

GREAT EASTON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL



SCHOOL PROSPECTUS 2018/2019



(photo thanks to Sarah Morris photography)



Great Easton C of E (Aided) Primary School
Great Easton
Dunmow
Essex
CM6 2DR
admin@greateaston.essex.sch.uk
www.greateastonprimary.co.uk

Tel: 01371 870219
Fax: 01371 870063

Dear Parent/Carer,

Thank you for showing an interest in Great Easton C of E (Aided) Primary School, I hope that you will find this prospectus informative.

Our school is distinguished by the partnership and atmosphere of trust between the church, family and school. High priority is given to providing quality learning experiences so that all individuals can achieve personal excellence within a happy and secure Christian environment. The school community encourages pupils to meet the challenges of life ahead by fostering positive attitudes, acquiring knowledge and skills and promoting a life-long enthusiasm for learning.

I am always pleased to show prospective parents around our school and prefer to see families individually rather than do tours. If you would like an appointment please contact the office and I would be delighted to show you our lovely school!

Yours sincerely

Claire Jackman
Headteacher

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History of Great Easton School

Address: Great Easton CE (Aided) Primary School
Snowhill
Great Easton
Great Dunmow
Essex CM6 2DR

Telephone: 01371 870219

Headteacher: Miss Claire Jackman

Chairman of Governors: Mr Jeremy Toynbee

Email: admin@greateaston.essex.sch.uk

Website www.greastonprimary.co.uk

Status of school: Primary: children aged 4 - 11

Number of pupils: 156

Number intended to admit: 20

SCHOOL AIMS

We pride ourselves on being a school where your child is nurtured in a safe, stimulating and vibrant environment. It's a place where children love learning and love life. Our understanding of each individual child is paramount to ensuring every child is confident, secure and happy in themselves. This helps them to thrive and succeed, not just in school, but for the rest of their lives. We celebrate success and work together to achieve our absolute best.

Safeguarding Children

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A pupil may disclose information of a sensitive nature to a member of staff, at any time. If this happens the South Essex and Thurrock Child Protection procedures have to be followed. This along with our child protection policy can be viewed online.

Freedom of Information

All schools are under a duty to allow public access to certain classes of information. Single copies of information covered by this publication are provided free unless stated otherwise.

Who Works at Our School?

Who Works at Our School?

Teachers

Miss Claire Jackman Headteacher and Designated Person for Child Protection and RE Subject Leader

Mrs Sophie Delaney YR /1 teacher (Mon, Tues, Wed) Music and More Able Subject Leader

Mrs Stacey Lawrence YR/1 teacher (Thurs and Fri) Science Subject Leader

Miss Laura Wilson Year 1/2 teacher and PSHCE Subject Leader

Miss Sam Govey Year 3/4 teacher
Maths and Art Subject Leader

Miss Holly Miles Year 4 /5 teacher
Assistant Headteacher and Deputy Designated Person for Child Protection/CLA (Children Looked After)
English and PE Subject Leader

Mr Rob Curtis Year 5/6 teacher
 Computing Subject Leader

Mrs Kathryn Mayle SENCO and MFL Subject Leader

(D&T, History & Geography are led by all teachers)

Learning Support Assistants (LSAs)

Miss Vicki Wellington

Mrs Alison Bush

Mrs Debbie Perriment

Mrs Tracy Sadler

Mrs Heidi Hammond

Miss Sally Cranfield (The Solutions Sheriff)

Mrs Claire Smith

Miss Elizabeth Page (Worry Warrior)

Mrs Sharon Williamson

Mr Ieuan Bush

Mrs Stacey Rawlinson

Miss Charlotte Greig

Mrs Louisa Bowman-Dove

Miss Kellie Bennett

Mrs Helen Williams (SEN teaching assistant and Worry Warrior)

Administration Team

Mrs Sharon Scott Business Manager and Deputy Designated Person for Child Protection

Mrs Linda Thake Administration Assistant

Mrs Jacqui Loxley Afternoon Office Assistant

Catering Staff

Mrs Jaqui Loxley Catering Supervisor

Mrs Kelly Hunter Catering Assistant

Mrs Jacqui Carey Kitchen Support

Beryl Ledgerton Kitchen Support

Lorraine Sayer Kitchen Support

Midday Assistants

Mrs Nicola Sewell (MDA Supervisor), Claire Smith, Heidi Hammond, Ieuan Bush

Mrs Lorraine Sayer & Mrs Debbie Perriment.

Caretaker

Andrew Bush

Cleaners

Nicola Sewell and Heidi Hammond

The Governors

School Governors have overall responsibility for the policies which underpin the running of the school, for example deciding the admissions policy and the allocation of the school budget. They also have financial responsibility for repair and maintenance of the school buildings. They work in partnership with the Headteacher, Local Authority and Diocesan Education Office.

The governing board includes staff representatives, governors elected by parents and those nominated by the local education authority, parish councils and the diocese.

Great Easton School's Governors are:

Mr Jeremy Toynbee - Chair/ Parent Governor
Mrs Karen Scott - Vice Chair/ Child Protection Foundation P.C.C.
Claire Jackman - Headteacher
Mr Robert Pickford - Foundation P.C.C.
Rev'd Tim Goodbody - Foundation P.C.C.
Mrs Sophie Delaney - Staff Governor
Mrs Sue Farrow - Foundation D.B.E.
Mrs Rachel Kesterton - Vice Chair / Foundation P.C.C
Mr Jon Badley- Foundation D.B.E.
Mrs Penny Steele- Foundation D.B.E.
Mrs Olivia Smith - Foundation P.C.C.
Mrs Nicola French - Parent Governor
Mrs Kim Radcliff - Clerk to Governors
Miss Holly Miles - Associate Governor

D.B.E. (Diocesan Board of Education) P.C.C. (Parochial Church Council)

What makes Great Easton School So Special?

Great Easton School recognises the uniqueness of each of its pupils and strives to acknowledge and develop the individual talents of all of its children. We are a village school that provides a secure and happy environment where pupils are nurtured and where the contribution of each individual is highly valued. We call it our 'school family' and we work hard to maintain a happy and vibrant atmosphere where children thrive and fulfil their potential. Some of the features are listed below:

Opportunities for learning:

- A positive learning atmosphere where children develop a love of life and learning.
- An excellent staff team committed to raising attainment for all pupils and to maintaining consistently high standards.
- A friendly, Christian based ethos.
- A high number of dedicated and experienced teaching assistants and classroom helpers.
- Extension classes for our more able children.
- We don't just expect achievement - we celebrate it! Musical, artistic sporting and academic success is shared and celebrated.
- Strong musical and sporting traditions.
- School productions have a role for **everyone**, not just the most confident and extrovert.
- Spacious facilities, including a newly refurbished library, resources room, 'the den,' music room, multi-purpose hall and extensive grounds which include a pond, woodland area, an early years play area, a den building area and a chicken garden - all of which enhance learning.

- A School Parliament of children elected by their peers which enables pupils to influence how the school develops and introduces them to the workings of democracy. We work closely with the DEEP schools and their parliaments. We have the shared 'global aim' of reducing how much plastic we are using.
- Children also volunteer to become 'School Improvement Ambassadors' and work with the headteacher and other leaders on driving the school forward and implementing the School Improvement Plan which impacts on learning and teaching.
- Participation in inter-school projects involving sports, maths, English, Science, history, RE, drama and music.
- A wide range of extra-curricular clubs and activities including gardening, choir, rock school, tag rugby and dance.
- Peer mentoring - our year 5 children are playleaders and facilitate games. All classes take part in peer reading and read with another class each week. Our year 6 'buddies' support the new reception children when they start in September, until they find their feet and don't need them any more!

Opportunities for social development:

- High value is placed on creating well-rounded pupils who are able to communicate clearly and to form warm and caring relationships.
- Children are encouraged to become independent learners whilst developing tolerance, understanding and respect for others and for their environment.
- An active community partnership between church, family and school with much participation from the school in the life of the church and the community.
- An active and welcoming Parent Teacher Association (PTA) and "hands-on", hardworking governors.

An environment of which we are very proud:

- A peaceful rural location with plenty of outdoor space and beautiful views.
- An enclosed safe activity area for our Early Years children.
- A Den Building area designed by our children.
- A quiet area where our chickens live and are enjoyed by the children.
- A PTA funded adventure play area
- Security locks on all external doors

These features are recognised by the government, local education authority and outside agencies and have resulted in the following awards.

- Investors in People Award
- Essex School Award

- Healthy Schools Enhanced Award
- School Games Kitemark Gold Award
- Enhanced Healthy Schools Award
- Kindness Award

The School Environment

Great Easton School is in a peaceful location with stunning rural views. It is situated on the B184 between Great Dunmow and Thaxted in North West Essex. It is a village primary school for pupils of 4 to 11. The school catchment is situated within the parish boundaries of Great Easton, Little Easton, Tilty, Broxsted and Chickney although we also welcome many children from Great Dunmow and surrounding villages. Most pupils journey to school by county transport, car or walking bus. (whereby parents 'conductors' supervise children walking to school from the village hall carpark)

We are very fortunate to have extensive grounds that include a hard play area with seating, grassed area with pitches, all weather area with play equipment, an outdoor environmental area and quiet area. The quiet area is where the chickens live and includes a pergola, wooden seating, and has a multitude of uses including writing, sketching, reflection and assembly. The environmental area includes a pond and gardening area where children grow their own fruits and vegetables.

The school buildings include many learning areas, a library, multi-purpose hall, a music room and working kitchen. The original Victorian structure now houses the administration block.

The School in its Community

The school is proud of the active part it plays in the community. We participate regularly in church services which include involvement in Harvest, Christmas, Easter and Christingle. The Annual Year 6 Leavers' service also takes place in Great Easton Church. We also hold our own Remembrance service at the War Memorial each year. We are able to use the walking bus route to travel to the church, so we walk across the field to get there safely.

We welcome many visitors from the local area to the school including our Rector, parents and governors. They often come to help with activities at the school. All of our governors are drawn from the local community. We have a register of local experts who are able to enrich curricular activities at our school. We also receive visitors from further afield such as visiting artists or musicians.

We organise regular fundraising events for charity such as Comic Relief, the British Heart Foundation and Children in Need. The children research and vote on which charity they wish to support each year.

Fundraising is also particularly important for the school because we have Church Aided status. This means that for every building development project that we undertake the governors have to find 10% of the total cost of the project. This is financed by the Rebecca Meade Trust (see the final section in the history of the school). The rest of the funding is supplied by the Department for Education (DFE).

Links to Secondary Schools

The school falls within the catchment area of Helena Romanes School in Dunmow for secondary education. The majority of our children go on there, but others regularly go on to Joyce Frankland Academy and to schools in Bishops Stortford and Saffron Walden. Parents may also enter their child for the 11+ examination for entry to the Chelmsford and Colchester Grammar Schools.

Admissions policy

When do children start school?

All children whose fifth birthday falls within the next school year (1st September - 31st August) will be admitted in the September of the year that they are five.

In order to ease the transition between home and/or nursery and playgroup and school, we invite children who are starting school the following term to visit us in the preceding term. The children have an opportunity to meet staff and they become familiar with the school routines and with what will be expected of them when they begin school. This reduces anxiety levels about a new experience and in many cases leads to eagerness to begin school immediately!

What if the school is over subscribed?

When the school is over-subscribed, the **Admissions Policy** comes into force. A copy of this is on the schools website . (www.greateastonprimary.co.uk)

Policies

The Governors have policies for Safeguarding, Child Protection, Educational Visits and Equal Opportunities (including Race Equality). These, along with all other school policies and our procedure for complaints are available in the school office, or website www.greateastonprimary.co.uk for anyone wishing to see them.

School Organisation

The school has five classrooms, an extra teaching room (The Den) and a resources area for seven year groups.

The children are grouped into classes according to numbers in each year group. Therefore, as with all small schools, most classes have mixed ages.

Our staff are very experienced in planning the teaching and learning for these mixed age classes. All children are able to work at the level that meets their needs and extends their learning. This is achieved by following up whole class activities by working in small groups that are supported by the teacher and teaching assistants.

Pupils are taught for 25 hours per week. This includes the National Curriculum, (see later for details), Personal and Social Education and Religious Education. In addition to this we have morning and afternoon registration, collective worship, break and lunch times. We recognise that these times are very important for developing, social and community skills.

The School Day:

8 am	Breakfast club (bookings can be made through the office)
8.30	Playground opens
8.45	Registration
10.20-10.30	Snack time in classes
10.30 - 10.45	Break time for everyone
12.15 - 13.15	Lunch time
13.15	Afternoon registration
13.00	Reception and KS1 optional pick up (if no KS2 siblings, bus, walking bus, KidsClub or clubs)
15.15	Afternoon session ends for KS2 and bus/walking bus children
15.15- 18.00	KidsClub (bookings can be made through the office)

Younger pupils may have an additional break in the afternoon.

Uniform

All children are expected to wear our school uniform.

Girls wear: a white or blue shirt or polo shirt
grey skirt, pinafore dress or trousers
black shoes (not boots in winter and supportive sandals in summer)
white socks or grey tights or grey or black leggings
blue and white check summer dress
royal blue sweatshirt or cardigan
waterproof coat

Boys wear: white or blue shirt or polo shirt
grey trousers/grey shorts
black shoes
grey socks
royal blue sweatshirt
waterproof coat

Items of uniform (sweatshirts, cardigans, polo shirts, PE shirts, shorts, winter fleece, waterproof coats, hats and sunhats) embroidered with the school logo are available to order from School Trends - there is a link on the school's website under the red tab 'Uniform'. School book bags, PE bags and ruck sacks with the school logo are also available from office. All uniform must be paid for online at the time of ordering. Trainers and beach shoes (flip flops or non-supportive sandals) are not permitted as part of our school uniform.

Pupils need a large drawstring bag to store PE kit. This includes a house coloured t-shirt, royal blue shorts and black plimsolls (available from school office). These items should be kept at school during the week and taken home for washing at the weekend. PE bags are available for purchase from the school office.

A warm jumper or tracksuit is required for outdoor games in very cold weather. During the winter children will need wellies and warm clothes so that we can continue to get fresh air and build snowmen when it snow! Team kits are provided for matches against other schools. Year 5 and 6 may play play football on the field in the winter so may bring in a spare kit. Children who take part in cross country club also need a separate kit.

Children require book bags/ruck sacks in which to keep their work. Most parents purchase these from the school office.

Jewellery, other than a wrist watch and up to two earring studs if a child has pierced ears, is not allowed. **Please note earrings must be removed by the child for P.E.** This is a health and safety requirement in line with Local Authority guidance.

Long hair must be tied back to help prevent the spread of nits and to avoid it getting caught during PE and playtimes.

Educational Visits

Pupils learn best from first-hand experience which is why the school believes in the importance of educational visits and visiting speakers to support class topics.

Recent visits have taken place to the Natural History Museum, Crucial Crew,

Neasden Hindu temple, Christmas pantomime, singing at the O2, Stansted Airport's Aerozone, Colchester Museum, The Tower of London, Science Museum, Kew Gardens, British Museum, Colchester Castle, Wimpole Hall Farm and KS2 went to the para-athletics at the Olympic Park last summer.

Visitors to school include professional musicians, artists and authors and members of the local community.

Residential Trips

Older pupils have the opportunity to go on residential visits to Danbury Outdoor Educational Centre in Year 5 and the Isle of Wight in Year 6.

Travelling to School

The school is part of the Safer Journey to School Scheme that is run by the government. As a result we have achieved a reduction in the speed limit outside the school to 30mph, bollards and zig zag lines to keep the entrance clear. An all weather walking bus run by parents departs from Great Easton Village Hall to reduce parking congestion at the school and encourages a healthy way to come to school. The footpath has also been improved towards Great Easton.

School Transport

Approximately 30% of children at Great Easton arrive at school by bus or taxi. The other 70% either walk or come in cars. The school has a well organised system for escorting children from the school to their bus or taxi at the end of each day.

If you require information about whether your child qualifies for public transport to school, please go on line at www.essex.gov.uk and follow links to primary travel.

How Children Learn at Great Easton

It is well known that pupils learn best in a stimulating environment where active learning can take place. They learn through first hand experience, when they are motivated and challenged and when their curiosity is engaged. Visits to places of interest or visitors invited to school therefore provide an added stimulus to learning. At Great Easton we recognise this and aim to develop an enthusiasm for learning by making it relevant, appropriate and exciting. Naturally, we cannot do this without the help of our parents. Therefore parents receive a termly curriculum share letter to explain what the class will learn and how parents can help.

Learning takes place through a variety of teaching approaches that may focus on whole school, class, group or individually based support. We recognise that some children learn best by listening (auditory learners), others through seeing (visual learners) and others through more practical activities (kinaesthetic learners). Teachers plan their work to take account of these different styles so that all learners can progress. Pupils' achievements are strongly valued and there are high expectations in all areas.

The School Curriculum

At Great Easton we teach following the National Curriculum 2014. Each half term, children are taught key skills based around one topic (you can see an overview on the Curriculum page of our website). In this way, many, if not all subjects relate to one theme and children are able to see the connections between different areas of study. Class visits are also regularly used to support this theme.

Religious Education

As a Church of England Aided school we follow the religious education guidelines in accordance with the Diocese. Through this children develop an understanding of the Christian church, as well as learning about other religions. Our aims are as follows:

- To awaken and develop each child's sense of self worth and value as " A child of God".
- To help the child value, extend, mend and live within a variety of relationships.
- To give the child a knowledge and appreciation of the rich variety of religious beliefs, practises and life-styles found in God's world today.
- To awaken, affirm and develop the child's sense of God as Father, Son and Holy Spirit.
- For each child to know that for Christians, God is specially revealed in Jesus.
- To offer the child experience of life and worship in the Church, school and community.
- To encourage children's awe, wonder and enjoyment of the created world, and their responsibility for it.

Daily Worship

The school assembles together regularly for an act of worship. We also attend Great Easton Church at least once a term for a service. The teacher leading assembly follows the themes planned for the term. The rector regularly leads an assembly at school. Birthdays are celebrated regularly during assembly.

Worship Assemblies

Whole school worship assemblies usually take place as follows:-

Monday	2.45 pm	Teachers take assemblies and focus upon British Values
Tuesday	2.45pm	led by Headteacher to provide assessment opportunities for teachers
Wednesday	2.45pm	Hymn Practice
Thursday	9.05 a.m.	Church (Reverend Tim or Miss Jackman)
Friday	2.30pm	Celebration (parents are welcome to join us!)

As a Church of England School the distinctiveness and effectiveness of the school as a church school is evaluated as part of a SIAMS inspection every few years. Our last inspection took place in November 2015 and the report can be found here: http://greateastonprimary.co.uk/js/plugins/filemanager/files/2015_2016/SIAMS_Report_2015.pdf

A termly Communion service is offered for the older pupils and is held at school to expand children's understanding of Christian faith.

In all children have an opportunity to share their work with the rest of the school and their parents in a sharing assembly.

It is expected that parents will want their children to participate in RE and in the act of Collective Worship but they have the right to withdraw them if they so wish.

Our school prayer

Dear Lord
This is our school, this is our community.
Let peace live here,
Let friendship flourish here.
Let learning fill our day,
May ever room be full of happiness
and
Love be all around.

Love of one another,
Love of all people
and
Love of life and living.
Amen

Foundation Stage

Reception pupils have an entitlement to an exciting and creative programme, based around the seven areas of learning, outlined in the Foundation Stage Curriculum.

Learning is approached through practical, first hand experiences, that encourage the children to become both enthusiastic and independent. Play is highly valued and central to our ethos. Children are assessed against the Early Learning Goals and parents are regularly consulted and updated.

Mathematics

The National Curriculum forms the basis of our mathematics planning. We aim to foster confidence and enthusiasm in our pupils and equip them with the necessary skills to become competent mathematicians. Every parent receives a support booklet which explains our methods for teaching mental and written calculations.

Children are encouraged to take home a maths game each week to participate in the maths challenges award scheme (which focuses on number bonds, key maths facts and times tables).

English

We follow the National Curriculum for English. Teachers plan a series of lessons to closely fit the needs of all the children. Through our skills based curriculum, and with the emphasis very much placed upon developing confidence, planned opportunities for developing speaking and listening, reading and writing skills are included in all subject areas.

Computing

The school uses ICT as a tool for teaching and computing is embedded in all areas of the curriculum. Each class is equipped with an interactive whiteboard and projector and is linked to a central file server through a wireless network. The school has 38 ipads and each class is timetabled to use for two half day sessions each week as well as additional laptops kept in the classrooms. The children are allocated files within the network so they can store and access their work at anytime. All ipads, laptop and desktop computers in school have fibre optic broadband internet access available, which is filtered appropriately using the Essex County Council recommended 'Protex filtering internet solution' (http://info.e2bn.org/e2bnwiki/index.php/Filtering_Policy)

In **Science** we aim to develop enquiring minds through investigative experiments and first hand experience. Pupils study living things and their survival, materials and their properties and physical processes, including changes in light, sound and movement.

In **History** pupils learn about important developments in Britain and around the world from ancient to modern times. They have opportunities to interpret the past from different sources and to investigate local history.

In **Geography** pupils compare different localities. They study maps, plans, globes, physical geography, weather and settlements. We place emphasis on developing enquiry skills.

In **Music**, which is an integral part of life at Great Easton, pupils explore sounds and learn how to communicate musical ideas to others. They also learn to respond to moods and ideas in music and to compare music from different cultures. In addition, music teachers from the local authority visit weekly offering lessons in woodwind, piano, violin and guitar. A termly

charge is made for these services. We have a music room made possible by the Reverend Jack Filby Memorial Fund which contains a variety of instruments and hosts music lessons within school. We also have a 'rock school' for children who wish to play in the school rock band and a ukulele club led by Mr Harris and Mrs Lawrence each week.

In **Art** pupils are encouraged to represent their experiences imaginatively using a variety of materials, tools and techniques. Great importance is placed on observational drawing. They look at and evaluate the work of different artists and identify ways of improving their own work. Visits to galleries and exhibitions are arranged, when possible, to broaden pupils' understanding of different cultures and artistic styles. Children also work with visiting artists.

In **Design and Technology** pupils apply knowledge and skills to solving practical problems in designing and making. They learn to communicate their ideas, reflect on them and to suggest improvements.

In **Physical Education** pupils work in groups, teams or as individuals. They develop skills in games, gym, dance, swimming and outdoor activities. They also begin to learn about the effects of exercise on the body. Friends and families are invited to Sports Afternoon in the summer term. Older children have the opportunity to play netball, rugby, football, hockey, cricket and rounders. We participate in local school leagues and tournaments in a wide range of sports.

In **MFL** (Modern Foreign Languages) all KS2 children are taught French. Basic instructions and questions are part of everyday conversations in classes. In addition Mandarin and Chinese cultural studies are taught as part of our Friday enrichment sessions.

Assessment

In order to ensure that we can accurately measure the progress made by our children whilst at school, they are assessed regularly.

As from 2012, Yr1 pupils are assessed on their progress in Phonics through the **National Phonics Assessment Tests**. At the end of Key Stage 1 (Year 2) pupils' attainment is assessed through national **Key Stage One Standard Assessment Tests (SATs)** in English and Maths. Similarly, at the end of Key Stage 2 (Year 6) pupils take **Key Stage Two Standard Assessment Tests (SATs)** in Reading, Writing, Grammar, Spelling, Punctuation and Maths. These results are published and available on our website.

Special Educational Needs

We encourage all our pupils to work hard, try their best and feel proud of their achievements. However, it is important to remember every pupil develops at different rates and in different ways. During their school life, some pupils will need additional help. We try to identify pupils' needs as early as possible by monitoring their progress and achievement. Some pupils may be identified as high attainers and may need materials to stimulate their learning; others may need materials more suitable to consolidate basic key skills needed for learning. Helen Williams supports children who benefit from additional support.

For pupils with special educational needs who require extra help, we follow the Essex Points of Action that pinpoint a pupil's specific requirements. Staff work in partnership with parents, support staff and the Educational Psychologist to devise and implement individual education programmes for identified pupils. Further information about Essex Points of Action and the school's Special Needs Policy is available on request. We take every opportunity to extend our more able children and currently run a reading group that links with another local school so that the children can meet and discuss the book they have been working on with their teacher running their extension session.

Curriculum Enrichment - Arts/Cultural Projects

Every Friday afternoon enables every child to take part in a full range of activities during enrichment without the concern that they may not have transport home if this was an after school club. The programme has been designed to cover a wide variety of activities to develop every child's gifts and talents, for example, outdoor adventure, sport, dance, drama, gardening, science club, music, art, computers and cookery. Each child participates in two activities every term. We are very lucky to be able to use parents and volunteers from the local community to help us.

Daily Life at Great Easton

Arrival and departure

- The school gates are opened to pupils from 8.30 am and everyone is expected to be present by 8.50am for Registration.
- Parking at the school is extremely limited, therefore if at all possible we ask parents bringing/collecting their children by car to use the Village Hall car park and walking bus. Parking is to be avoided near the upper gate when the school buses and taxis are likely to be arriving or departing. Children who arrive by county transport are escorted to the bus/taxi after school.
- At the end of the day we ask parents to wait outside the school building in order to avoid congestion. We are careful to ensure children are collected by their parents or a known adult at the end of the day and ask that you let us know if somebody different is collecting so that we can make sure they are safe.
- Parents collecting pupils at different times of the day are requested to sign in the office diary by the security window. Please let us know if normal collection or transport arrangements change in order to avoid any confusion at the end of the day.
- During the school day (9am until 3pm) both the car park pedestrian and side access gates will be locked. Access to the school during this time will only be via the front pedestrian gate and front entrance.

Late arrivals

Whilst the school shows sympathy to unavoidable lateness, if it is persistent it will be noted in the register. After all, arriving on time is good for pupils as it helps them to develop a good routine and to avoid anxiety.

Absences

Please inform the school office by telephone or Schnappy if your child is absent from school by 9.30 am.

Arrangements for children who become ill at school

- If your child becomes unwell during the school day or an emergency occurs, we will contact you.

Arrangements for children taking medication at school

- We have a policy to explain how we manage administering medicines. If your child requires medicine during the school day, please speak with Mrs Thake in the office.

Lunch time arrangement

- Lunchtimes start at 12.15 and finish at 1.15 each day, except Fridays when they are 12pm until 1pm.
- Children can have a hot meal, a cold alternative or bring sandwiches from home. They are given a coloured wrist band each morning to ensure they receive the correct meal.
- School meals are cooked on the premises and are available at a daily cost of £2.10, which can be paid in advance either weekly or half-termly.
- Sample menus are available to view on the website. No food is fried. Fresh fruit and salad is available with every meal. School meals at Great Easton are very popular, with approximately 70% of children having them.
- Alternatively, pupils may bring healthy packed lunches, but please no glass bottles or cans and **nothing containing nuts** as we have children with severe nut allergies and cannot give a foolproof promise that children will not share their food with each other!
- Pupils eating both school and packed lunches sit together in the hall in mixed age groups as we believe that this is good for their social development. They are supervised by midday assistants.
- Parents are welcome to book a school lunch and come and eat with their child. Please book via the office. An Adult meal is £2.82
- Details of eligibility for free school meals are available from the school website www.greateastonprimary.co.uk

The price of a school meal is currently £2.20. You should send your child in with lunch money in an envelope on Monday for that week or if you would like to pay half-termly an invoice can be issued. Payment for school lunch should be made as soon as possible. **If no payment is received and a debt of two weeks is outstanding your child will not be able to have a school lunch until this is paid.** The cost of school meals is reviewed termly by Finance and Premises Committee. Free School Meal forms are available on line or website at www.greateastonprimary.co.uk under the 'Admissions' tab.

Break-time Arrangements

Children are supervised during playtimes by at least two members of staff. Snack time is separate to playtime to encourage children to enjoy a healthy snack and a drink of water. They then get to have a run around and play during break time.

The year 5 children are also trained as play leaders; this training includes the initiation of games within the playground, dealing with minor disagreements and enhancing pupil relationships and encouraging friendships. During wet weather children stay in classrooms where they are supervised and have a variety of activities to entertain them. During snowy weather and cold winter days we endeavour to take the children out, but ask that they have warm coats, gloves, hats, scarves and wellies.

After school / lunchtime clubs

We have a variety of after school activities which provide the children with the opportunity to extend their current skills, and explore new areas such as: netball, hockey, sports, football, (Autumn, Spring) rounders, cricket (Summer) cross country as well as art, dance, tag rugby, gardening, Choir and book clubs.

Expectations for Behaviour /Friendship statement

Our school is a community in which respect is based on consideration for others, where we encourage our children to react sensitively and appropriately to the needs of others. Our only school rule is 'Be kind...always'. Our year 5 children are trained as 'play leaders' to assist staff on duty at break and lunchtime. They are also 'buddied' up with the Reception children.

We reward and celebrate positive attitudes to work, consideration shown to others and courteous behaviour. Each week in Celebration Assembly a child from each class is nominated to be a star of the week and the staff and children give reasons as to why they are a star.

We have extremely high expectations for pupil behaviour and courtesy so discipline and disappointing behaviour is rare. However, we have policies in place involving the class teacher, parents and, if necessary, the headteacher, to solve any issues which do arise.

It is important that any change in home circumstances is shared with the school because pupils can, on occasion, display inappropriate behaviour or anxiety when under stress. It is helpful to both the child and the teacher if the latter is aware of any potential problems.

In rare cases of serious or persistent anti-social behaviour, exclusion from the school is an option. Bullying is not tolerated under any circumstances and the school has a clear policy on dealing with the matter firmly.

Promoting a Healthy School

- We were re-validated for the National Healthy Schools Status in 2015 and now hold the Enhanced status. This is an award of which we are very proud. We continue to work with pupils, staff and the outside community to ensure children have a clear understanding about their health. <http://www.healthyschools.gov.uk/>
- The school promotes a healthy life-style through teaching children about the importance of exercise and a healthy diet, about growth and development, about body awareness, health and safety, safe use of computer technology, behaviour management and self-esteem and about the dangers of drugs and smoking.
- A variety of approaches are used, including philosophy, role play, "draw and write", mindfulness and circle time where the children discuss their understanding of the issues. Class councils and school councils provide opportunities for pupils to have a voice on decisions regarding their school.
- We have a sex and relationships education programme for older children which parents/carers may discuss with us before it is introduced, if they so wish.
- The school has a non-smoking policy for everyone.
- We ask pupils not to bring fizzy drinks, sweets or any form of nut product into school. In addition they are encouraged to bring fruit and bread based products for a mid-morning snack. Water is available at all times.
- The school provides excellent home cooked, nutritionally balanced meals for both staff and pupils. These meals are cooked on site by our team of catering staff using locally sourced meat and a high percentage of fresh fruit and vegetables. (Cold and vegetarian meals are available daily). We operate a three week menu which is changed seasonally; a copy of our most recent menu is available from the office or on the website www.greateastonprimary.co.uk

Partnership with parents and carers

We will work closely together and get to know each other really well and share many memories over the seven years your child will be with us. Our 'Home School Agreement' outlines our expectations for this relationship.

At school we will undertake to:

- Develop positive and courteous relationships between children and staff and encourage children to take care of their environment.
- Encourage children to aim for high, but realistic standards in all areas of the curriculum.
- Provide opportunities to discuss your child's progress and achievement with you and produce an annual written progress report.
- Tell parents about the main activities to be taught each term.
- Contact parents with any concerns which affect work or behaviour.
- Tell parents about school activities through regular newsletters.
- Set homework activities across the school, when and where appropriate.
- Ensure children celebrate their own and others achievements and successes.

As Parents we will undertake to:

- Ensure that our child attends school regularly and punctually - smart, tidy, and in uniform.
- Contact the school on the first morning of our child's absence.
- Support the school's expectations of positive behaviour.
- Encourage our child to work hard, try their best and feel pride in their achievements.
- Support our child with homework.
- Attend school meetings to discuss our child's progress.
- Let the school know of any concerns which may affect our child's work or behaviour.

Helping your child at home

Please encourage your child to read every day at home. Also, taking a keen interest in what they have done at school that day and showing that you value how they have spent their time is likely to enhance their enjoyment of the school day.

The Parent/Teacher Association

We are proud of our enthusiastic, imaginative and very active PTA that comprises parents, staff, governors, families and friends working together for the benefit of the pupils. Everyone is invited to attend their meetings and to get involved in helping with the myriad of events they organise.

Thanks to events such as the Christmas Shopping Evening, Bouncy Castle Day, Fashion Show, Discos and Quiz Nights, the PTA have donated funds to school projects and support the Rebecca Meade Trust Fund in building a new Reception and year one classroom, supporting class trips and refurbishing the library, as well as buying fantastic resources, such as a bank of iPads.

The PTA always welcomes new active members as well as fundraising ideas. See their page on the weekly newsletter The Grapevine.

How to find out what's happening at school

We recognise the importance of communication between home and school and would like parents to feel welcome to discuss any matters of concern to them. The best way to do this is to make an appointment with either the head or class teacher. There are also termly open consultation evenings and an annual school open evening, termly curriculum share letters,

reading record books, work record books for the older children, parent workshops and forums.

In addition, we send regular newsletters 'The Grapevine' to all parents each Wednesday, keeping them informed about the progress of the school throughout the term.

We are always happy to hear from our parents, not just where they have issues of concern but also where they believe that there is reason for commendation and celebration!

Parents can go on line to visit our website at www.greateastonprimary.co.uk

How to Help Your Child do Well at School

Praise them and be proud of their achievements

Praise is a far greater motivator than criticism. Listen to their stories about their day, walk beside them when you collect them (and not in front of them on your phone).

Make sure they have all they need

It is difficult for children to cope happily if they don't have the necessary items - PE kit, dinner money, reading book. You can help your child to remember these.

Support the PTA

The PTA raises valuable funds for the school and is always on the lookout for new members, please let us know if you would like to get involved.

Offer your help

We are always grateful for scrap materials, large pieces of fabric, cardboard boxes, etc. If you could spare the time to volunteer speak with Sharon or Claire to find out more.

Reading regularly

Little and often is best. Reading is important and if you value reading time, so will they.

Support your child with their learning (we call it **SMART learning** - please see separate documents giving more details in pack or online http://www.greateastonprimary.co.uk/js/plugins/filemanager/files/letters_home_2015/Homework_Parent_Letter_Feb_2015.pdf and

http://greateastonprimary.co.uk/js/plugins/filemanager/files/2014_15/SMART_Learning_Letter_July_2015.pdf

We send the children's books home every week for you to have a look at. This way you are able to keep up to date with their school work. We would encourage you to write comments in their books - the children really welcome your feedback too!

What to do if you have a problem

However well a school is working, there is always room for improvement and there may be times when you will want to raise a concern or complaint. At Great Easton School, we hope that problems can be dealt with informally and quickly, should they arise. Often a quick word with your child's class teacher can sort out any misunderstanding.

We also have a clear complaints procedure which is available as part of our complaints policy, which is held in the school office.

Charging Policy

The school sometimes involves the children in extra-curricular activities such as day trips, visits or presentations by visiting performers. Although schools cannot charge for school time

activities, it is hoped that parents and other will make a voluntary contribution and thereby support the activity.

All requests to parents for voluntary contributions make it clear that they are voluntary. Children of parents that do not contribute will not be treated any differently. No pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

If a particular activity cannot take place without voluntary contributions from parents, the situation is explained at the planning stage. Voluntary contributions will not exceed the actual cost of the trip or event.

Where there are not enough voluntary contributions to make the activity possible, and there is not a way to make up the shortfall, then it will be cancelled and contributions reimbursed.

Musical Instrument Tuition

Individual music lessons are available if requested by parents. These are provided by peripatetic teachers from Essex Music Service or private tutors. There is a charge which includes the cost of tuition only. Parents are responsible for providing sheet music and hire or purchase of musical instrument and necessary insurance. **We expect to receive payment before the term begins.** If you are entitled to free school meals a voucher of up to £40.00 against the cost can be obtained from Essex Music Service.

Swimming

The school provides swimming lessons in accordance with the national curriculum but we do request a voluntary contribution towards the cost of the hire of the pool, instructor and transport to the pool. This is currently £10 for 10 lessons. The key stage two classes and Year 2 all swim for one term each - any children finding swimming challenging are encouraged to swim for the next term until they are more confident swimmers.

And finally...a brief history of Great Easton School

Great Easton Church of England Primary School was founded in 1759 when Mrs Rebecca Meade, the daughter of a London merchant, bequeathed a sum of money which enabled a school to be established in the parish for 24 girls.

A trust fund was set up to provide instruction in reading, religious education and practical skills such as knitting. When they left school, the girls were given clothing to equip them for domestic service. In 1840 a new school was built by the Rebecca Meade trustees near to where Great Easton Village Hall now stands.

On 1st February 1882 the building which still stands was erected on land donated by the Earl and Countess of Warwick (the Maynard family, from which the Countess came, having owned the land since Elizabethan times). The Countess of Warwick in particular was already well-known for her work in the field of educational reform and gave money to improve learning opportunities for all. She is known to have visited the school many times and, with the consent of the Maynard family, the stag which was part of the Maynard crest now stands at the centre of the Great Easton school logo.

The school built in 1882 was initially designed to serve the parishes of Great Easton and Tilty. The first log book described the new buildings as "handsome and commodious and an asset to the neighbourhood".

Little Easton Church of England school was closed in 1958, to be followed by Broxted CE school in 1963. Pupils from both schools, together with those from Molehill Green CE school joined Great Easton school. The original school building was extended in 1975 and a new heating system installed.

In 2009 a second floor extension was added to provide additional teaching space, larger music room and a new staff room. The main office was also extended and the children's toilets were completely refurbished. These projects were funded with a grant from the Diocesan Board of Education. In 2014 a new reception and year 1 classroom was built which was also partly funded by the Diocese.

When the Rebecca Meade Trust was set up, the Rector of Great Easton became a trustee and so began the school's long association with the church. Jack Filby, the Rector of the Five Parishes until his death in 2000, was Chair of the Governors for many years and a member of the board right up until his death.

The Church of England was a pioneer in the field of education and founded a substantial number of the nation's schools. This school is a Church Foundation, grant-aided by the Department of Education and Employment and maintained by the Local Education Authority. The Rebecca Mead Foundation, still administered by trustees, has responsibility for improvements to and for the upkeep of the exterior of the building.

Finally, I am very proud of all the achievements of our children but I truly believe we have to do more than educate, we work hard to inspire our children so they develop 'a love of learning and a love of life within a Christian environment'. We have an obligation to give all the children in our care the very best education and childhood we can! We look forward to working with your family. Please pop in to see us or email Sharon, in the office, with any questions or queries as we are always here to help!

Claire Jackman (Headteacher).