



# **HIGH BEECH CHURCH OF ENGLAND (V.C) PRIMARY SCHOOL**

## **SCHOOL PROSPECTUS**



**High Beech Church of England VC Primary School  
Mott Street  
High Beech  
Loughton  
Essex  
IG10 4AP**

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Headteacher: Mrs Sarah Roffey B.Ed (Hons)**

Dear Parent/Carer,

High Beech is a unique learning community committed to providing a Christian based education for all its pupils. This is a school where children develop caring, confident and tolerant attitudes. It has a strong network of staff, parents, governors and children who work together to make the school a happy and vibrant place.

Our vision is to provide a high-quality education where children are able to realise their full potential and to secure their future as life-long learners. The beautiful forest setting offers an exceptional hands-on educational experience using the outdoor environment as a classroom to develop confidence and self-esteem.

This prospectus will tell you a lot about our school and I hope you will find it useful and informative. If there is anything else you would like to know please do not hesitate to contact or visit us.

Yours sincerely,

Mrs Sarah Roffey  
Headteacher



## **Admissions Procedure**

The admission criteria to be used if there are not enough places for all those who have expressed a wish to have their child admitted to a particular community school will be:

- Looked after children and previously looked after children(as defined in the Primary Education in Essex 2019/20 booklet).
- Children with a sibling attending the school.
- Children living in the priority admission area.
- Children living outside the priority admission area but within Waltham Abbey (defined as residence in the priority admission area of one of the following schools; High Beech CE Primary, Leverton Primary, Upshire Primary, Waltham Holy Cross Primary and Hillhouse Primary schools).
- Remaining applicants

In the case of over subscription in any one category 'straight line' distance between the pupil's home and the nearest pupil entrance to the school, the pupils living closest will be given priority.

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The council also reserves the right, where there are exceptional medical reasons confirmed by independent evident from either a hospital or GP, to admit a child irrespective of the above criteria.



## **School History**

The school was founded by the Church to provide education "according to the principles and practices of the Church of England". The first entry in the earliest log book states, "Miss Liddiard took charge of the school on January 8<sup>th</sup>, 1866". The incumbent of the Parish at that time was the Rev. Josiah Norton and the school was situated in Church Road.

The oldest part of the present school building dates back to 1882. The School Log shows that: "The New School Rooms, erected at Mr. Baring's expense, were opened on Monday morning, 5th June 1882". The next major building project took place in 1962, when water-borne sanitation was installed and a new classroom was built. A further classroom was added in 1965 and a demountable unit completed in December 1973, this has since been demolished.

Work on building a new hall started in 2002 and this was finally completed in April 2003. In May 2006 a new double demountable class base was added and an existing classroom was remodeled; this houses a library, SEN/ICT room and staffroom.

The school is set in attractive woodland grounds. There is a small hard-surface play area, which is being developed into a quiet area and a brand new all weather play pitch.

The school is a Church Foundation School and is owned by Trustees. It is controlled by the Local Authority, which has full financial responsibility for its maintenance.

The Church remains represented on the Governing Body. The Governors help with the smooth running of the school and foster links between the school, the Church and the local community.

## **School Organisation:**

The school is organised into three mixed-age classes and one foundation (reception) class.

### **Currently:**

Acorn Class    **Foundation children.**

#### **Key Stage One**

Willow Class - year one and year two children.

#### **Key Stage Two**

Oak Class - year three and year four children.

Silver Birch Class - year five and year six children.

## **Staff**

Miss R. Humphrey    - Silver Birch teacher

Miss E. Gregory    - Oak Class teacher

Mrs Thomas    - Oak Class teacher

Miss E. Partridge    - Willow Class teacher

Miss S. Nelmes    - Acorn Class

Mrs. S. Beardsmore    - SENCO

Mrs S. Roffey    - Headteacher

## **Learning Support Assistants**

Mrs S. Bateman

Mrs L. Connor

Mrs. M. Graham

Mrs. B. Horton

Mrs J. Hudson

Mrs J. Kemp

Mrs. T. Lingfield

Miss L. Stavrou

**Office Staff**

Mrs S. Melton -Finance Manager

Mrs S. Phillpot - Office Manager

**Kitchen Staff**

Ms M. Hendy - Catering Manager

Mrs Isted -Kitchen Assistant

**Governing Body:**

<b><u>Name</u></b>	<b><u>Type of Governor</u></b>
Peter Walker	Co-Opted (Chair)
Sarah Roffey	Headteacher
Alison Hodgkinson	Foundation DBE
Nikki Luck	Foundation PCC
Sarah Nelmes	Staff
Jonathan Martindale	Parent
Kevin Horton	Parent
Louise Gunn	Parent (Vice Chair)
<b><u>Clerk: Janice Webber</u></b>	

**Who are Governors?**

Governors are a team appointed to help in the running of the school. They meet at least once per term and have legal duties, powers and responsibilities. They are able to act together but cannot act individually.

They assist with:

- Setting the school's vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent.

**School Governors are:**

- Parents
- Teachers/staff at the school
- County Council representatives
- Community representatives
- Church representatives

The term of office of all Governors runs for four years. Any member of the Governing Body can be contacted via the school.

**Timings of the School Day**

<u>School Sessions are:</u>	8.55am – 12.15pm
	1.15pm – 3.15pm
<u>Morning break F/ KS1</u>	10.20am – 10.40am
<u>KS2</u>	11.00am – 11.15am

School begins at 8.55am and your child should arrive after 8.40am, when staff are on playground duty and before 8.55 am.

KS2 children file into class from 8.45 and undertake early morning challenges. Foundation and KS1 children stay on the playground until the bell is rung at 8.55 am.

Staff responsibility for the children ends at 3.35pm and all children should have left the playground unless attending an after school club. If for any reason you are unavoidably delayed, please let us know and your child will be looked after in the school office.

At High Beech, we believe that a school is made up of people, not buildings. We want everyone to enjoy being a member of this community and to feel a personal commitment to it.

**Our aims are:**

1. To establish and maintain an environment where happy and successful pupils develop a love of learning.
2. To establish a disciplined and safe learning community for both children and adults so that all feel valued and learn to value others.

3. To provide a rich, balanced and stimulating curriculum so that all children are encouraged to develop their skills and understanding to their full potential.
4. To provide children with the self-discipline, powers of reasoning and care for others and the wider environment, so that they are able to make a real contribution to the changing world in which they live.

**At High Beech C of E Primary School we believe that good behaviour and discipline are essential to successful teaching and learning.**

Our aim is to give children a clear and acceptable view of what is right and wrong. To do this we will promote the values that matter. These include honesty, trust, fairness, respect for others, for property and the environment, tolerance and compassion as well as self-respect and self-discipline.

Good behaviour means that everyone is:

- Safe;
- Considerate and kind;
- Polite, friendly and helpful;
- Attentive and hardworking;
- Respectful to other people and to property.

**We encourage good behaviour by:**

- Being positive role models at all times
- Explaining and demonstrating the behaviour we wish to see
- Encouraging children to be responsible for their own behaviour
- Rewarding good behaviour with attention, praise, encouragement and affirmation
- Letting parents know about their children's good behaviour

Restorative practice within the school ensures that children are focussed on finding ways to sort out issues, take responsibility for choices and be accountable for the impact of those choices.

If your child's behaviour gives us concern we will contact you to discuss the problem. We would also wish to be informed if behaviour at home is troubling you. Please do not wait for a problem to go away – come in and see us.

If you have a change of personal circumstances or change your contact details, please keep us informed. It could affect your child's performance at school. Any information will of course be confined to those directly concerned.

We welcome you as a parent to High Beech Church of England (V.C) Primary School. If this is not your first child with us, we are pleased to renew the friendship we hope is already well established. We want both you and your child to feel very much part of the school and to take an active interest wherever possible. School and parents/carers working in close co-operation will have a lasting, positive effect on your child's learning.

If you have any concerns, please contact your child's teacher informally or request a more formal meeting. There is always someone to talk to!

If concerns are not resolved at the class teacher level please contact the headteacher who will investigate the matter further and report the outcome to you.

## **School Visits**

School visits are arranged to broaden children's learning experience, and we believe that they are an extremely valuable addition to classroom teaching.

The governing body has decided that all school visits should be self-financing. We therefore request 'voluntary contributions' for visits which are calculated to cover the cost of each individual child's participation. Unfortunately, unless costs are met by parental contributions, visits may have to be cancelled.

Advance notice of costs is always given. Some parents have found paying by instalments to be the most convenient method of payment. In exceptional circumstances, where families are unable to contribute, the class teacher should be informed, as arrangements can be made to ensure that the child does not miss the visit. Any such discussion will be confidential.

## **Music Tuition**

We offer the opportunity for children to learn to play the piano and guitar.

## **Swimming**

All children in years 1-6 are required to participate in swimming lessons and our children attend Waltham Abbey Swimming Pool on a rota system. Each class swims for a term each year. Parental contributions are paid to Essex County Council at the start of each term.

## **Medical Matters**

Please advise the school office of any medical condition from which your child may be suffering. The information will be used to compile a confidential medical register which enables us to be aware of any condition which may be relevant to your child's safety and well being at school.

The school administers first aid and takes care of children who are unwell. In the event of a child being too ill to remain at school he or she will stay until a parent or representative is contacted to come and collect the child.

## **Attendance**

High Beech is committed to providing a full and rewarding educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school community we will therefore do all we can to ensure maximum attendance for all pupils.

Parents are an important part of the school community and have a vital role to play in pupils' regular and punctual attendance. We recognise the need for strong home-school links in support of this policy.

Parents/carers are reminded that holidays should be taken during designated school breaks. If, because of special circumstances, this is not possible, an appointment should be made to see the headteacher before booking the holiday. Irregular or prolonged attendance will always be checked.

If you have any queries regarding the Attendance Policy, please do not hesitate to contact us.

### **Absences**

Parents/carers are asked to contact school as soon as possible in the event of absence. Please telephone the school office after 8.30am, and the school office will then be able to give the absence an authorisation code.

If on the first day of absence we have heard nothing by 9.30 am we will follow up with a phone call in order to check the child is safe. A letter to the class teacher is only necessary if the absence is longer than one day.

### **Achievements**

We feel that praise and reward is a very important part of school life. We enjoy all achievements at High Beech, whether they are academic, musical, sporting or the celebration of tolerance, kindness and helpfulness.

Team points are awarded and your child will be placed in one of our four house teams: Spiders, Ladybirds, Centipedes and Grasshoppers. Once a week, during our Friday Sharing Assembly, we also celebrate success with achievement certificates.

**Lost Property** – All property must be named in indelible ink, or with sewn in labels. Please carefully name lunchboxes and drinking bottles or cups.

**Jewellery** – No bracelets, necklaces or rings should be worn because of the risk of injury to the wearer or to another child. We follow the Local Authority Health and Safety Advice on the wearing of earrings during physical education and swimming.

### **Lunch/Morning Break**

High Beech School is a recipient of a 'Healthy Schools award' and as part of this initiative all children are encouraged to eat healthy snacks and lunch.

Foundation/KS1 will be provided with a piece of fruit each break-time whilst KS2 are encouraged to bring in fruit from home to eat.

All lunch boxes should be named. Children's lunch boxes should provide a healthy balanced diet. No glass bottles or cans of fizzy drinks, other than carbonated mineral water are allowed.

## **Water**

Children should bring in their own named water bottles. The children may fill their drinking bottles from the classroom taps.

## **Uniform**

Please find below details of what children are expected to wear:

- Green V-neck knitted jumper/sweatshirt or cardigan with school logo
- White blouse/shirt or polo shirt with school logo
- Grey skirt/pinafore dress/trousers (no jogging bottoms)
- Grey tights or grey socks
- Black shoes (These should fasten securely for safety reasons. Open toes with high heels or sling backs are not appropriate for wearing in school. No trainers.)
- Girls must have hair tied back at all times with green or black hairband only.

## **Summer additions**

- Boys - grey shorts
- Girls - Green checked summer dress and white socks

All children will need PE and games clothing as follows:

- Black shorts
- Purple logo t shirt
- Black track-suit
- PE bag
- Black plimsolls/black trainers

## **Curriculum**

### **English**

English includes Literacy (reading and writing) as well as speaking and listening. Your child will have opportunities to work on all these skills. We ask for your support in reading with your child. You will

find a separate item about this within the prospectus. The children will be taught cursive writing that is neat and legible.

### **Maths**

We deliver the mathematics curriculum through the National Curriculum which concentrates on mental mathematical agility as a basis for all work. Your child will also have opportunities for investigative work. We follow the Inspire Maths Scheme based on Singapore Maths.

### **Information and Communication Technology**

The children are taught a progression of relevant computer skills, as well as using the computer as a tool within a range of other subjects.

### **Music**

Music appreciation and skills of composition and performance are taught across the school.

### **Art**

Children encounter a number of techniques and media throughout the school. These include painting and drawing in a variety of mediums, 3D work, textiles, printing and artist appraisal.

### **Science**

Our aim in science is to stimulate the children's curiosity through everyday situations with which they can identify and to develop a scientific way of thinking and working so that they can follow a line of enquiry. This is often developed through group work using part or whole investigations. All aspects of the National Curriculum are covered and revisited on a two year cycle.

### **Religious Education**

The children receive a broad and balanced religious education, learning about Christianity, Judaism, Islam and Hinduism. We have daily worship and work closely with the Church of Holy Innocents, High Beach, to extend a spiritual and moral message. We have visitors from churches of different denominations and visits from charity representatives. We teach tolerance and respect for the beliefs of others.

### **Design and Technology**

The children have many opportunities for designing and making items using a variety of media, textiles and control systems.

### **History and Geography**

We teach an understanding of the wider world and offer an insight into the past history of key western and international civilisations. It is important that children appreciate our local heritage and environment, and through a local study, history and geography are combined. We place great

importance on visitors into school and visits outside to enable pupils to experience outdoor learning and to stimulate interest.

Children in the Foundation Stage undertake Forest Schools learning to develop their self esteem, independence and motivation to learn in a safe outdoor environment.

### **Physical Education**

The children have physical education for two hours a week. They may be in the hall for gymnastics or dance, or in the playground for games.

A vital part of physical education at High Beech is swimming. Everyone, from Year 1 onwards, has a swimming lesson within a small group for a term each year.

### **Personal, Social and Health Education and Citizenship**

Aspects of these subjects include fitness, healthy diet, exercise, personal hygiene, keeping safe and social skills. The content is carefully planned and is age appropriate.

### **Sex and Relationships Education**

The curriculum, including topics on growth and the onset of puberty, is planned to be delivered in Key Stage 2. The work on puberty is presented to the children in the summer term of Year 5; work continues into Year 6 and includes sex and relationships education delivered by the school nurse.

### **Assessment**

Teachers carry out continuous assessments. The children are also tested formally at the end of each term. Results inform teachers' overall assessments.

### **Extra-Curricular Activities**

We offer a range of clubs. Some of these take place at lunchtime, others before and after school. Recent clubs include cooking, running, cycling, football and dance.

### **Reading outside school**

We know that parents enjoy reading with their children and at High Beech we ask that you do this each day, if possible, for about 10 minutes at a time.

It is a fact that children who read at home with parents and independently make better progress than those who read only at school. Reading means much more than simply decoding the writing on the page. It is an enjoyable and worthwhile experience to explore a text together.

Encourage your child to join the local library; allow your child to buy and own books and always show an active interest in his or her reading.

We send home a variety of books – some may be from a reading scheme, some from the school or class libraries. Reading these books is not a race. Reading skills and understanding are more important than the number of books completed.

At school we give reading the highest priority and regard reading development as a partnership between school and parents. This one-to-one input from you is of vital importance, particularly since the National Literacy Strategy now expects most class reading to take place in a guided group rather than on an individual basis.

### **Special Educational Needs**

At High Beech Primary School we are committed to offering an inclusive curriculum to ensure the best possible progress for all our pupils whatever their needs or abilities. We welcome all pupils including those with special educational needs and/or disabilities in accordance with the school's admissions policy.

The school is committed to the early identification of children who need particular support to allow them to access the curriculum and promote their developments and achievements.

The school adopts a graduated response to meeting special educational needs in line with the Code of Practice. The individual needs of children are met by the class teacher usually within the classroom. Children with particular areas of need receive additional help from a Learning Support Assistant (LSA) either individually or within a small group. Through regular progress review meetings and the use of provision mapping we ensure that our parents are well informed about the help we are giving their child at each stage.

A close partnership exists between the class teacher, Special Needs Co-ordinator (SENCO), the child, parents/carers and other external agencies (where necessary) to ensure that the child's needs are being met.

We are able to provide an environment which enables access for all pupils regardless of their need. Our Accessibility Plan and Disability Equality Scheme (in compliance with the Disability Discrimination Act) enable us to plan and provide optimum participation in the school community for current and prospective members of the school community with a disability.

### **Parent/Carer Consultation Evenings**

We have official parent/teacher consultations, three times a year. These give you the opportunity to receive feedback on your child's attainment, progress and any areas of concern. Dialogue with your child's teacher can also be established through reading records, which we ask you to read and sign on a regular basis. At the end of the academic year you will receive a full written report including specific targets that your child can undertake at home.

**Finally:**

All children are different.

They are unique,

they behave differently,

develop at different times and in different ways

and have different skills.

For their sake do not compare them with each other.

We look forward to working with you in a strong partnership and we are confident that, together, we can make your child's time at High Beech Church of England (V.C) Primary School a happy, rewarding and successful experience.