

Friar's Grove Primary School

Information for Families

2024-2025

Growing Minds and Hearts for a Whole World of Opportunity

Welcome to Friar's Grove Primary School!

We are proud of our reputation as a friendly, welcoming school and do our best to be approachable, open and understanding. Our school is a thriving community, where staff, parents and governors work closely together to ensure that the children in our care receive the best education and school experience that we can offer. Our partnership with families is essential in helping to build a clear picture of every child as an individual, and in meeting their social, emotional and learning needs.

We are always finding ways to make our school even better and recently we have been working on our teaching and learning approaches. We are also working on our curriculum, to ensure that our children are fully engaged in their learning and can remember and build on their learning across the years.

Please take the time to browse through this information and our school website, where you will learn more about our values, policies and approaches.

Susan Shipp Headteacher Summer 2024



Our School Vision

Growing Minds and Hearts for a Whole World of Opportunities



An engaging curriculum and effective learning will establish strong roots of knowledge, skills and understanding.



A welcoming and inclusive ethos will nurture and grow excellent personal and social skills.



An appreciation of our world and its diversity will enable our children to branch out into the global community.

Our Mission

We will:



Ensure maximum progress and retention of learning and grow reflective, enthusiastic learners willing to go 'above and beyond'.



Design and deliver a broad and engaging curriculum relevant to our school and our children's future world.



Embed a welcoming, inclusive school ethos, enabling all to 'Thrive' and supporting children and families through vulnerable times.



Nurture a sense of pride and self-reflection in children, families and staff, developing the skills of resilience and empathy to grow a happy, harmonious and healthy community.



Develop opportunities to appreciate the wonder of our world and its rich diversity through new experiences, different environments and study of people and places near and far.



Ensure all children, regardless of disadvantage or vulnerability, aim high and strive to do their best, so that they have the greatest number of choices and opportunities as they go out into the world.

Our Values

Ambition Integrity Respect

'The Friar's Grove Way'.

Following our Values will help us achieve our Vision.

I will have ambition to always do my best.

I will show **integrity** and be proud to make the right choice.

I will **respect** myself, other people and everything in our world.

Home/School Agreement



Our Vision: Growing Minds and Hearts for a Whole World of Opportunities



An engaging curriculum and effective learning will establish strong roots of knowledge, skills and understanding.



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School Agreement

1. We will provide a secure, caring and stimulating environment, which will allow your child to learn and play happily and safely.

Our safeguarding policies and systems will be regularly updated and rigorously delivered and monitored.

- 2. We will provide a challenging curriculum, which meets the individual needs of all pupils and enable every child to reach their full potential.
- 3. We will let you know if your child is experiencing any serious difficulties with school work, behaviour or relationships and ensure that you are fully aware of support strategies being put in place.
- 4. We will operate a consistent whole school behaviour policy which is based upon positive relationships. We will not tolerate bullying or discrimination.
- 5. We will give you regular information about your child's progress in school, including parents' evenings, curriculum updates from class teachers at the beginning of every year and a written report each summer term.
- 6. We aim to work in partnership with parents so that the development and learning of every pupil can be supported in a 360° way, therefore, we will welcome parents and offer them the chance to be involved in the life of the school in a variety of ways.
- 7. We will operate an 'open-door' policy so that concerns can be raised at the earliest opportunity and dealt with swiftly.
- 8. We will protect your personal information according to our privacy notice which can be found on our website.
- 9. We will communicate with you regularly and consult with you on some of the areas we are developing.
- 10. We will respect your privacy concerning the information that you share with us and that we share with other agencies.

Headteacher's signature: S Shipp

Home Agreement

- 1. We will accept the school vision and policies and positively support the staff team, encouraging our child to behave appropriately and supporting the school's guidelines for behaviour.
- 2. We will inform the school of any matters that may affect our child's happiness, health or progress.
- 3. We will notify the Headteacher or Deputy(Safeguarding Designated Leads) should we have any concern about the Child Protection of our own or indeed any other child. We will work positively with the school should any safeguarding concerns arise and will accept that the school have to take steps to ensure all children are safe from harm.
- 4. We will accept full partnership with the school, attending parents' evenings and discussions about our child's progress and having an active role in helping our child to love books, read regularly and complete homework.
- 5. We will ensure that our child arrives at school regularly and on time (by 8.45am) and in the case of absence, we will contact school on the first day via the Studybugs App or by telephone.
- 6. We will take up any concerns we have with the teacher in the first instance and then with the Headteacher.
- 7. We will conduct ourselves appropriately on school grounds, on the phone and when communicating via online means, to ensure the safety and well-being of pupils, staff and other parents.
- 8. We will not:
- Post defamatory 'statuses' or comments about parents, pupils, the school or its staff
- Send abusive messages to parents, staff or pupils
- Post negative comments about the school's values and methods.

If we have a concern we will talk to staff members and refer to the Complaints Policy if appropriate (which is available on the school website).

- 9. We will ensure that the school is always in possession of two up-to-date points of contact in case of illness or emergency.
- 10. We will send our child to school sufficiently prepared to cope with and equipped for, all activities taking place at school, being mindful of the need for most young children to have at least 10 hours of sleep.
- 11. We will take up the National offer of a free school meal for all Early Years and Key Stage 1 pupils, and will notify the school in writing should any dietary needs require a planned alternative.
- 12. We will support the school's philosophy on uniform and P.E kit. (You are advised to contact the PE lead teacher for advice before having ears pierced, as earrings MUST be removed before all PE activities).

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Parental signature:_	
Child's Name:	

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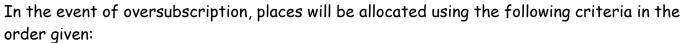
Pupil signature:
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Our Admission Arrangements

Published admission number 2024-2025: 60
All children in Reception are admitted full time in the Autumn term.

Admissions Policy

There is no guarantee of a place for children living in the priority admission area.



- 1. Looked After Children and previously looked after children
- 2. Children with a sibling attending the school
- 3. Children living in the priority admission area
- 4. 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, (other than Looked After Children and previously looked after children).



Parents wishing to make a mid-year application can download an application form at www.essex.gov.uk/admissions.

For any queries about the admission process, please contact County admissions department on 0345 603 2200.

When children begin school in Reception, they will begin full time, unless there is an additional need and a child would benefit from a staggered start.

If your child is beginning school mid-year in any year group, we encourage you to visit before they begin, so that you can have a tour of the school and ask any questions before they start.





Pupil Safety and Welfare

The **welfare** of our pupils is of paramount importance and health and safety systems in the school are reviewed regularly and annually audited. A large number of our staff are first aid trained and our reception class Learning Support Assistants (LSAs) have additional paediatric first aid certificates.

The system of fences, gates and door key pad locks provides an inner ring of security for pupils.

Our **Child Protection Policy** follows strict procedures laid down by the Essex Safeguarding Children Board and governors have adopted the Local Authority model policy here at Friar's Grove. As the 'Designated person' the Headteacher, Mrs Shipp, should be contacted if you wish to inform the school about any safeguarding concerns related to your child or indeed any other. In the event of her absence you should contact Mrs Copp the Deputy 'Designated Person'. Where necessary, we work with social care to support families in keeping children safe from harm.



Internet and online safety

The children access the internet via a safe filtered site. They learn to send e-mails via a secure Virtual Learning Environment. All children are taught how to be safe online. Our Online Safety Policy is available to view on the school website.

Disclosure Barring Service (DBS) Checks

In line with current government policy all staff and volunteers have to secure 'enhanced' DBS clearance before they can work with children in our school. If parents or other family members wish to help in the classroom, we ask that they first complete an application form and nominate a referee. A suitable reference and DBS clearance must be secured before parents are able to help regularly in school.

Protection from extremist views

Within the RE curriculum we teach pupils about the major world religions. As well as helping pupils to understand the basic beliefs and facts about these religions, we focus on understanding and tolerance of other views and beliefs. In this way pupils can understand what religious beliefs mean for different people.

Within PSHCE and Citizenship we explore aspects of beliefs and politics which include exploring aspects of extremist views. Pupils are encouraged to discuss why these views are extreme and why and how people in the world may express them. Pupils are taught how to make choices about right and wrong, how to resist peer pressure and how to cope with upsetting news. Themes of tolerance for others and differences in beliefs are also explored in assembly themes. We help pupils to have a balanced view as well as give them coping strategies in dealing

with what may be external pressures. If a pupil reports that they have been given or heard extremist views, please inform a member of the Senior Leadership Team who will then work with parents to support that child.

Medicines

Medicines prescribed by your child's doctor can be administered in school once we have received written instructions on the appropriate form. Liquid medicines must be in a named original container holding the measured dose for the child, and must be brought in (and the container collected) by an adult. No medicines will be collected from children.



Inhalers for children with asthma may be kept in school, provided the children are taught to use them. These may be stored in the office or classrooms.

All medicines must be handed in to the office. No children should have medicines elsewhere in school. Office staff will do their best to administer medicines at lunchtime, but cannot be held responsible if for any reason the dose is not given.



First Aid

Wounds will be cleansed using cold water and gauze. Plasters may be used to cover open wounds. Please let us know if your child is allergic to plasters. Ice packs are used on major bumps. Parents are advised if their child has suffered a bumped head.

Please ensure that all allergies are reported to the office and that you help us to keep all contact details up to date.

There will be occasions when children have bumps and scrapes caused accidentally or by too physical play, but we will contact you when we consider it an injury or illness of which you should be informed. Sometimes, we will ask you to come and pick your child up, if they are too poorly to be in school.



We do understand that there are occasions when young children are sick, not as a result of an infection. In these cases, we recommend they stay at home for 24 hours. Should your child suffer from sickness or diarrhoea as a result of a gastric infection, they must be clear for at least 48 hours before returning to school.

Attendance



Contacting the school on the first day of absence either by Studybugs (an app that allows parents to report a child's sickness and communicate with school) or by phone is a condition of our Home/School Agreement.

All requests for term time leave must be formally requested by filling out an absence request form available in the school office or on the school website. Our current attendance policy follows local authority guidelines (a copy of which is available in the school entrance or on the school website).

There is no entitlement for parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Our school monitors attendance closely. Our school target for attendance is 96.5%.

Travelling to School



If possible, we encourage our children to walk or cycle to school. If you live too far away to walk or cycle it is very helpful to our neighbours and, of course, good for you and your family, if you are able to car share or park and stride by parking a little further away from the school. If you do come by car, please bear the following in mind:-

- Only STAFF cars are to enter the car park at any time unless permission has been given by the Headteacher.
- Please do not park, turn or drop children off in the entrance of the driveway.
- Please do not park on or opposite the zigzag markings outside the school.
- Please do not park on the green verges or block the driveways of houses adjacent to the school.

BE EXTREMELY CAREFUL AND VIGILANT when large numbers of children are present at the beginning and end of the school day. Drive slowly and be prepared for the unexpected. Please consider the needs of other people's children as well as your own. This includes parents picking up or dropping off children for clubs before and after school.

The School Day

SCHOOL TIMES

From September 2024

Reception & Key Stage 1: Key Stage 2:

8.35am Doors open 8.35am Doors open 8.45am Register 8.45am Register

11.45pm - 12.45pm Lunch 12.45pm - 1.45pm Lunch

3.15pm Hometime 3.15pm Hometime

All children must enter school between 8.35am and 8.45am, when the gates will close.

Start of the school day

All are asked to use the side paths to walk into the school and not the main drive.

The Reception/KS1 school gates are open from **8:35am** and children may enter their classrooms at this time where there will be activities available to them. KS2 Children access the school via the KS2 gate and enter school through the KS2 hall side doors from **8.35am**.

We encourage you to aim to get your children to school at this time, so that they can complete early morning work. All children should be in their classrooms by 8.45am at the latest, when the register is taken. Children arriving after this time will be recorded as late, will not be able to access their classrooms in the usual way and should therefore report to the office. Any children arriving after 9:15am without a valid reason will be recorded as a half day absence.



End of the school day

The Reception/KS1 day ends at **3:15pm** and children must be collected from their classroom doors. Please let your class teacher or the office know if your child is going home with someone different.

The KS2 day ends at **3:15pm**. Children are either met at the hall side door outside the green school fence (years 3 and 4) or at the bottom of the footpath on Upland Drive (years 5 and 6). Some of our older children are able to walk home alone with parental permission - please inform the school office if this is the case.

If you are ever running late for pick up please let the school office know.

Wrap Around Care

Breakfast Club is open to all children from Reception to Year 6 and offers children a tasty breakfast and a fun way to start their day. Breakfast club runs from 7.45-8.45am and breakfast is available from 8.00am until 8.15am. Please ask the office for further details and to book places.

After School Club runs until 5.30pm and is open to children in all year groups including Reception. A member of the After School Club will collect Reception and KS1 children from

their classes. Children in KS2 will make their own way to the club. Please ask the office for further details and to book places.

The school curriculum and organisation

The school has built a cohesive and engaging curriculum which encourages children to develop

their learning and concepts in all subjects to mastery. Each term the classes study a project. Additionally, some subjects are taught in regular weekly lessons and/or through focus days and weeks. The school teaches the National Curriculum (2014) but have considered



how to match this to the needs of our children in particular.

Classes in a particular year

group will follow similar lesson planning, matched to the needs of the class, to ensure consistency and standards. The teachers work hard to help the children present their work to the best of their ability, to recall what they have learned and apply it in different ways.

Every teacher is also a subject leader and will monitor the teaching of their subject across the school. The senior leadership team also monitors teaching, learning and outcomes across the school. This monitoring allows us to respond to any concerns in children's progress quickly.

Homework

All teachers set homework to be completed at home. This work is essential in helping the children to read fluently and to recall what they are working on in school. We ask that parents ensure that reading, maths and phonics/spellings homework is routinely completed, as this sets up good habits for secondary school and positively affects children's learning in school.

Behaviour

The school promotes high standards of behaviour and personal responsibility, through positive encouragement and recognition. Every member of our school community should feel happy, valued and respected and each person should be treated fairly and well.



Bullying and discrimination will not be tolerated. Any reported incidents will be brought to the notice of the Headteacher or Deputy Headteacher, investigated, followed up and monitored.

At break times, a range of activities are available to keep children happily occupied. Adults on the playground encourage positive play and enjoy joining games and activities. The children are reminded that they can speak to an adult when they are finding friendships difficult and the adult will try to help by resolving issues and helping the children to reflect on how to act next time.



The children know that negative physical play or physical reactions are not acceptable and may result

in time lost from the playground, so that their behaviour can be discussed and reflected on. Where patterns of unwanted behaviour emerge, parents, class teachers and the Headteacher/Deputy Headteacher work closely to agree strategies to resolve the situation. Where behaviour gives particular cause for concern, further plans are put in place. A full copy of our Behaviour Policy is posted on the school website.

School Council and Eco School Council

At Friar's Grove, children from Year R to Year 6 have the opportunity to be part of the school council and the eco school council. We believe that pupil councils contribute to positive changes in the life of every child in the school and develop their understanding of democracy. Involving pupils in real issues through class and school councils helps them to develop important life-skills that promote positive mental health and social welfare - emotional literacy, critical and moral reasoning, self esteem, self-awareness, communication skills, relationship skills and assertiveness. Developing these life-skills has a positive impact on pupil behaviour. It is important that children can contribute their views, and know that these will be listened to and taken into account.

Inclusion and Equality

We are an inclusive school and provide equal opportunities for all pupils, regardless of their age, gender, ethnicity, disability, attainment and background.

At Friar's Grove School we recognise that all children are individuals with their own strengths and abilities, gifts and talents. We believe that every child has the right to be included in a broad, balanced and relevant curriculum and that each child is entitled to have the opportunity to be involved in an appropriate education which challenges, motivates and rewards them, so that they can fulfil their individual potential.

We are committed to ensuring equality of education and opportunity for disabled pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel able to participate fully in school life.

Special Educational Needs/Disability

Children with SEN and disabilities will be tracked throughout the year to monitor achievement. Provision is reviewed termly and where there is a need, children are supported through intervention groups and/or 1:1 support. Targets are assessed and reviewed termly and the teacher meets with parents/carers 2 or 3 times a year to discuss progress. These children may also be supported by outside agencies, such as the Educational Psychologist or Speech Therapist.



Thrive

We have trained Thrive practitioners who support those children with identified social and emotional needs. Our Rainbow Room is a space where children can go to feel safe, to calm and get help and support.

Assessment

We use different methods of assessment, in order to build a picture of each child's attainment and progress. This includes regular class quizzes and recall activities, reading quizzes, end of unit tests and termly standardised tests. We prepare children for statutory tests which take place in Reception (Early Years), Year 1 (Phonics Check), Year 4 (Multiplication Check) and Year 6 (SATs).

Communication

We aim to establish an open and trusting relationship between parents / carers and the school. Quick, informal concerns or comments are easily passed on before school or at the end of the day, but if at any time parents would like to have a longer conversation with the class teacher, it is usually more appropriate to make an appointment. Appointments to see the Headteacher, Deputy, Senior Leadership Team or class teacher may be made at any time during the year.

Messages can be sent to teachers via **Class Dojo** and we always ask that these messages are positive and constructive.

The school office, Head Teacher and Deputy Head Teacher can be contacted via **Studybugs** or by speaking to the office in person. The Head Teacher and Deputy Head Teacher can also be spoken to briefly on the gates each morning.

Lots of information is available on our **school website** <u>www.friarsgroveprimaryschool.com.</u> To help parents stay up to date with school developments, a **newsletter** is circulated approximately every two weeks. Information which parents need to have immediately is always e-mailed home, or sent by message via **Studybugs**.

Compliments

These are always welcome and very encouraging to teachers and staff. The school encourages feedback or opinions from pupils and parents.

Concerns

It is natural that parents may, occasionally, be concerned about an aspect of their child's education or welfare at school. The school welcomes enquiries from parents about any matter. The vast majority of concerns will be handled by the class teacher. If you have a concern that has not been resolved by talking to the class teacher, parents should contact the school office to arrange an appointment to speak with a member of the senior leadership team, including the Deputy Head and the Headteacher. At all times staff will help to resolve a problem.

Complaints

The complaints policy explains the complaints procedure and is available on the school website or from the school office.

Parent Evenings

Parent Evenings are held at regular intervals during the school year when parents are formally invited into the school to discuss their child's progress. We also provide a written report in the summer term. These are just some of the ways we provide opportunities for your child to share their work with you and to show you around their classroom.

Clubs

We have a number of successful clubs for children to attend and we believe it is really important for children to experience different sports and activities outside of the school day. Our clubs are run by school staff and by outside agencies, giving all children the opportunity to choose an activity which interests them. More details are available on our school website.

Food and Drink

Milk

All under-fives are offered free milk, which is funded by the UK Government's Nursery Milk Scheme. Once your child reaches five they are welcome to continue receiving milk at a subsidised rate.

Snacks

Friar's Grove operates a healthy snack policy. At break time children have access to free healthy snacks of fruit or vegetables each day. We are not a nut free school, but due to some children who attend Friar's Grove Primary School having a severe allergy to nuts, we kindly request that you do not send your child to school with nuts, or products containing nuts in their packed lunches. This includes cereal bars, Nutella and peanut butter.

Drinks

Children in all years require a named, filled drinks bottle each day (filled with water or squash). This can be re-filled at the water coolers throughout school. Bottles should be taken home each day, cleaned and refilled ready for the next day.

Lunchtimes

Children eat their lunches in the KS2 hall. They have the option of a freshly-prepared school meal with daily menus offering a selection of popular meals and catering for dietary requirements. Alternatively, children can bring a home packed lunch.

School Meals

In Reception, year 1 and year 2 school meals are free to all children under the Government's Universal Free School Meals scheme, and we strongly encourage families to take up this option. For children in year 3 and above, school meals cost £2.20 per day. Dinner money is paid in advance via our online system.

Even the fussiest eaters will eat more in the school environment than they might at home and it encourages them to try different food in a safe environment, so we strongly encourage all children in Reception and Year 1 and 2 to enjoy free meals every day.

Free School Meals

If you receive certain benefits, you may be eligible for free school meals. It is well worth investigating this option as it can bring you other benefits too and provides extra funding for the school. Please contact the school office for more information. Enquiries and applications will be treated in the strictest confidence.

Packed lunches

The school promotes a healthy approach to food in order to support parents. We will try to encourage children to eat their packed lunches and to bring home their waste so that you can see what they have eaten. Let us know if they are not eating enough and we will keep an eye on them. No fizzy drinks are permitted and we recommend restricting foods that are high in fat, salt or sugar.

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Charging Policy

Voluntary contributions are asked for towards the costs of school visits and activities in school e.g. craft materials and cookery ingredients. The school has a very tight budget and the children benefit from the extra opportunities we are able to provide when enough contributions are volunteered.

Children of Service Personnel

We receive extra funding to support children whose parents are service personnel, therefore, please do let the office know if this is the case for your family.

School Uniform

The school encourages the wearing of a uniform and it is hoped that parents will support this policy. We Operate a Sustainability Swap Shop where parents are encouraged to make use of the good quality school uniform that has been donated and recycle any uniform no longer needed.

Our school colour is bottle green. Jumpers, cardigans, polo shirts and book bags with the school logo can be purchased online from the following supplier www.yourschoolwear.co.uk. Children can wear their own coats or school logo coats can be purchased directly from the school through SIMS Pay. Our uniform is:

- White or bottle green polo shirt.
- Bottle green cardigan or sweatshirt.
- Black or grey trousers/shorts/skirts/pinafores.
- Flat black shoes, black boots or all black trainers (easy fastening until they can tie their own laces).
- Green gingham check summer dress (during Summer term and Autumn first half term).

All school clothing should be clearly named.



Children are encouraged to make the most of our lovely grounds throughout the year and will go outside to play in all but the most extreme weather conditions. Please make sure that on hot days you have provided a sun hat and have applied sunscreen. On cooler, damp days a warm coat/anorak will be necessary and, on the coldest days, gloves and warm hats too. On snow days we may ask children to bring wellington boots to school as well as their school shoes.

Make up Children should not wear make up or nail varnish in school.

Jewellery Children should not wear bracelets/necklaces. Earrings should be stud only.

PE Kit

Parents and carers will be informed which two days the children have PE. On those days, the children should come to school wearing their PE kit all day. This allows more time for joining in activities.

Our PE kit comprises of:

- a school logo T-shirt in the colour of their house (red, blue, purple or green).
- black shorts
- trainers
- plain black tracksuit plain black zipped top / sweatshirt and plain black tracksuit joggers.

Hair: Hair which is longer than shoulder length must be tied back for PE days.

Earrings: Of particular note and in accordance with Local Authority Health and Safety guidance, it is no longer allowable for children to tape earrings for PE & games sessions. As staff are not permitted to remove earrings for children, please ensure your child can do this themselves or that earrings are not worn on PE days otherwise children will have to sit out of PE lessons.

If you are planning to have your child's ears pierced please ensure it is done at the beginning of the summer holidays so it does not interfere with curriculum PE.

Building our school community

As a school, we know that your child's school experience will be most positive when parents and school staff are working together. The head teacher, Mrs Shipp, believes strongly that a school should be a calm and friendly place, where everyone is welcome and everyone can thrive. Please therefore take up all the opportunities to communicate with school and support your child's learning.

Throughout the year, we organise further activities and events involving parents, so that you learn more about the school and our approaches and we can build those positive relationships. These include assemblies, workshops, meetings, sports events and fun activities. We also have a strong Parent Teacher Association, called the Friends of Friar's Grove, who organise discos, quiz nights, fayres and other fundraising activities. They always welcome new members so look out for information on how you can help out.

Thank you for reading this information. If there is anything else that it would be useful for us to include, please let us know.



FRIAR'S GROVE PRIMARY SCHOOL CONTACT INFORMATION



ADDRESS

Upland Drive Colchester Essex CO4 OPZ

TELEPHONE 01206 843683

E-MAIL admin@friarsgrove.essex.sch.uk

WEBSITE

www.friarsgroveprimaryschool.com

Membership of the Governing Body

Rod Goody - Chair of Governors

Laura Sargent - Vice Chair of Governors

Jeremy Gush - Local Authority

Helen McCombe - Co-opted

Martyn Mellis - Co-opted

Ian Levinson - Co-opted

Melissa Jethwa Flack - Parent

Christine McDonald - Co-opted

Susan Shipp - Headteacher

Toni Copp - Deputy Headteacher

Membership of the Senior Leadership Team

Susan Shipp - Headteacher

Toni Copp - Deputy Headteacher

Chris Purvis

Anita Edmondson

Welcome to Friar's Grove Primary School!