



Rettendon Primary School



Prospectus 2014-15

Thrive, Challenge, Achieve

Welcome

Rettendon School is a mixed community school, set in extensive grounds and surrounded by Essex countryside. The School was first opened in 1870 and the original school and schoolhouse still form the main part of the school today. As the school grew additional buildings were added, ensuring that modern facilities such as; swimming pool, ICT, outdoor spaces and a child-friendly kitchen are all easily accommodated.

In addition to the buildings, Rettendon boasts a large playing field, a large playground, a learning barn and an outdoor pavilion. For the children seeking a peaceful break time there is also a beautifully maintained, quiet, flowered courtyard and a willow den.

We also have an onsite nursery called 'Little Darwins'. This facility caters for babies from 3 months old through to school age and also offers wrap around care for school aged children up to 11 years old. Please go to www.littledarwins.co.uk for further information.

Geographical Location

Quietly situated on the old A130, just a few hundred metres from Rettendon Turnpike, Rettendon Primary School is easily accessed from the surrounding areas of Wickford, Runwell, Battlesbridge, Hullbridge and South Woodham Ferrers. Even Chelmsford now lies only 8 minutes away. With our playing fields backing onto rural farm land our children are able to experience the changing landscape, at first hand, through the seasons.

Our Mission

We strive to continually raise standards in all aspects of teaching and learning to ensure all children leave our school with a broad range of key skills and the ability to be independent and committed learners. We achieve this by deploying committed and highly skilled staff who have high expectations of their pupils as well as themselves and endeavour to make a future generation who can make a positive contribution to the global community of the 21st century.

Our Aims

- Through purposeful teaching all children will achieve their full potential.
- Within a stimulating environment every child will receive a motivational curriculum.
- To enrich provision we will work closely with families and the wider community.
- Children will be nurtured to become caring and responsible members of society.
- We will care for, support and inspire our staff to create a thriving workforce.

Our Values

We strive to become a respectful and courteous organisation by embracing the following values:

- Honesty
- Tolerance
- Fairness
- Responsibility

School Organisation

The children are arranged into five registration classes and the school usually has about 120 children on roll. At the Foundation Stage we admit just 20 pupils where there are dedicated and experienced staff on hand to give the children at Rettendon the best possible start to their time with us.

The other classes are arranged into mixed year groups with the children set **by ability** for the teaching of Mathematics, Reading and Writing. Each of the sets has one teacher who is responsible for the planning, teaching and assessment of the children and a qualified Learning Support Assistant to support small groups and sets during Mathematics, Reading and Writing sessions. This ensures that the group sizes rarely exceed fifteen. The school is also pleased to be able to offer children specialist teachers for music tuition and sports coaching.

All children are expected to complete homework. For the youngest children this will take the form of reading, but within a short time the children will progress to bringing home mathematical and literacy tasks. By the time the children reach Yrs 5 and 6 they may be asked to complete extensive project work based on a topic being covered in class.

The School Curriculum

The National Curriculum is planned to provide a broad and balanced education for each pupil. The areas covered are the core subjects of Reading, Writing, Mathematics, Science and computing, together with Religious Education, History, Geography, Art and Design, Physical Education, Design and Technology, Spanish, Music and Personal, Social/Health Education and a language.

Reading, Spelling and Grammar and Maths are taught formally in the mornings and the group size for these lessons is usually 15 or less. These groups are 'set' by each child's ability and potential target. There are seven progressive sets covering a very wide ability range. The highest set works at Level 6 which constitutes a very high level of attainment and secures an excellent foundation for secondary school education. Setting ensures all children are challenged and accelerated at the correct rate for their academic needs and not necessarily for their age. The other subjects are taught during the afternoons using a themed approach. During the afternoons there is no 'set' system so the children can spend time with their age related peers in their classrooms.

We strive to bring first hand experiences to the children wherever possible as we believe this is an effective and enjoyable way to learn. We achieve this by planning for learning to take place outside the classroom by visiting places of interest, working outdoors and inviting specialist visitors and educational teams into school.

We know that you want to be well informed about your child's progress at school and to help us do this we have a Home-School Link Book and Reading Record Book that comes home daily. This allows parent and teacher to communicate regularly. Should you wish to see your child's teacher it may be necessary to make an appointment. If you put a note in your child's Home-School Link Book or email the school, the teacher will be able to suggest a suitable time. All staff keep abreast of new developments in Education by continually updating their training portfolio. Staff training is planned carefully to support the School Development Plan and current school initiatives.

Selective School Selection Exams

The older children are encouraged to study for the 11+ exam and selective school places and scholarships if appropriate. For these pupils, the school day is extended and the classes begin at 8.00am. Please contact the school for more information on this aspect of our provision.

Sport and the Healthy Schools Initiative

At Rettendon Primary School we are keen for the children to have the best available coaching in sport. In addition to regular Physical Education lessons we also plan for specialist coaches to lead short courses for the children. In the past this has included Cricket (from Essex Cricket Club), Hockey, Tag Rugby, Netball and Football. The children swim at least twice a week during the summer in the school's own pool and there are other opportunities to swim and play sports in our various clubs after school. Despite our small size we enthusiastically participate in local tournaments and matches. We work to promote a healthy lifestyle by encouraging healthy snacks, balanced meals, drinking fresh water and ensuring children have plenty of regular exercise. We have also achieved the Healthy Schools Award.

School Transport

Transport is provided by the local education authority for those pupils living in outlying areas who qualify. Details are available from the school office.

If your child uses Local Authority transport, please ensure your child knows to wear their seatbelt at all times and that someone accompanies them to the bus stop in the mornings and is also there at the end of the day to meet them.

Admissions Policy

We have one intake for pupils in the September of the academic year they become 5 years old. During the term prior to admission prospective parents are invited to meet the Headteacher, ask questions and view the school at work. We admit up to 20 children per year in to the first class and if the school is over subscribed children are admitted according to the following admissions rule:

Remaining places will be allocated using the following criteria in the order given;

1. Looked After Children;
2. children living in the priority admission area with a sibling attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling attending the school;
5. 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.

Older children are welcome to apply for a place in the school using the Local Authority Mid Year Application form. Please contact the school in the first instance to see if a place is available.

Learning Outside the Classroom

Learning through first hand experience is, without doubt, an essential part of children's education. Teachers not only plan excursions to Rettendon Village and the surrounding area, but also seek out places of interest further afield that will enhance the activities being carried out in the classroom.

A bi-annual residential trip for the older children is organised during the summer term. This trip encourages team building as well as providing individual challenges within the adventurous outdoor activities and environmental studies. It is an expectation of the school that your child attends, as it is a wonderful character building experience that the children thoroughly enjoy.

Rettendon Primary School Parent/Carers Association

Rettendon Primary School is a family school. We have a strong Parent/Carer Association who organise many exciting events throughout the year and embark on educational funding projects.

Parents, carers and grandparents are welcomed and encouraged to share their skills and spend time in the classrooms. Help with group work, cooking, sewing, school visits and other activities is always appreciated. Please contact your child's teacher if you feel able to help in any way.

Religious Education and Collective Worship

All children follow the National Curriculum to learn about Christianity and other faiths but parents have the right to withdraw their children from this part of the curriculum if they wish. There is a daily assembly, which is predominantly Christian, where the children will hear stories relating to a particular moral theme, explore the schools values and join in with songs and celebrations. We believe that it is important to

recognise the successes in our school and we hold regular celebration assemblies to do this. Parents also have the right to withdraw their child from this if they wish.

Pastoral Care and Discipline

The aims of the school underpin the expectations placed on the pupils. They are encouraged to take responsibility for their own behaviour and to consider the effect their actions have on others as we believe that developing responsibility is more important than obedience.

We use a positive model for behaviour management that ensures all children are rewarded fairly for their commitment to adhering to our aims and rules. However, if a pupil displays persistent anti-social behaviour or is affecting the learning of others we implement the sanctions within our behaviour policy. It may be necessary to involve appropriate outside agencies to assist in supporting the pupil.

In cases of serious and persistent indiscipline a pupil will be educated away from his/her peers and potentially excluded from school following the local education authority policy, a copy of which is available from the school.

Out of Hours Learning

Clubs offer children essential extra opportunities to learn and achieve. Clubs will vary termly for a variety of reasons: weather/light, instructor availability or space. In the past we have organised clubs such as:

Football	Netball
Hockey	Craft
Multi-Skills	Dance
Swimming	Gardening
Athletics	Calypso Steel Pans
Cricket	Library & Homework
Lego	Spanish
Cooking	Singing
Dodgeball	ICT

Private music tuition for piano, keyboard, violin, saxophone, singing, brass, guitar, drums and cello is also available.

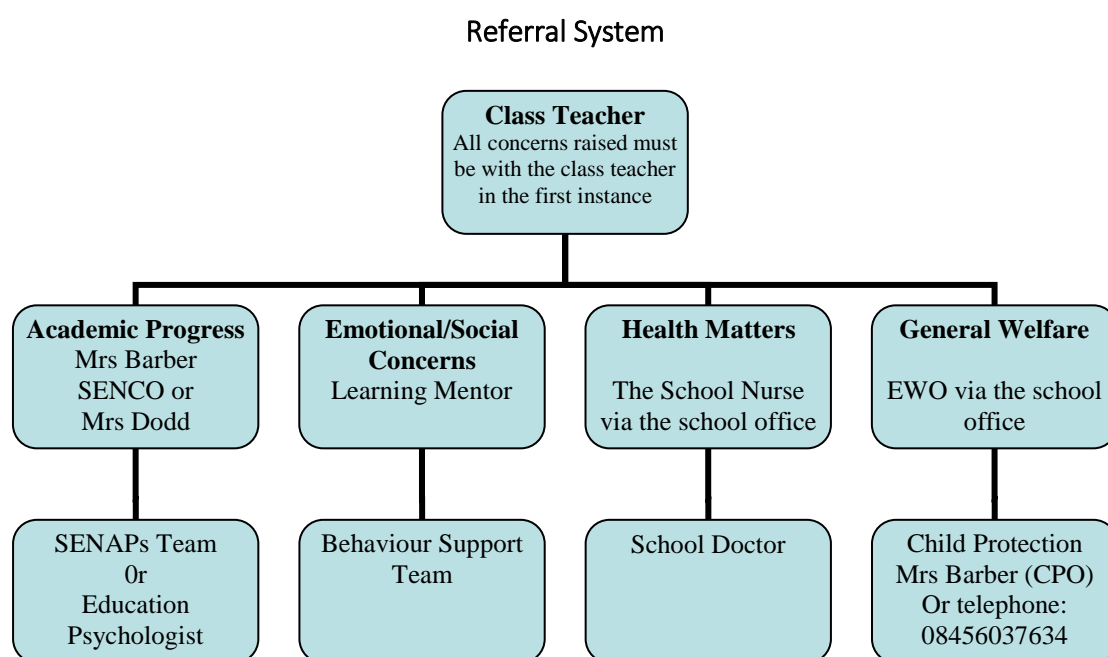
Sex Education

Sex Education is an intrinsic part of the school curriculum. During Key Stage 1 there is no formal sex education but any questions that arise from the curriculum will be dealt with sensitively and honestly. At Key Stage 2 more formal sessions on 'growing' and 'changing' are introduced and in Years 5 and 6 clear teaching about puberty and

reproduction takes place. Parents are invited to view all teaching material (produced by the BBC/Channel 4) beforehand and can request to withdraw their child if desired.

Special Educational Needs

At some stage during their primary school years pupils may require extra assistance to enable them to achieve their full potential. Rettendon Primary School follows the special needs Code of Practice and the Essex Stages of Assessment. Parents are involved and consulted at all stages and an individual education programme is devised for the pupil if necessary. Assistance from appropriate outside support agencies may be sought (see the referral tree below). Pupils with special educational needs may work in the classroom with the teacher or teaching assistant or may be withdrawn to work in small groups, or individually, as appropriate.



Gifted and Talented

Children showing high aptitude are educated in the higher streams for mathematics and literacy. They are also offered a place on the Maths Master Class at the local Secondary school as well as the chance to attend Science Extension Classes. We organise a variety of gifted and talented courses throughout the year in a variety of subjects. During these sessions pupils get to mix with other talented children from other schools and make new friends.

Absence, Illness and Medicines

If your child is too ill to attend school you should make contact with the school office as soon as possible. You may phone or e-mail stating your child's name and his/her

class. It would also be helpful if you could predict how long your child may be away from school. We are able to administer medicines with a written request from a parent or guardian. Inhalers can be kept in the school office but children are expected to manage their asthma independently.

Other reasons for absence, such as holidays, are not encouraged because of the very disruptive affect it has on the children's schooling. Any holiday absence applied for has to be authorised by the Headteacher and, in some cases, the Governing Body. Holiday absence in any of the following circumstances will not be authorised and should the absence go ahead, local authority fines may be issued:

- Key Stage 2 SATs week
- During the first full week of a new term
- If the child's absence trend is already above 4%

School Sessions

Morning:	8.45am – 12.00pm (Foundation)
	8.45am – 12.05pm (Year 1 and 2)
	8.45am – 12.15pm (Key Stage 2)
Lunchtime Break:	12.00/12.15 – 1.15pm
Afternoon:	1.15pm – 3.20pm
Discretionary Morning Break:	10 minutes
Discretionary Afternoon Break:	10 minutes

All breaks are discretionary as they may be used for opportunities for further personal tuition, progression or feedback (although all children are allowed reasonable comfort breaks through the day)

All children should come in the back gate which is opened at 8.35am. If a child is late for school parents are expected to come into the reception and explain their child's lateness.

Charging and Remissions

To be able to give your child the best opportunities available, it may be necessary to ask for contributions towards activities carried out within the National Curriculum. These contributions are voluntary, but should insufficient contributions be forthcoming, the activity will have to be cancelled.

Payment towards extra clubs, outings and holidays is not voluntary but costs are kept to the absolute minimum and Rettendon Primary School does not profit from charging. (Full Charging Policy available at www.rettendon.essex.sch.uk)

School Meals

Rettendon School has formed a partnership with SAKS Catering. They provide hot nutritious meals and brektime snacks on a daily basis using fresh ingredients. We

have a food policy that ensures all our meals are of a very high standard and in line with government guidelines.

Payment for School Meals

Ideally school dinners should be paid for at the beginning of the term in a named envelope, via the teacher. Dinners not taken due to absences will remain in credit to the child's name and may be taken at another time.

School Uniform

School uniform is worn at all times without exception. Wearing uniform gives children a sense of belonging and helps prevent bullying. The blue logo jumpers, fleeces and book bags are available from the school. The remaining items can be purchased very competitively from high street suppliers.

Girls' Winter Uniform

- Royal blue school fleece (outdoor wear only)
- Royal blue school sweatshirt
- Grey knee length pinafore dress or skirt
- White polo shirt
- White socks/grey tights with black low heeled shoes (no higher than 5 cm heels and no trainers or boots)
- Dark coat/waterproof

Boys' Winter Uniform

- Royal blue school fleece (outdoor wear only)
- Royal blue school sweatshirt
- Grey trousers
- Grey socks and black shoes (no trainers)
- Dark coat/waterproof

Girls' Summer Uniform

- Royal blue school fleece (outdoor wear only)
- Royal blue school sweatshirt
- Blue check dress
- White socks
- Black low heeled shoes (no sandals or trainers)

Boys' Summer Uniform

- As winter, but with grey shorts instead of trousers
- White polo shirt

PE Uniform

- Blue shorts /joggers
- White logo t-shirt
- Black plimsolls

Also available: Baseball caps, winter hats, reading folders, P.E. bags.

An apron or old shirt is required for art and design work.

ALL clothing must be clearly named.

Children must not wear any of the following to school: jewellery, trainers, skin transfers, make up (including nail varnish) trainers, hoodies or denim jackets. Extreme fashion items, hair styles/colours and items of property that we deem to be diverting from their own learning or other pupils will be banned and the pupil may be isolated. The only items we allow are watches and one set of small studs in the ears provided the child is able to remove them independently for PE.

Complaints Procedure

If at any time you have a concern regarding the education of your child please discuss this at first with the class teacher and then the Headteacher. The Governing Body is also available to resolve issues and has a complaints procedure.

If the concern persists and cannot be resolved at school level, the local education authority has a formal complaints procedure; copies of these policies are available from the school office and the website.

Child Protection

It is the duty of every adult in our school to safeguard every child and follow procedures should a cause for concern become evident. Rettendon Primary School has a child protection policy and follows the Essex guidelines on child protection. All staff are regularly updated on procedures via induction and by completing the on-line training provided by the NSPCC. There is a safeguarding governor and related policies are published on the school website. The Headteacher is the Child Protection Officer and Mrs Marsh is the deputy.

Records

Pupils' records, pupil related documents, SAT's results, records of work and test results are available to parents on request. School policy documents, National Curriculum planning files and copies of Governing Body minutes and agendas are also available to parents on request. Schools are allowed up to 15 working days to produce paperwork and there is a charge for copies produced. Academic data is shared with parents at least twice a year. All academic data is shared at least twice per year.

Links with Local Secondary Schools

The Sweyne Park School, Rayleigh is the local catchment secondary school but many pupils choose to attend alternative schools and some go to grammar school. Rettendon Primary School has established good links with all the local secondary schools including weekly maths master classes for year 6 as well as the local secondary school coming to Rettendon to share their music, shows and drama productions.

An open day or evening is held at the secondary schools during the academic year prior to transfer for parents and pupils to attend. The pupils visit their new school in the summer term. Taster days beforehand ensure a smooth transition to secondary school.

RECENT DATA & INFORMATION

ATTENDANCE

The percentage of authorised absences for the year 2013-14 3.49%

STAFF LIST

Mrs J Barber	Headteacher/SENCO
Miss J Smith	Teacher
Mrs J Adams	Teacher
Mrs S Marsh	Teacher
Mrs J Claridge	Teacher
Mrs S Carroll	Teaching Assistant
Mrs C Dodd	Teaching Assistant/SENCO Assistant
Mrs E Cook	Teaching Assistant
Mrs D Crispin	Teaching Assistant
Mrs C Gowers	Teaching Assistant
Mrs J Hemmings	Teaching Assistant
Mrs L Thiem	Teaching Assistant
Mrs K Taylor	Teaching Assistant
Mrs N Warren	Teaching Assistant (SEN)
Mrs L Healy	Administrator
Mrs E Waterhouse	Office Manager
Mrs T Sewell	Business Manager
Mrs B Wilkinson	Site Manager
Mrs C Warren	Mid-day Assistant/Cleaner
Mrs L Drury	Mid-day Assistant
Mrs C Martin	Mid-day Assistant/Cleaner
Mrs A Windebank	Mid-day Assistant
Mrs P Meyn	Librarian

GOVERNING BODY

Mr R Ride	Chairman/Local Authority Governor
Mrs J Barber	Headteacher
Mr D Bishop	Community
Mrs T Monerville	Parent
Mr A Willoughby	Parent/Vice Chair
Mr J Gomez	Parent
Mrs T Cunningham	Parent
Ms H Banks	Parent
Mrs B Wilkinson	Staff
Mrs E Simmons	Clerk