

# HAMSEY GREEN PRIMARY SCHOOL PROSPECTUS



September 2018

# HAMSEY GREEN PRIMARY SCHOOL

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## *'Together we learn for life'*

### OUR COMMITMENT

To provide a happy, secure, welcoming and stimulating environment where every child is equally valued.

To work as a team to plan a challenging, broad-based and well-structured education, encompassing all curriculum aspects of the Early Years and Key Stages One and Two.

To value and encourage the support of parents and carers, thereby creating a positive partnership between school and home, enabling children to give of their best.

To develop an exciting and motivating approach to learning that encourages the development of personal responsibility which enables every child to succeed.

To develop and foster children's moral and social values, alongside a sense of self-worth.

To promote and encourage healthy lifestyles for all members of our school community.

To ensure that staff and governors keep abreast of educational developments and continue to implement new initiatives that will enhance the education of our children.

To support and celebrate the professional development and achievements of staff and governors.

## INTRODUCTION

Hamsey Green Primary School is a community primary school for pupils aged from four to eleven years. Hamsey Green Sure Start Children's Centre is housed in a beautiful new purpose-built building at the Lower School site and provides services and activities for children aged 0 - 5 years, and their families. The school came into being following the amalgamation of Hamsey Green Infant and Hamsey Green Junior schools on 1st September 2010.

We have two sites: the Lower School houses Reception Year plus Years One and Two; Years Three to Six are at the Upper School. Children are able to be safely escorted from one site to another through our campus, which incorporates Warlingham Senior School. Secured gates are located at the entrances to both the Lower and Upper sites.

Our grounds are extensive and attractive, offering a range of quality play equipment and opportunities for outdoor learning. A pond within an environmental area is located on each site and funding from The Lottery has provided the school with a sensory garden.

Every classroom has an interactive whiteboard, and computers with Broadband connection. In addition, wireless laptops are used across the school.

We are particularly pleased to share a campus with Warlingham School; we work closely together to ensure progression and continuity for our children throughout all phases of their education.

Upper KS2 pupils may get the opportunity to swim depending on the availability of the Warlingham School pool which can change each year.

We are part of the Tandridge Learning Trust Multi-Academy, and have close links with Woodlea Primary School, Warlingham Secondary School, Tatsfield Primary School and Beltchingly Village Primary School.

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## OFSTED

The school is a new academy school and converted to an academy in May 2017. Hamsey Green Primary School has no Ofsted grading.

## ADMISSIONS

The school's Admissions policy follows that laid down by the Local Education Authority (which adheres to the guidelines in the Education Act 2002). All Surrey schools operate an Equal Preference System and there is now a co-ordinated admissions procedure between all local authorities.

Parents wishing to put their child's name down to start school in our Reception classes can contact the school office and leave their child's details at any time. Information will then be sent out to those parents in the September of the year before your child is due to start school.

To apply for Reception places at Hamsey Green Primary School, parents need to complete a form from the local authority to whom they pay their Council Tax. These forms will be available from their websites. If you wish to apply for a place other than at the start of Reception, you will also need to submit an application form which is also available from your home local authority.

Further information regarding admissions procedures are on the following websites:

[www.surreycc.gov.uk](http://www.surreycc.gov.uk)

[www.croydon.gov.uk](http://www.croydon.gov.uk)

Once a place in Reception has been confirmed to you from the Local Authority, we invite our new intake to take part in our 'Getting Ready for School' programme, which includes a visit to our school.

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## SCHOOL ORGANISATION

There are two classes in each year group and teachers work as a team to plan teaching and learning. Within the class, the emphasis reflects child development and is centred upon a combination of class, group and individual teaching.

We are extremely fortunate that we have highly competent and experienced Teaching Assistants who add to our collective enthusiasm and curriculum expertise. This factor, as well as allowing for an enriched curriculum, helps us to achieve a high degree of personal attention.

## THE SCHOOL DAY

8.45 am - 2.50pm for the Lower School

(Years 1 and 2 and Reception year when they are full time)

8.45 am - 3.00pm for the Upper School (Years 3 - 6)

## DISCIPLINE IN SCHOOL

At Hamsey Green, a prime aim is to encourage the children to become caring and responsible members of our school society and hence society in general. We focus on the positive aspects of helpfulness, hard work, kindness and good behaviour. There are also celebrations and rewards in a weekly assembly. Our policy on behaviour and discipline is shared annually with every family in school.

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## PARENTS

Our policy is to involve and inform parents as fully as possible about what is happening in school and to invite them to share our aims for their child.

You are always welcome to discuss any matter with the class teacher or Headteacher. Please do not wait for a formal visit if you have a problem, however slight. The teachers make themselves available after school, since before school they are usually very busy welcoming and settling the children. Individual parent consultation sessions are offered regularly. During the year there are curriculum evenings and events arranged to which you are warmly invited.

Each week the school publishes news and information on its 'Stop Press' page on the school website.

[www.hamsey.surrey.sch.uk](http://www.hamsey.surrey.sch.uk)

The partnership between home and school is of paramount importance and is a vital part of our school ethos. We know that the children can only benefit from such a relationship.

Parents are always welcome in our school and your support is appreciated by children and staff alike. There are many ways in which you can help:-

- Assisting in the classroom, under the teacher's supervision, with for instance, cookery, sewing and art activities
- Shared reading - helping children on a regular basis (training is given)
- Telling the children about your particular interests, experiences or employment
- Helping to catalogue books for the library

Whether you can help on a regular or more occasional basis, you will be warmly welcomed. A booklet on what is expected has been prepared and is available in school along with a Volunteers' policy which we ask you to complete.

Our parents' association (of which all parents are automatically members) organise and take part in various events. Some are fund-raising, some educational, others just for fun. Your support and interest in the Association will be greatly valued. More information at [www.hamsey.surrey.sch.uk](http://www.hamsey.surrey.sch.uk) under 'Parents'.

The Surrey Family Information Service provides information, advice and assistance for families, children and young people aged 0 - 19 years old. You can contact Surrey FIS for free advice, guidance and information [www.surreycc.gov.uk/fis](http://www.surreycc.gov.uk/fis).

## SCHOOL ATTENDANCE

We are, by law, required to distinguish between authorised and unauthorised absences. Unless we are informed as to the reason for absence, it will be automatically recorded as unauthorised. Other absences will be categorised according to Department for Education (DfE) regulations. Arriving late to school is an official DfE category and is reported to the Surrey Education Welfare Officer (EWO), and **will be reflected on your child's attendance record.**

If your child is away from school, could you please ensure that we are informed. This may be by phone or by the absence e mail [absence@hamsey.surrey.sch.uk](mailto:absence@hamsey.surrey.sch.uk) . A message is required on each day of absence. School registers are inspected regularly by the County EWO.

All family holidays should be taken during the school holidays. Children should only be removed from school during term time under exceptional circumstances. (A list of holiday dates is issued at the start of each academic year.) Application forms to request a planned absence are available from outside the school office and must be submitted in good notice for the Headteacher's consideration. Please do not expect automatic approval for absences in term time. The school has issued a leaflet detailing the effect of absence on a child's education. A copy of this information is available on our website [www.hamsey.surrey.sch.uk](http://www.hamsey.surrey.sch.uk) under School Information and then School Office.

If your child is unwell at school we do contact you, as, although we do our best, we have no comfortable place for him or her to rest. It is, therefore, essential that we are kept up to date with telephone numbers at which you, or a designated person can be contacted.

Normally, if a child requires medicine then she/he is not well enough to attend school. We do, however, realise that in rare instances medication at school may be necessary but before we can administer any medicine we must have a completed medical form with your consent and details of medication to be given. A form is available from the office and on the website under School Information and then School Office.

Emergencies - should an emergency arise where we are unable to open the school, this will be announced as follows:

- School website
- Radio Heart 102.7 FM
- Text message and email message sent



## SCHOOL LUNCH

Fresh meals are cooked at school and are excellent value. All pupils in Reception, Years 1 and 2 are entitled to a universal free school meal. Strict nutritional guidelines are adhered to, and particular dietary needs can be catered for. Do consider the benefits of a cooked and well-balanced meal for your child. Further information can be viewed on [www.myschoollunch.co.uk/surrey](http://www.myschoollunch.co.uk/surrey).

We see lunchtime as a social occasion and try to make it a well-mannered and pleasant experience. Children are encouraged to try new foods but they are never forced to eat anything that is not liked.

For those who bring a packed lunch to school, tables are provided in the dining hall and during warmer weather outside.

Dinner money is required to be paid in advance, weekly (by or on Monday), monthly, half termly or termly. Please pay on-line at [www.hamsey.surrey.sch.uk](http://www.hamsey.surrey.sch.uk) using the on-line payments button in the top right of the screen. Log on details will be issued to new parents when their children commence school. Anyone unable to pay online should make arrangements with the school office to pay by an alternative method. Any refunds for absence are made at the end of the term.

Free meals are provided if you are receiving Income Support, Jobseekers Allowance, or Child Tax Credit (depending on your earnings). Forms are available from the school office. Applications and enquiries are always treated in the strictest confidence - please ask for Mrs Hughes or Mrs Daws.

## PUPIL PREMIUM

Pupil Premium is extra money for schools to spend on additional resources and is currently worth up to £1,320 per child per year which this financial year amounted to over £100,000. This funding has been used to enrich the children's learning and emotional well-being through:

- Increased supervision at lunchtime enabling organised play
- Increased access to a Learning Mentor
- Specialist groups for social skills and language
- Financial help with school trips and uniform

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Once entitlement is confirmed then the school and pupils will continue to benefit for up to six years, even if parents cease to qualify. Full details can be found on the school's website.

You may ask to speak to Mrs Daws (the School Leadership Team member responsible for Administration and Premises matters) in complete confidence.

### CHARGING POLICY

No charge is made for any activity or equipment required to fulfil the requirements of the National Curriculum.

The Governing Body will request voluntary contributions for optional extras such as visiting speakers, entertainers and transport and entry to activities. Pupils will not be treated differently, whether or not their parents have made a voluntary contribution. All such charges are based on the actual cost of providing the activity divided by the number of pupils taking part.

The above is a summary of the school's charging policy. The full document is available for inspection on request.

### CONCERNS AND COMPLAINTS

If you have any concerns or queries about an aspect of your child's schooling then in the first instance please speak to the class teacher. Should the matter remain unresolved then please follow the procedure contained within the School's Complaints Policy - copies of which are available on the school website.

A brief guide for parents is available in the entrance areas of both school offices.

The Education Act 2002 requires the establishment of local arrangements for the consideration of complaints about the activities of Governing Bodies, and the Local Education Authority, in respect of the school curriculum and related matters.

## ASSESSMENT

The aim of assessment is to improve learning opportunities for our pupils. At Hamsey Green we have a whole school approach and see assessment as an integral part of the learning process for the development of each individual child. Assessment is made using written, oral and practical evidence as well as our professional judgement as teachers, and is used to plan future work and to identify strengths and areas for development. All children are formally assessed at strategic times in the school year.

Baseline assessments are carried out when your child enters Reception, ongoing assessment through the year closely monitors their progress in 7 areas of learning. This information is then used to form judgements at the end of the year, measuring children's attainment against the Early Learning Goals.

In Year 2 we administer the tasks and tests (SATs) which form part of the Key Stage One assessments. In Year 6, SATs take place in the Summer Term. Results of these are reported to parents and the Local Authority.

Reports on children's achievements are sent to parents every summer term.

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

At Hamsey Green we aim to promote the all-round development of each child and to provide the facilities necessary to enable each child to acquire the skills which will lead to his/her success. All pupils are given the opportunity to take part in every aspect of school life.

Our team, the Headteacher, the Special Needs Co-ordinator, teachers, teaching assistants and specialist staff work together with parents to achieve this aim. A member of the Governing Body monitors Special Needs and reports regularly to Governors.

Every year group has a range of different children with varying needs. Within this context 'Special Needs' may be defined as:

- A child having significantly greater difficulties in learning than the majority of the same age.
- A child having communication, social or emotional difficulties which manifest themselves in a variety of ways.

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Surrey County Council provides a range of agencies for support and advice for parents and staff. Children with 'Special Needs' are monitored according to County procedures and the Code of Practice. Full details of these procedures and the school's Special Needs Policy are available for inspection on request.

### MORE ABLE AND TALENTED PUPILS

We identify children who we feel are particularly able and talented in any particular aspect of the curriculum. Opportunities are provided both within and outside the classroom to develop and extend their skills.

### CHILD PROTECTION POLICY

Personnel working with children are legally bound to report any concerns about the children in their care to the Lead Designated Safeguarding Officer. In this school the Headteacher has that responsibility. Any member of staff who suspects that a child is at risk, reports that concern to the Headteacher who, in turn, must immediately refer the matter to the local Children's Services Team. These actions follow County Child Protection Procedures. All members of the school staff are subject to investigation under the 'Protection of Children - disclosure of criminal background of those with access to children' legislation. In addition, any volunteer in school is asked to undergo checks by the DBS (Disclosure and Barring Service).

### HEALTH AND SAFETY

The Governors are responsible for Health and Safety at the school. Regular inspections of the school are carried out and a record of these inspections is kept on file. Emergency drills involving all pupils and staff are held at least termly and all fire-fighting equipment is regularly inspected.

Children are trained in hygienic habits and safety consciousness around the school. Parents are reminded to provide protection for their children from strong sunlight, and school events are arranged so that children do not have to sit for long in the sunshine. A copy of our Sun Safety Policy is provided for every family annually.

A copy of the full Health and Safety Policy is available for inspection at the school.

## CURRICULUM

During their first year of school, children are working on the Early Years Foundation Stage, which comprises seven areas of learning -

- Communication & Language
- Physical development
- Personal, Social and Emotional development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

We follow the National Curriculum Programmes of Study for Key Stage One (age 5 - 7) and Key Stage Two (age 7 -11). These comprise the 'core' subjects - English, Mathematics, Science, and Information & Communication Technology, and 'foundation' subjects - History, Geography, Music, Physical Education, Art & Design, and Design Technology. Religious Education and PSHE (Personal, Social and Health Education) are also taught.

Every child has equal access to all aspects of the curriculum.

## RELIGIOUS EDUCATION

An understanding of and a respect for the traditions and beliefs of Christianity, and an awareness and tolerance of other faiths and cultures is our aim for Religious Education.

We also endeavour to develop spiritual, moral, social and cultural aspects of the children's personalities. Within the classroom the children follow a programme of study which focuses on families, feelings and caring, and the religions of Christianity and other religions.

A daily assembly is held during which the children are encouraged to be aware of themselves and how they can care about other people and our world. Times for reflection and spirituality are incorporated into assemblies. An awareness of, and sensitivity to, other faiths within school is encouraged and multi-cultural aspects of education are promoted and expanded in this way. Speakers are also invited to come in to talk to the children.

Parents may withdraw their children from assembly or from Religious Education should they wish them not to take part.

### THE EXTENDED DAY

A Breakfast Club (Surfers) and an After School Club (Ocean) are available on the Upper School site. The Breakfast Club operates between 7.30 am and 8.45 am and the After School Club runs until 6 pm daily. Staff from the club escort our pupils via the campus path. Further details can be obtained from the school office.

We have a wide range of extra-curricular clubs of various types which are run by external providers. Information regarding these can be found on the school's website under Parents/school forms.

At times throughout the year the school offers some extra-curricular clubs e.g. cross country and football. These may vary termly - up to date information is provided in school and on the website.

### HAMSEY GREEN SURE START CHILDREN'S CENTRE

We have a Children's Centre on site - please see the school website for updates on services currently available. The centre offers advice and information on a wide variety of matters for families with young children under 5 - you will be warmly welcomed by Mrs Collins - Centre Manager who can be contacted on 01883 625255.