual admission of 15.

We maintain high standards of attainment as well as giving a broad choice of opportunities through daily extra-curricular activities. There are currently 11 clubs held each week. Approximately 30% of our pupils receive instrumental lessons on a second instrument (all pupils are taught music through learning the descant recorder). All our planning and learning is based on a skills curriculum, which we have developed over a number of years, and much is through enquiry-based learning. We are linked with a school in Kenya, which is a strong partnership involving reciprocal visits.

### **White Notley School Vision**

#### **Life in all its fullness now and in the future**

*John 10.10 Jesus said "I have come that they may have life, and have it to the full".*

**L**earning- To develop and promote a life-long love of learning that ensures everyone reaches their potential, making progress whatever their starting point.

**I**nclusion- To value and respect every individual member of the school community and ensure a high level of safeguarding and personal well-being.

**F**aith- To ensure that our Christian values promote friendship, trust, respect, compassion, justice, courage and endurance.

**E**nvironment- To understand we all have a role as global citizens to look after the world we live in.

**White Notley C of E Primary School takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. "The welfare of the child is paramount" (Children Act 1989)**

Children are arranged through the school in accordance with their age. However, as the age range spans seven years and there are only four class bases, the organisation of classes may vary from time to time. The teacher for each class is responsible for planning the children's work within the school's curriculum policies.

The Curriculum at primary level consists of twelve subjects - the first three, English, Maths, Science, are known as the "Core Subjects" I.C.T. plays a large part in enhancing other subjects and in addition, Computing skills are taught. Design and Technology, History, Geography, Art, Music, P.E., P.S.H.E. (Personal, Social and Health Education) and Religious Education are the "Foundation Subjects." French is taught to all pupils from year R upwards. The areas of learning set out in the Foundation Stage are Communication and Language,

Literacy, Physical Development, Personal, Social and Emotional Development, Maths, Expressive Art & Design and Understanding of the World.

Planning incorporates the progression of skills and targets for groups and individuals to attain. Children should know or be capable of demonstrating these targets at various stages of their educational development. Each subject also has a Programme of Study which describes the experiences through which the children may learn and practise the relevant skills and achieve the relevant targets.

Three key stages relate to the children in a Primary School:

Foundation Stage	3-5 years of age
Key Stage One	5-7 years of age Years 1 and 2
Key Stage Two	7-11 years of age Years 3 - 6

Each child will work at his/her particular ability level progressing at his/her own rate.

Parents receive annual written reports outlining their child's progress and attitude towards learning and school life.

All parents can look at the School's Curriculum Documents and School Policy Documents which are available on request.

The Headteacher is prepared to discuss these, by appointment.

The curriculum we offer is broad and balanced and relevant to your child's individual needs.

During each term classes work on topics which cover a range of subjects. These topics are carefully monitored to ensure that a wide range of the curriculum is covered during the academic year.

Children work within their class at their own individual level but also have opportunities to share work and experiences with pupils throughout the school, thus enriching their own experience and knowledge.

Literacy, Maths and P.E. are taught as separate subjects each week as well as often being an integral part of each topic. Occasionally whole weeks are dedicated to one particular theme or subject area.

Learning Skills and growth mindset are taught throughout the school, improving children's ability to learn how to learn and to develop skills for life-long learning. (See Teaching and Learning Policy)



At White Notley C of E Primary School we believe in a curriculum that:

- is firmly based on, and promotes, Christian values
- emphasises a progression of transferable skills
- develops the whole person—skills, understanding, attributes and attitudes
- is broad and balanced
- makes meaningful links between different aspects of learning
- is filled with rich, first-hand, purposeful experiences
- supports a pedagogy that promotes children's active participation in learning and develops enquiring minds
- values both independence and interdependence within the community of learners
- is flexible and responsive to individual needs and interests
- embraces the use of the local environment and expertise beyond the classroom
- looks to the future and the needs and responsibilities of future citizens in a rapidly changing world
- possesses a significant local, national and global dimension  
(See Teaching and Learning Policy)

### **Children who are Gifted and Talented**

We hold a register of children who are deemed to be gifted or talented in any area. This consists of those pupils who achieve or have an ability to achieve at levels significantly in advance of the average for their year group. Provision is made for these pupils in terms of differentiated work within class and challenges given to work on at school and at home. Extra curricular activities are designed to cater for gifts and talents where possible. Achievements outside school are celebrated in regular 'Celebration Assemblies' at school. (See G&T Policy)



### **Children with Special Learning Needs**

All children are regarded as individuals and are taught with this in mind. Learning difficulties are identified at an early stage and appropriate measures taken to help overcome such difficulties. Consultation with the teacher and Headteacher at this stage is vital. When difficulties have been identified, targets will be set for the child and progress monitored. Teaching assistants support children with their work in the classroom.

If further action is required, the advice of an Educational Psychologist or other outside agencies will be sought but no action is taken without the consent of parents, whose approval must be sought at every stage. (See SEN Policy)

## **HOMEWORK**

In line with government guidelines the children are given tasks to complete at home related to the learning happening in school. Generally these consist of daily reading, weekly spelling and half-termly maths and literacy tasks according to age and ability. Parents are informed of the range of tasks for each age group at the beginning of the academic year.

At certain times during the year, e.g. Book Week, there will be additional tasks set for children to complete at home. These will be displayed in the school hall or library and will gain certificates and sometimes prizes.

Holiday diaries (especially during the summer break) are encouraged, and are valued on return to school, but these are optional.

It is anticipated that all children will continue to read to parents during holiday times, from either a reading scheme book or other chosen text as appropriate to their age. Participation in the Summer library scheme is encouraged. (See Homework Policy)

### **School Council**

Pupils representing all year groups from year 1 upwards meet regularly to bring and discuss ideas. Many new initiatives have been begun in this forum, including extra curricular activities, playtime resources and smartening the school uniform. This is an ideal opportunity for pupils to have a voice and positively influence school life.

### **Extra Curricular Activities**

There are a number of school-run clubs - running from 3.15-4.15 and some lunchtimes during the week as well as clubs by outside providers which parents may choose to pay for.

These clubs include: Multiskills, sign language, book club, netball, football, tennis, board games, art, music, band.

### **Breakfast Club**

Breakfast Club is run by Mrs Bright daily from 7.45-8.45 at a cost of £3.00 per child and may be used as and when you need it. Please contact the office to book your child's place and complete a registration form

### **After School Provision**

After school provision is available till 5.30pm every night. Sessions are £10. Please contact the office for more details.

### **Instrumental lessons**

Instrumental lessons are on offer at the school, through Essex Music Services. Current rates apply. We offer piano, violin, woodwind, brass, acoustic and electric guitar, ukelele and drum lessons.



All pupils learn the descant recorder from Year 3, as a basis for learning notation and progressing to other instruments.

## **HOME AND SCHOOL PARTNERSHIP**

### **General Parental Involvement**

Parents help in school in a variety of ways, for example with games, reading, cooking, painting, sewing, festive occasions, and school trips. Parents may help on a regular or occasional basis, depending on the time they have available. If you wish to help please let the teachers know so a rota can be arranged. We are very grateful for the help we receive from parents. We do hope you will be able to help us too. Regular volunteers will go through a DBS check.

### **Home School Agreement**

In accordance with the government's guidelines parents and pupils will be asked to sign an agreement which outlines the ways in which home and school can work together.

### **Pastoral Care and Discipline**

We are aware that we share a responsibility with parents for the children in our care and make every effort to provide the care expected of any responsible parent. The school is a community in which behaviour is based on mutual respect and consideration for others. We encourage independence and self discipline in all aspects of school life. We expect the children to be polite at all times, to carry out their work without disrupting the other children, and to take a pride in their school. The class teacher, who knows each child well, is responsible for the care of the children in his/her class but particular problems are referred to the Headteacher. Parents of children who frequently misbehave are contacted and discussions held in order that home and school should work together to enable a greater sense of self-discipline and responsibility to develop. The behaviour policy has a clear route of sanctions that are adhered to throughout the school.

### **Parent/Teacher Consultations**

There will be an opportunity in the autumn and spring terms for parents to meet their children's teachers and discuss their progress. If there is any cause for concern, parents are welcome to make an appointment to meet the class teacher or Headteacher at any time throughout the year. Occasionally, it may be necessary for the school to invite parents in to discuss a problem when we would hope to make mutually convenient appointment times for discussions. As the children become older, we often find it helpful for them to be present for part of these discussions so that they can express their point of view.

### **Sex Education**

Sex education is taught within the context of the Christian tradition and framework of marriage and family life. Sex education is introduced in the Upper Key Stage 2 class after consultation with parents. Requests to withdraw your child from these lessons may be made to the Headteacher.

### **Curriculum Complaints Procedure**

There are policies and schemes of work available for parents to read in all areas of the curriculum. Any complaints relating to the content of the curriculum and the teaching of Religious Education should be made in the first instance to the Headteacher who will also outline the formal complaints procedure set down initially in the Education Act 1988 and issued by the County Council.

### **STARTING SCHOOL**

You will be contacted by County Planning and Admissions Office to confirm a place at this school. The school will contact you shortly afterwards. The school is required by law to ask you at this time to supply some confidential information which includes details about ethnic origin and religion to assist planning of the curriculum. We would be grateful for your co-operation.



### **Admission Arrangements**

The admission arrangements are in accordance with the Governors' Admissions Policy which is available at the school. Before applying for admission, parents are encouraged to visit the school and discuss with the Headteacher all aspects of school life and the admissions policy. Parents should make applications through the Plannings and Admissions website, and will be offered places during the Spring Term prior to starting school in September.

### **Admissions Policy:**

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

1. looked after children;
2. children who have an EHCP;
3. children with a sibling attending the school;
4. children living in White Notley and Faulkbourne;
5. children living in Black Notley village (as defined on the map available at the school);
6. remaining applications.

In the event of oversubscription 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.

### **Agreement for children living in the priority admission area:**

The LA may offer places above the published admission number (during and after the normal time of admission) in the following exceptional circumstances:

1. for infant classes at the class size limit: if the next nearest school with a space is not within a reasonable distance of the home address; or
2. where the admission would not breach the infant class size limit: if the journey to the next nearest school with a space is not reasonable in terms of distance, accessibility or cost.

All parents of children registered for admission to the school are invited to discuss their child with the Class Teacher and Foundation Stage Teaching Assistant during the summer term (May) before he/she is due to start at the school in September. The child's individual induction programme is planned at this stage.

### **Arrangements for children to be met from school**

When your child starts school, please let us know what the regular arrangements will be for your child to be met from school. If those arrangements change please let us know. Whilst we understand the information is sensitive, we would be grateful if you could inform us of custody and access arrangements, should this be necessary. These requests are made in the interests and safety of the children.

### **Transfer between Schools**

#### **Transfer at 11**

There are plenty of secondary schools in the immediate area. Details of the transfer procedures are issued to parents in the autumn term prior to transfer but may be discussed earlier with the Headteacher. Once decisions have been made about places for secondary education, children visit their new schools to familiarise themselves with their new surroundings. Representatives from the secondary schools visit White Notley to meet the pupils and discuss friendship groups to ease the transfer between schools.

Those pupils wishing to sit the selection exam in the autumn term are encouraged to visit the school of their choice.

## Term Time Absence

**Taking your child out of school during term time will be detrimental to your child's educational progress. Parents should not take their children on holidays in term time. There is no legal right to do so.**

If you are the parent or guardian of a child aged between 5 and 16, it is your responsibility to make sure that he or she attends school regularly throughout term time and that they arrive punctually.

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

In line with government guidelines, Essex schools will only agree to children missing education for a family holiday due to **exceptional circumstances**. This will be at the discretion of the headteacher and governors, and will be discussed at the next full governing body meeting following an application. A written application must be made, accompanied by a letter outlining the exceptional circumstances, either from your employer, or from yourself if you are self employed. Please wait for a response prior to booking your family holiday.

Please see our attendance policy.

**Please note: Headteachers would not be expected to class any term time holiday as exceptional.**

## Charging Procedure

In accordance with the Local Authority's policy on charging, no charge will be made for materials used and excursions made in school time which are an integral part of the curriculum. The Governors have agreed that parents may be asked to make voluntary contributions to the costs of school visits in order that they may still take place. No child will be prevented from going on a school trip because of an inability to pay, but trips may have to be cancelled if the necessary money is not raised - valuable educational experiences will then be missed. From time to time you may receive a request for a voluntary donation to cover the cost of materials used in Design and Technology projects.

The school is pleased to offer additional activities that may add to the children's experience and complement the comprehensive curriculum offered such as extended residential visits and theatre trips. The school will charge a fee to cover the cost of such "optional extra" activities for transport, board and lodgings, materials, insurance costs and entrance fees. Prior written agreement will be obtained from the parents of children involved in the optional extra activity prior to the activity for which the charge is to be made. The school reserves the right not to take a child on a trip at the discretion of the Headteacher.

Those parents unable to afford payments can apply for financial assistance for curricular activities in accordance with the Local Authority's policy. Additional activities are sometimes subsidised by the P.T.A.

### **School Meals**

Our chef provides freshly prepared, nutritious meals every day, with food sourced locally. We require that the week's meals are booked online. The new menu is updated on our website every Monday afternoon ready to place your child's order for the following week.

### **Free Meals**

KS2 (Year 3, 4, 5 & 6) parents wishing for further information about this can contact the school office for support with this and putting in any applications.

All KS1 and Foundation Stage (Year R, 1 & 2) pupils are entitled to a Free School Meal.

### **Health**

It is helpful if you let us know of any medical problems your children may have so that we can make provision for them. Children who are clearly unwell in the morning should not be sent to school as the medical facilities at the school are restricted. If a child falls ill or is injured during the day the school will attempt to contact a parent to deal with the matter. In extreme circumstances when a parent or carer cannot be contacted, a child may be taken to a hospital casualty department by a member of staff.

It is the parent's responsibility to see that the school has up to date information about how to contact you or another adult during school hours. When a child is absent from school a telephone call explaining the absence is required. If a parent or carer fails to let the school know by 10 a.m., the school is legally obliged to contact you for an explanation of absence. We are obliged to report unauthorised absences.

We welcome being told if your child has an infectious disease or childhood illness, so that we can inform parents of children who are particularly vulnerable.

Medications that are required to be taken in school time must be sent in a receptacle containing the correct dosage for one day, accompanied by a note detailing name of child, timing and frequency of treatment etc. and handed into the office. The child will be supervised whilst taking medication. If your child needs an inhaler, please ensure he/she has it with him/her every day, or send it in to be kept in the first-aid cupboard in the office.

During the first term your child enters school you will have the opportunity to meet the School Nurse, who will discuss with you the services provided.

### **Headlice**

We don't like these pests any more than you do! It is recommended that the children brush their hair every day when they get home, and that parents check hair once a week. If you find them please keep the child home for the time it takes to effectively treat the hair and let us know so that we can inform parents of children in the class to be on the

look out. Current thinking is that regular conditioning and nit-combing hair after each wash is the best deterrent.

### Other local schools

General information about all other schools in the area is available at the Education Authority's Headquarters in County Hall, Chelmsford, and in Public Libraries.

## GENERAL INFORMATION

### Dress

The Parents and Governors wish the children to be uniformly dressed to enhance the sense of pride and belonging to White Notley. We do not allow extreme hairstyles.

Boys should wear      grey or black long or short trousers  
                                 white or grey socks  
                                 a white polo shirt or white shirt  
                                 'Bordeaux' (deep red) sweat shirt

Girls should wear      grey or black skirt or pinafore dress  
                                 or grey or black trousers  
                                 a white blouse or white polo shirt  
                                 'Bordeaux' (deep red) sweatshirt or sweat-cardigan  
                                 white or grey socks  
                                 red and white gingham dress in the summer only

Both: Sweatshirts/cardigans with school logos will be required for concerts, school trips etc.

Shoes: We strongly recommend black shoes with buckles, Velcro or laces - NOT slip-on or open-toed shoes and NOT trainers - except for P.E.

Sweatshirts, sweat-cardigans, P.E. T-shirts and polo shirts, printed with the school logo, gingham dresses and black shorts are available to order from the suppliers through the schooltrends website. Sunhats, reading folders and P.E./swimming bags are also available to order.

The children are expected to be suitably dressed for the variety of indoor and outdoor activities which they will be pursuing throughout the day.

Please send children to school with a sunhat in sunny weather.

Please ensure that all articles of clothing are clearly marked with your child's name and we will endeavour to return lost articles to the rightful owner.

### P.E. Outfit Boys & Girls

Maroon T Shirt with the school logo

Black shorts

Trainers

Tracksuit when it is cold.

All P.E. and games kit should be clearly marked with a name and kept in a named bag which will hang easily on a cloakroom peg.

### Jewellery

The wearing of jewellery is not permitted in school.

Ear-studs **must** be removed for P.E. and cannot be taped. Watches must be removed for any physical activity. Children must be able to remove and replace their own earrings.

### SCHOOL HOURS

The school day is as follows:

8:40 - 8:55 a.m.	Enter classrooms
8:55 a.m	Start of school day - Register
10:20 - 10:40a.m.	Assembly
10:45 - 11:00 a.m.	Break
12:00 noon	Lunchtime
1:00 p.m.	Afternoon register
3:15 p.m	End of school day
3:15-4:15p.m.	After school Clubs



## PTA

There is an active PTA and meetings are held regularly. There are fundraising and social events held every year for children, for adults and for families. Monies raised fund projects that are agreed by the PTA committee, which includes members of staff.

