



Ford End Church of England
Primary School



Our School

Small school, big achievers



Ford End Church of England Primary School
Main Road, Ford End, Chelmsford,
Essex, CM31LQ

www.fordendschool.com

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Status and Character

Church of England (Voluntary Controlled) Primary School
Mixed Infant/Junior pupils 4-11 years

Number of full time pupils – Summer 2011: **70**

Number to admit 2011/2012: **10**

Headteacher:

Mrs Hazel Arnill

School Administrator:

Mrs. Jo Lang

Chair of Governors:

Mr. Paul Braisby

The contents of this brochure were correct in September 2012
but may change subsequently.

Dear Parents and Carers,

Welcome to Ford End Church of England Primary School, where children flourish, are inspired to do their best, and achieve outstanding personal development; these are Ofsted's words not ours. We are a closely knit community of children, staff, parents and governors with a welcoming and nurturing atmosphere and a Christian ethos. Being a small school we have an unusually high teacher-to-pupil ratio; our dedicated teachers and assistants know all of the children. They take pride in ensuring that each child's individual educational needs are continually understood and met as they develop through the school.

Our facilities are excellent and our buildings and equipment are constantly being developed to provide a great environment with which to promote our children's learning and growth. We have a large playing field, and this year we replaced, extended and zoned our playground. We help the children to develop their interests with a range of after school clubs and activities. We encourage parents to come to the school to discuss their children's progress with the Head teacher and staff, talk to the governors on any subject and to take an active part in many of the school's activities. We have been awarded the Active Mark and Healthy Schools Status.

Our children absorb and make the most of the Ford End experience to become well adjusted citizens. This is why we have received many compliments from secondary schools on what confident and capable young people arrive there after leaving us. Please take a look at our Ofsted report of July 2009, where we were graded a good school. It is on our web site, www.fordendschool.com, and makes good reading.

Paul Braisby
Chair of Governors





Hazel Arnill,
Our Headteacher

Our School

Ford End C of E Primary School is a small caring school with a family feel. The excellent facilities and friendly ethos ensure that everyone feels valued here. Our parents know their children will leave as confident, well rounded achievers, fully ready for the next stage in their educational development.

Ford End School was opened in 1872. It was originally established by the Church of England to educate the children of the parish of Ford End. The school is a Church Foundation School, controlled by Essex County Council, which has full financial responsibility for its maintenance. The Church is represented on the Governing Body and links are fostered between the School, the Church and the local community. We welcome children of all faiths or none.

The Victorian building was a large hall next to the Headteacher's house. Several alterations and additions have been made over the years. The premises now consist of 3 well equipped classrooms, a hall equipped for physical education and used as a dining area, a kitchen, a meeting room and storerooms. The playing field is more than football pitch size and there is a large well-equipped playground area, two large climbing frames and a gazebo. There is also a separate specialist Foundation Stage play area, roadway and play house.



"Every Friday at 2 o'clock the parents come together to be presented to by the children of Ford End School.....it is a privilege to be given an opportunity to see how the children are developing". Parent of a child in Class One.

At Ford End School on Friday afternoons the children show teachers, parents and peers alike what they have achieved over the previous week. The children's confidence visibly improves week on week as they "are inspired to do their best" and "achieve outstanding personal development". (OFSTED Report July '09)



Our aims and values

Children feel safe, happy, cared for and valued within the school's Christian environment. Our stimulating teaching and outstanding resources make learning an exciting adventure. We nurture children's emotional and spiritual growth which enhances their educational and physical achievements.

We have close relationships with parents and carers. We value and actively encourage their involvement in their children's learning. Being at the heart of the local community and having close links with the church, an African school and other wide organisations enriches the children's learning experiences. Our children develop enquiring minds, well equipped for life-long learning and success.





Staff

Mrs. Hazel Arnill	<i>Headteacher</i>
Miss. Sally Grimshaw	<i>Acting Assistant Head Teacher</i>
Mrs. Sally Fisk	<i>Teacher</i>
Mrs. Nulag Greenberg	<i>Teacher</i>
Mrs. Joanna Lang	<i>School Administrator</i>
Mrs. Cherry Ford	<i>HLTA, Office Support Assistant, Learning Support Assistant</i>
Mrs Jacky Fereday	<i>Office Support Assistant</i>
Mrs. Vivienne Cluff	<i>HLTA, LSA & Midday Assistant, Breakfast Club Supervisor</i>
Mrs. Anne Turner	<i>Learning Support Assistant</i>
Mrs. Sally Wade	<i>Midday Assistant, Breakfast Club Supervisor</i>
Mrs Alison Bates	<i>LSA and Midday Assistant</i>
Mrs. Sue Frodsham	<i>Midday / Kitchen Assistant</i>
Miss Sam Edney	<i>Kitchen Assistant</i>
Mrs Sally Stephenson	<i>Midday Assistant</i>
Mrs Kathryn Johnson	<i>Midday Assistant</i>
Miss Nicola Hoad	<i>Midday Assistant</i>

Class Organisation (as at September 2012)

Class	Number of Pupils	Age of Pupils	Class teacher
1	22	4-7 Years R/1/2	Mrs. Fisk
2	21	6-9 Years 2/3/4	Mrs. Greenberg
3	23	9-11 Years 5/6	Miss. Grimshaw

Governing Body

Mr. Paul Braisby (Chairman)	<i>Community</i>
Mrs. Hazel Arnill	<i>Headteacher</i>
Dr. Valerie Frost	<i>Foundation</i>
Mrs. Linda Neilson	<i>L.A.</i>
Miss. Kevina Goodchild	<i>Community</i>
Miss. Sally Grimshaw	<i>Ex Officio</i>
Mrs. Alison Bates	<i>Staff</i>
Mr. Simon Cliffe	<i>Parent</i>
Mr. Tim Pass	<i>Parent/Vice Chair</i>
Mrs. Sam Shrager	<i>Parent</i>
Mrs. Carla Evans	<i>Parent</i>
Mrs. Christine Kitchin	<i>Clerk</i>

OFSTED Inspection

The school was inspected in July 2009. We were very pleased with the report. There were several areas that were highlighted as being outstanding and overall were graded as good. Here are a few of the things the inspector said about us:

"Pupils are inspired to do their best by teachers who communicate enthusiasm for learning and the curriculum that is often excitingly taught.

Pupils are very proud of their school and take great enjoyment in learning.

Outstanding personal development is due to the exceptionally nurturing adults who work very closely as a team.

The exciting curriculum with its wide range of enrichment activities is one of the reasons why pupils enjoy learning and why their personal development is so good.

Parents and Ford End School

We feel strongly that your child's education is a partnership between home and school. Therefore, parents are always welcome in school so that you and the staff can work closely together for the benefit of the children. We welcome the help of parents in the classroom for any number of activities. Once your child has settled into school-life, please contact the class teacher if you are able to help on a regular basis.

There are Parents' Consultation Evenings during the Autumn and Spring terms to discuss each child's targets for the year. These take the form of Learning Conferences and pupils attend with their parents. Formal reports are issued annually in the Summer term highlighting each child's development and progress.

We hold termly Parents' Forum meetings which are a good opportunity for parents, staff and governors to meet and discuss items of mutual interest and jointly agree ways forward. We have an open door policy which means that the Headteacher is usually available before and after the school day to talk to parents without an appointment being necessary. Teachers may also be available for a couple of minutes after school. For lengthier discussions an appointment should be made.

At Ford End Primary School we have a very active PTA (Friends of Ford End School), which arranges social events and fund raising activities. These benefit the life of the school and the children. All parents are members of the Association and are encouraged to take part in this important part of school life.

Homework

As part of their homework all children should read to an adult every night. At Key Stage 2 the children are given spellings to learn which should also be practised daily at home. Children also need to practise tables on a regular basis. The school homework policy also states that each child in years 5 and 6 will be given literacy and a numeracy activity each week. Younger children are given literacy or numeracy every week. These are often practical in nature and should involve the whole family. Homework is given to reinforce the work that is being covered in school and will therefore not be new ideas and concepts for the children. Parents are encouraged to give the class teacher feedback on how the child completed the homework in their child's homework book.

School Organisation

The Governing Body recognises the importance of class size with a mixed age and ability range within a small school. It has therefore placed a great emphasis on a high staff/pupil ratio. The school runs three classes. These classes are constructed to ensure the lowest class size possible. There are Learning Support Assistants who work with groups of children and individuals to enable us to maintain a high adult/child ratio.

Each class covers two or three age groups. In September these are Year 4/5/6, 3/4 and R/1/2. Small class size ensures the children can be taught in small groups or as individuals. The staff can also ensure each child's needs and potential are catered for. We feel that in planning the curriculum it is vital to provide high quality learning experiences for the children that take into consideration their individual needs and provide them with a range of strategies and skills to learn effectively and solve problems in a range of contexts.

A variety of teaching styles is used in the school, including individual teaching, small group, whole class and whole Key Stage teaching. In organising the school and the curriculum we endeavour to make the best use of staff expertise. The curriculum is planned around themes to ensure the maximum engagement of pupils. Subjects that do not fit into the theme are taught separately to ensure the children do not miss out on any area.

School Houses



Children are divided into four houses: Oak, Ash, Chestnut and Willow. Each house has House Captains who form the School Council and a Vice House Captain. These children are elected by their peers. Children are very proud of their houses and work to win the Golden Acorn weekly by earning house points.





School Council

At Ford End we are proud of our pupils and take their views seriously. We have an established School Council comprising one pupil from each year group and two from year 6. The council meets fortnightly and undertakes various projects. In the past they have improved provision of games etc. at playtime and lobbied for the improvement of the toilets. These projects have been completed.

The School Day

Monday – Thursday:

Class 1	Class 2 & 3
8:40 – 12.30	8.40 – 12.30
1.20 – 3.00	1.20 – 3.05

Friday:

As above but all pupils finish at 2:30pm



If your child is to be collected from school by anyone other than the usual guardian please inform the school beforehand.

Admission Arrangements

Children are admitted to school at the beginning of the academic year in which they attain their fifth birthday. Summer born children, whose parents do not feel their children are ready to attend full time, may attend afternoons only during the autumn term.

The School follows the County guidelines for the priority admission of pupils:

- Looked after children.
- Children living in the priority admissions area of the school with siblings at the school.
- Other children living in the priority admissions area of the school
- Children who live outside the priority admissions area but are siblings of already attending the school
- Other applications providing there are vacancies.

Application for admission must be made by 15th January 2013 for the 2013/2014 academic year. All admission details and procedures are available from the School Admissions and Transport Team at Essex County Council either by telephone: 0845 603 2200, email admissions@essex.gov.uk or online at www.essex.gov.uk/admissions

The standard admission number is 10.

The standard establishment number is 78.

Induction Arrangements

The term before children start school full-time children attend a series of six Tuesday mornings. On the last of these, children stay to lunch. This induction gives children the opportunity to settle to school life and eases their transition from other settings.



School Term and Holiday Dates – Academic Year 2012/2013

Autumn Term

Tuesday 4th September 2012 - Friday 21st December 2012
(Half term Monday 29th October – Friday 31st October)

Spring Term

Tuesday 7th January 2013 – Thursday 28th March 2013
(Half term Monday 18th February – Friday 22nd February)

Summer Term

Monday 15th April 2013 – Friday 23rd July 2013
(Half term Monday 27th May – Friday 31st May)

Bank Holidays are January 1st , 29th March and 6th May 2013

None pupil days: 3rd Sept, 26th Oct 2012, 4th Feb, 3rd and 4th June 2013

Accessibility

At Ford End School we welcome people with disabilities. Under the Disability Discrimination Act we seek to make reasonable adjustments in order to make both the building and the curriculum more accessible. If you or your child has a disability which requires special access arrangements please let us know in order to aid our planning.

A copy of our Single Equality Scheme is available on the school web-site.

Visitors

Visitors are asked to report to the school office upon arrival and to sign in. This is to help us ensure security and meet Health and Safety Regulations. The doors to the school are securely locked to prevent unauthorised access, whilst enabling the building to be vacated swiftly in case of emergency. There is an intercom on both the front doors which visitors are asked to use.

Money

Money should be handed to the School Administrator in an envelope clearly marked with the child's name and class.

All cheques should be made payable to Ford End Primary School. Lunch money must be paid in advance. There are no facilities for paying in arrears.

Communication with Parents

We communicate with parents regularly. Wherever possible we will do so electronically in order to save time and paper. When children join the school parents are asked to join Parentmail- a system whereby we can email or text information to you. This system is used to send newsletters which are published at least fortnightly on Fridays. Other letters may also be sent by this system from time to time. For parents who do not have a computer, or prefer not to receive information in this way, paper copies will be sent home.

Parents are encouraged to come and talk to the Headteacher before or after school or the class teacher after school if there are any problems or concerns. The half -termly Parents' Forum meeting and a parents' comments box in the hall are further ways for parents to communicate with the school. Much information of a general nature, together with back issues of letters and newsletters, can be found on the school website.

Achievement Assemblies

We hold a weekly achievement assembly every Friday at 2pm. Parents are warmly invited to attend this as often as they are able.

Childcare

The school offers a range of after school clubs which vary each term. Most charge a small fee, some are free. Parents who require more extensive after school childcare should contact the National Childminding Association on 01245 440001 for a list of childminders and/or after school childcare providers. Information regarding holiday childcare activities and clubs are given out each term.

Breakfast Club

The breakfast club is open from 7:45 until 8:30 each morning. Children must be booked in in advance. Each session costs £2.50 including a healthy breakfast

School Uniform



Girls' winter uniform

Bottle Green cardigan
or V-neck jumper*
White blouse
Dark grey skirt, pinafore
or trousers
Sensible black shoes
(not trainers or boots)
White socks or dark grey tights
School tie*

Boys' uniform

Green V-neck jumper*
White shirt
Charcoal Grey trousers
Sensible black shoes
(not trainers or boots)
Black socks
School tie*

Girls' summer uniform

Green & white gingham dress
White socks
Sensible black shoes not trainers

Open-toed sandals are not appropriate for girls or boys because of the risk of injury.

P.E Kit

Boys and Girls
Green/white shorts*
White T. Shirt
White or Black Socks
Trainers- as plain as possible -white or black
Football boots
P.E. Bag
During the winter a tracksuit can be worn

All items should be clearly labelled with the child's name and be available for use everyday. Items marked * may be purchased from the school office. In addition School fleeces may be purchased to be worn outside only. Jewellery should not be worn at school. In the case of earrings, only studs may be worn and these must be removed for P.E. This is for Health and Safety reasons. During the summer we encourage the children to wear hats to protect them from the sun. We have school baseball hats available for purchase in school.



Lunches and Snacks

Children may either purchase hot school lunches or bring sandwiches. Our school meals are cooked at a neighbouring school and brought in. They are delicious, healthy, home cooked and comply with the latest nutrition guidelines. They must be ordered in advance and cost £2 each. A menu is sent out every month for the next four weeks.

If your child brings a packed lunch please include at least 2 portions of fruit or vegetables every day in order to comply with government health standards and help us achieve our Healthy Schools accreditation. In addition, sweets are not allowed for lunches or snacks.

Children may bring in healthy snacks to be eaten at break time. These can be fruit, vegetables or plain biscuits. Crisps, sweets and chocolate biscuits are not suitable at snack-time.

We have a no nut policy at Ford End School. Please do not allow your children to bring any foodstuffs containing any type of nut onto the site.

Special Educational Needs, Gifted and Talented

The school has a policy to ensure that children with special needs or who are Gifted and Talented can access the curriculum at an appropriate level. If necessary the child may be given an Individual Education Plan. This will include individual targets and may provide extra support where necessary.

Homework

As part of their homework all children should read to an adult every night. At Key Stage 2 the children are given spellings to learn which should also be practised daily at home. Children also need to practise tables on a regular basis. The school homework policy also states that each child in years 5 and 6 will be given literacy and a numeracy activity each week. Younger children are given literacy or numeracy every week. These are often practical in nature and should involve the whole family. Homework is given to reinforce the work that is being covered in school and will therefore not be new ideas and concepts for the children. Parents are encouraged to give the class teacher feedback on how the child completed the homework in their child's homework book.

Authorised and Unauthorised Absence

There is a requirement by law that we keep detailed absence figures. Therefore, it is essential that we have a clear reason for all absences that we can record in the registers.

When your child is absent for illness parents should ring the school before 9am on the first day on absence and then on the child's return to school a letter should be written and given to the child's teacher.

If it is absolutely necessary for you to take your holiday during school time a holiday form should be obtained from school before the holiday is booked and the authorisation of the Headteacher sought. Holidays should only be taken in school time when holidays from work cannot be taken at any other time. These have to be authorised by the Headteacher and will not be authorised during September or during year 6 at any time before the SATS tests in May. The Headteacher is also unable to authorise holidays for any child with less than 95% attendance. No more than 10 days can be authorised in any school year and only one such period may be taken.

If your child has a doctor or dentist appointment during school time please let the class teacher know.



Sickness

Children who are unwell should not be sent to school as in such a close environment illness spreads quickly. If your child has been sick or had diarrhoea, please keep him or her at home for at least 24 hours after the symptoms have ceased.

The school staff is unable to administer medicines so we ask parents not to send them to school. If children are well enough to come to school but need doses of medicines during the day parents must make arrangements to come into school to administer it at the right time. Special arrangements for children suffering from long-term conditions that require medication at school should be made at the school office.

Any child who uses an asthma pump must leave a spare pump, clearly labelled with their name, at school. This will be kept in the classroom and the child must take it with them to PE.

Please notify the School of any medical conditions affecting to your child i.e. asthma, heart conditions, diabetes, epilepsy and allergies. A chart giving minimum periods of exclusion for the more common communicable diseases is available on our website. If you are in any doubt please contact your doctor.

Child Protection

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Southend, Essex and Thurrock Child Protection Handbook. If you want to know more about this, please speak to the Headteacher.

Discipline / Pastoral Care

The values, standards and attitudes of the school community are made clear to the children by example and discussion so that they are absorbed by them and made their own.

All the children are encouraged to hold high standards of behaviour and politeness. All children who behave well are rewarded with weekly Golden Time. If a child displays anti social behaviour, parents are involved and strategies employed to correct the problem. County Council policy permits exclusion from School. This is used only in rare cases of serious or persistent indiscipline to protect the other children.

Charges for Extra Curricular Activities

No charges are made for materials or excursions made in school time that are part of the curriculum. Parents are asked for a voluntary contribution towards the cost of items or trips from time to time, as without them these activities could not take place. No child is ever excluded from an activity because of parent's inability to pay.

Access to Documents

Parents have access to a range of documents and policies on our website. In addition Parents wishing to consult any of the following documents should apply to the school office.

Documents available are:

- The LEA Curriculum Statement
- The National Curriculum
- The procedure relating to the exclusion of children
- Complaints procedures
- Agendas and Minutes of Governors meetings

Secondary Schools

The school works very closely with the local secondary schools. Pupils from our school gain places at;

Chelmer Valley High School

Helena Romanes School & VI Form Centre

King Edward VI Grammar School

Chelmsford County High School for Girls

