

**Orsett Church of England  
Voluntary Aided Primary School**



**School Prospectus  
2009 - 2010**

*With Jesus at our side, we can achieve our best*

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## ***WELCOME TO OUR SCHOOL***

### **Letter from the Headteacher**

Welcome to Orsett Primary School and thank you for showing an interest in our school!

At Orsett, we believe that every child is unique and special to all who work in the school and in the eyes of God. Every Child Matters at Orsett and education is about developing the needs of the whole child.

As well as teaching children the skills to read, write and do sums, education is about transforming children's lives, giving them the confidence and self-belief that will enable them to play an active role as a citizen in their community. But this alone is not enough. It is about giving children the skills to be independent, to take responsibility for their own learning, to ask questions to further their understanding of the world of which they are a part and to be lifelong learners.

Orsett School is a real community where the staff, governors, children, parents and the church work hard together, are greatly valued and welcomed in the school. There is a strong belief in the work of the school and in our children, who with the right support, will go on to achieve their full potential. And all this takes place in a loving, Christian environment demonstrated in our School Values, values that we believe Jesus himself showed when he lived on earth among us.

Orsett School is part of a collaboration with its neighbouring church school in Bulphan. This means that we can offer teaching of a high quality, committed staff, extra-curricular activities, an exciting curriculum and a range of opportunities that will really benefit our children. You might like to visit Bulphan's website - <http://www.bulphanprimary.thurrock.sch.uk/>

I hope that you will come and visit our school. If you have a child from 4 to 11 then please do get in touch any time of year. We are always very pleased to welcome new children and you can be assured that your child will be made to feel welcomed and valued in our happy and friendly community. Please contact Mrs Pritchard or Mrs Fox in the office to enquire about spaces and do come and visit us.

Blessings & God's Peace

**Revd I Bendrey**

## School Information

School Name	Orsett Church of England Voluntary Aided Primary School
Age Range	4-11
Address	School Lane, Orsett, Essex. RM16 3JR
Telephone	01375 891383
Fax	01375 892648
Email	<a href="mailto:headteacher@orsettprimary.thurrock.sch.uk">headteacher@orsettprimary.thurrock.sch.uk</a>
Web	<a href="http://www.orsettprimary.ik.org">www.orsettprimary.ik.org</a>
Chair of Governors	Mrs A Bray
Headteacher	Revd I Bendrey
School Office	Mrs J Pritchard; Mrs L Fox

School Times	Foundation	Key Stage1 & 2
Morning session	8:45 - 12:00	8:45 - 12:00
Afternoon session	1:00 - 3:10	1:00 - 3:15

### Values

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all pupils.

We encourage all members of the school to

- Develop high self esteem;
- Recognise that they have a responsibility to develop and use to the full, the talents which God has given to them;
- Respect and care for others according to Jesus' teaching that we should love our neighbours as we love ourselves.

These principles underpin the way in which we deliver the national curriculum and care for the school community.



## SCHOOL GOVERNORS

Each School has a governing body constituted in accordance with its Instrument of Government, which is responsible for the school and on which the Church, Local Authority, parents and teachers will be represented.

The Chair of Governors of this school is:

**Mrs Amanda Bray** who can be contacted through the school office

Mrs A Bray	Foundation Governor	Chair
Mrs K Collier	Foundation Governor	Vice Chair
Mrs A Symons	Foundation Governor	
Mrs D Barrick-Keith	Foundation Governor	
Mrs G Grieg	Foundation Governor	
Revd E Hanson	Foundation Governor	
Mrs J Wilkins	LEA Representative	
Mrs Y Still	Foundation Governor	
Mrs K Edwards	Parent Governor	
Miss J Schofield	Teacher Governor	
Mrs S Page	Staff Governor	
Revd I Bendrey	Headteacher	
Mr M Smith	Associate Governor (Deputy Headteacher)	
Mr M Jackson	Associate Governor	

### Collaboration

Since January 2009, Orsett Church of England Primary School has been in collaboration with Bulphan Church of England Primary School in the neighbouring village. The 2 schools share a Headteacher and Deputy Headteacher and some staff work across both schools in a range of ways.

### Church Links

## ADMISSION ARRANGEMENTS

It is the policy of the governors to try to admit the children of all parents who opt for their children to be educated at this school. It should be noted, that our number intended to admit is a maximum of 30 each year group. Therefore living in Orsett Parish no longer guarantees a place at the school for your child. However, applications from children living in the ecclesiastical parish of Orsett will be considered first.

Parents wishing their children to attend the school should apply to the Governing Body via Thurrock LA by completing the Thurrock Co-ordinated Admissions Application taking care to ensure the sections relevant to Orsett School are fully completed.

Completed application forms should be returned as follows:-

Reception children	Direct to Thurrock LA.
All other year groups	Returned to school.

In the event of more applications being received, than there are places available and particularly with regard to requests from outside the area normally served by the school, the governors will allocate places in the following criteria in order of priority: -

### CHILDREN LIVING IN THE PARISH OF ST GILES AND ALL SAINTS, ORSETT

1. Whether the parents are regularly involved in the work and worship of the parish church of St Giles and All Saints.
2. Whether the parents are regularly involved in the work and worship of another Anglican Church (Priority will be given to churches in the Deanery of Thurrock).
3. Whether the parents are active members of a non-Anglican Christian denomination Church, (Priority will be given to churches within the area, which corresponds to the Thurrock Deanery).
4. Whether the child has any siblings at the school at the date of admission.
5. Whether the parents, although worshipping in another faith, wish their child to attend a Christian school because of its specifically religious emphasis.
6. Children living closest to the school by straight line measurement.

### CHILDREN NOT LIVING IN THE PARISH OF ORSETT

1. Whether the parents are regularly involved in the work and worship of the parish church of St Giles and All Saints.
2. Whether the parents are regularly involved in the work and worship of another Anglican Church (Priority will be given to churches in the Deanery of Thurrock)
3. Whether the parents are active members of a non-Anglican Christian denomination Church, (Priority will be given to churches within the area, which corresponds to the Thurrock Deanery).
4. Whether the child has any siblings at the school at the date of admission.
5. Whether the parents, although worshipping in another faith, wish their child to attend a Christian school because of its specifically religious emphasis.

6. Children living closest to the school by straight line measurement.

**Please note the following:-**

- Children in public care will be considered first above all categories
- Children with statements of Special Educational Needs are allocated school places overriding all other categories of priority.
- The Governors reserve the right to admit children for special social, medical or pastoral reasons supported by relevant evidence.
- Priority will be given to children with siblings in the school at the date of admission within each category.
- A map of the Parish of St Giles and All Saints is held in the School.
- The Governors will take up the references on the application form, particularly in relation to religious involvement. Regular/active involvement in the work and worship of a church should be at least on a monthly basis. With regard to families having recently moved into the area a reference from their previous church will be taken into consideration.
- In the event of two children being of equal merit for admission to the school according to the established criteria, the distance from home to school measured on a straight line basis, will be used, with the closest to the school gaining priority.
- The Governors reserve the right to check information given. If it is discovered that false information has been provided for the purpose of obtaining a place, the offer of a place may be withdrawn.
- All applications must be made by the 8th of February preceding the academic year in which the child is to start school, (or any other date in line with the LA).
- If your circumstances change after your application has been submitted please notify the school.

Parents will appreciate that if a school is over-subscribed it will not always be possible to offer a place in their first choice of school. In the event of more applications than spaces available, unsuccessful applicants will be kept on a waiting list at their parents' request. Many parents will wish to make alternative and definite arrangements for their children. The 1980 Education Act does, however, give the parents the right to appeal against the decisions of the Governors regarding admissions. Parents wishing to appeal should notify the Local Authority within 14 days of receiving the decision of the Governing Body by writing to them at the following address

**Thurrock Council, Civic Office, New Road, Grays RM17 6GF**

## ATTENDANCE & PUNCTUALITY

It is extremely important that children attend school on a daily basis, otherwise academic progress can be affected. The school therefore takes any absence from school seriously. If your child is going to be absent you **MUST** contact the school before 9:00am. Parents are contacted on day 1 of any absence if no phone call is received. On the child's return to school, the parent/carer should send, in writing, the reason for the child's absence. **If we receive no written explanation for the absence it will be deemed unauthorized.**

Punctuality is also very important. A bell is rung at 8:55 when children are taken into class. Any child arriving late must report to the office and sign in. A reason for the lateness is required. Persistent lateness will be reported to the school's Education Welfare Officer.

To encourage good attendance & punctuality children with 100% attendance and who are punctual receive a certificate at the end of each term. Children who have 100% attendance and punctuality for the whole year will be entered into a draw and those names pulled out will receive a prize.

Each week, attendance figures are produced for each class. At the end of each term, every child in the class with the best attendance will receive a small prize.

The school will ask the Education Welfare Officer to investigate any regular absence or any sustained period of absence.

## HOLIDAYS IN TERM TIME

Governors expect parents to take children on holiday during the holiday periods. Although the law allows parents 10 days in any one year, it is at the discretion of the Head teacher whether or not to authorise the absence.

Only in exceptional circumstances, and only then if attendance is above 95% will the Head teacher consider authorizing a term time holiday. The criteria for approving holidays are contained in the Attendance policy available from the school.

## SCHOOL MEALS AND SNACKS

- ◆ At lunchtime the school provides hot meals. The cost of these is £1.60 per day, payable on a Monday. Cheques should be made payable to "Thurrock Council".
- ◆ If your child has special dietary needs, please call into the office to discuss this with the Head teacher.
- ◆ Free school meals are available and recipients are not identified. If you feel that you are entitled to free school meals, please collect the appropriate forms from the office, or apply directly to Thurrock Council.
- ◆ Children may bring a packed lunch if they wish. No fizzy drinks or glass bottles are allowed. A small flask is acceptable, as are cartons of drink. We ask that you do not send in chocolate biscuits as we are trying to promote fresh fruit and veg as a more healthy diet.

- ◆ During morning break only fresh or dried fruit and veg are allowed. Key stage one children receive a free piece of fresh fruit or veg every day as part of the Government's '5 a day scheme'.
- ◆ Milk is available and this is ordered from the office termly.
- ◆ Children are not allowed to bring in nuts as a snack or for their lunch

## **CHARGING AND REMISSIONS POLICY**

The full version of the school's policy on charging for school activities is available in the school office, but broadly speaking the school reserve the right to make a charge for the board and lodging element of residential activities taking place in school hours, the full cost to each pupil of optional extra activities taking place outside school hours, the cost of providing instrument tuition not part of the normal LA peripatetic provision and, in some circumstances, the cost of materials and ingredients for CDT, Science, and Art/Craft

During the year the children take part in regular swimming lessons and we like to make educational visits connected with class project work. The value of these educational activities cannot be over estimated. It is clearly necessary to ask on these occasions for voluntary contributions as funds do not exist to cover them, and parents are notified of a suggested voluntary contribution, which will make them financially viable. There is no obligation to contribute and no pupil is ever omitted from the activity, but it is necessary to have a substantial voluntary parental contribution in order for these activities to take place.

The full version of the school's remission policy is available in the school office, but in summary parents in receipt of income support or certain other benefits are entitled to the remission of the board and lodging cost of most residential activities. Additionally, charges may be remitted in any case where the Head teacher and the Chair of the governing Body (having regard to a child's family circumstances) consider the child to be in special need. Parents who believe they may qualify for remission on either basis should contact the Head teacher in confidence.

## ACCIDENTS

If a child suffers an accident at school, one or other of the members of staff who hold a first aid qualification gives first aid. All head injuries, however minor, are reported verbally to the parent as soon as possible. For other minor injuries parents are contacted only if it is thought to be necessary. In the event of a serious accident parents will be informed as quickly as possible at their home or work address. **Please make sure that you keep the school informed of any change of address, telephone number, place of work, hours of work and work telephone. A local grandparent or neighbour's number would also be of help.**

## MEDICATION

There is no legal duty which requires school staff to administer medication. This is purely a voluntary role. Bulphan School has decided that with written parental permission medicines can be stored in the office and administered as per your instruction. The relevant form is available from the school office. If you need advice concerning medication please speak to the Office Manager. Under **NO** circumstances should medicine/tablets/cream be given to self administer.

## UNWELL CHILDREN

In accordance with recommendations from the Health Protection Agency children who have suffered with vomiting or diarrhoea **MUST NOT** return to school for 48 hours since the last episode of vomiting or diarrhoea.

If you would like to read this guidance refer to: [www.hpa.org.uk/infections/topics\\_az/schools/](http://www.hpa.org.uk/infections/topics_az/schools/) or there is a poster on display in the school office.

## SCHOOL UNIFORM

Children are encouraged to wear the correct school uniform and this is monitored by staff on a regular basis. The complete list of uniform is in Appendix A at the back of this prospectus.

We would make a strong plea for all items of clothing and belongings **TO BE CLEARLY MARKED WITH THE CHILD'S NAME**. Our collection of lost property would be much easier to return if it were named!

## PARKING

We appreciate that parking at the school is a problem particularly during the busy periods, i.e. 8.15am --8.45am and 3.10pm - 3.30pm. We would ask that in the interests of safety, parents and carers do not park or stop to drop off / pick up outside the school gates. Please do not park on the yellow lines as this causes danger for pedestrians. Parents are *not* permitted to park on the school premises.

Our travel committee have arranged for a limited number of passes to the Hospital Car Park, application forms are available from the school office and the issue of passes is based on a strict set of criteria. Passes are issued on a rota basis.

The school now operates a walking bus 2 mornings a week from the Church Centre. We do hope to increase the number of days. Please talk to the school office if you are interested.

## MOBILE PHONES

Mobile phones are not allowed in school or on school visits. Phones will be confiscated and can be collected from the school office at the end of the day.

## VOLUNTEERS

The school is always pleased to welcome visitors into school. If you feel that you can spare a few hours to listen to children read, assist on school journeys or help out with other activities please let your child's classteacher know..

## The School Curriculum

At Orsett School we believe young children need experiences which encourage all aspects of development: emotional, social, physical and intellectual and that the adults who share this responsibility - parents, teachers and teaching assistants must work together in partnership, recognising the equal but different strengths which each gives to the child.

Our curriculum balances knowledge, content, processes, attitudes and skills. We want children to gain confidence in them-selves and establish the foundations for learning how to learn. Learning takes place everywhere and throughout all activities, covering the eight essential areas of experience: Aesthetic and Creative, Language and Literacy, Mathematical, Personal, Human and Social, Physical, Scientific, Spiritual and Moral. These broad headings relate to the subjects of the National Curriculum.

Religious Education is a core part of the curriculum at Orsett School. Worship is seen as an integral element in the life of all that live and work within Orsett Church of England Primary School. We come together daily in order to express our thanks to God for our lives and our learning. We place emphasis on respecting all peoples, be they fellow Christians, peoples of other faiths or people who have no religious faith. Our aim is to be inclusive of all beliefs. **A Family Assembly is held on Friday afternoons at 2.15pm where families and friends are welcome to join us.** Parents have a legal right to request that their children do not participate in RE lessons and or worship. If you wish to exercise this right please contact the Headteacher.

### Literacy

We teach Literacy every day following the National Literacy Strategy for the teaching of English. Children working as a whole class, in small groups, or as individuals. The literacy lessons will usually have a reading or a writing focus and opportunities are given for the children to carry out some extended writing.

Word and sentence level work is undertaken during lessons and this encourages word recognition, spelling knowledge, grammatical awareness, correct sentence construction and use of punctuation.

The final ten minutes is called the Plenary Session and enables the children to reflect upon, and explain what they have learned or to revise and practise new skills acquired in an earlier part of the lesson.

Other aspects of the English Curriculum, e.g. handwriting, individual reading and spelling, may take place at other times during the day and obviously there are many cross-curricular links when children will be using language skills in other curriculum areas.

### Numeracy

Numeracy is also taught every day. During the numeracy lesson the children will focus on different aspects of mathematics for varying lengths of time.

For the first ten to fifteen minutes there will be a session concentrating on aspects of mental mathematical skills. Children are encouraged to develop these skills in a variety of ways, including games, paired work and individual responses using show cards or number fans.

There are periods of whole class teaching, group work, paired work and working independently. A lot of problem solving is used to stimulate interest in the teaching of Maths.

### **Other subjects**

Throughout the week children will undertake learning in a range of subjects very often linked to topics. Each term, teacher's will send home a summary of what the children will be covering that term.

## **The Curriculum at Foundation Year & Key Stage 1:**

### ***Reception Year - Year 2***

For some of their day the children will be grouped as a whole class, at other times they will be working in a smaller unit or as an individual. The grouping depends upon the task in hand. Some of these activities will be teacher led but we also believe it is essential to encourage children to follow their own interests and become really absorbed in their activities. We provide opportunities for children to make choices which widen their experience and encourages them to show initiative by choosing an activity where they can work undisturbed, either alone or collaboratively for a reasonable length of time. Children also need to be taught how to look after equipment and their own belongings, how to prepare for activities and how to put things away tidily afterwards, in order to foster independence and responsibility. We hope, in this way to encourage even the very youngest children to become independent and autonomous human beings.

The pace of each day varies so that as well as very active periods, there are also quiet times when children can pursue their own thoughts, listen to music or enjoy a story. The class teacher will spend a large part of each day observing and assessing children in order to ensure that specific skills and areas of knowledge have been acquired and to decide what areas of learning now need to be investigated. Within this process, information on your child needs to be gathered before they start school. For this reason we ask that you provide us with details on pre-school education, medical history, what things he/she can do independently and activities she/he enjoys, all of which helps us to build up a pre-school profile of your child.

Once your child has begun at Orsett School then detailed records of their achievements are kept by the teacher which culminates in the writing of their end of year report that you will receive in July each year.

## The Curriculum at Key Stage 2:

### Years 3 to 6

Teachers of children at this stage will be continuing to provide a broad and balanced curriculum as identified earlier. It will be differentiated and match each child's stage of development and will include all subjects within the national curriculum plus religious education.

Both English and Mathematics are delivered through the National Literacy and National Numeracy Strategies. These provide an excellent focus for a daily-dedicated lesson in each subject and follow closely the guidelines issued by the Department for Education and Employment.

We will ensure continuity and progression of learning by effective use of records of achievement and building on previous experiences.

We will continually assess children's achievements using our professional judgement and specific tasks where appropriate.

We will use our assessments to plan for the next stage of development and ensure that suitable learning tasks are provided.

We will provide learning activities which are interesting, challenging and which use an investigative approach whenever appropriate.

We will encourage children to take responsibility for decisions about their own lives through teaching and discussion about issues in order to help them make informed choices.

We value learning which takes place outside the classroom environment and to this end we actively initiate visits and school journeys which enable children to learn about the real world.

In their final year at Orsett School, time is given to preparing the children for the challenges ahead of them in their respective secondary schools. This will involve them looking closely at and identifying how their learning will be different and to be positive about their future.

They follow transition units of work which will be continued on into Year 7.

## Helping your Child at Key Stage 1:

### Reception Year - Year 2

There are many ways in which parents can continue to develop their young child's learning in partnership with school.

*Here are a few ideas:*

#### Reading

We use a diary system as part of our approach to teaching reading. In this book the teacher and the parent can communicate about the child's progress in reading. The child is also free to comment about the book they are reading. A blue school book bag may be purchased from the school uniform provider in order to ensure that the reading books and diary are kept in good condition.

A meeting will be held when your child starts school to explain our Literacy and Numeracy policies.

*Ways to help your child when reading include:*

- ◆ Sharing a book every day. Try to find a time when both you and your child are comfortable, this may not always be at bedtime.
- ◆ Memorising words is all part of the process of learning to read. Illustrations in books are very useful and an important part of the story.
- ◆ You can also help by joining the children's library. Buying books as presents, and perhaps most importantly, letting your child see you enjoy reading.

#### Mathematics

Teachers are often asked by parents how they can help their young child acquire maths concepts at home.

*Here are a few ideas:*

- ◆ Play counting games whenever possible, e.g. going up and down stairs, paving stones, cars etc.
- ◆ Guess 'how many' then check.
- ◆ Point out 'special' times on the clock, e.g. bedtime, school time, etc.
- ◆ Help your child to learn his/her birthday, address, telephone number.
- ◆ Let your child sort change in your purse/pocket then help them count it.
- ◆ Give opportunities for other sorting e.g. buttons, cutlery, match up pairs of shoes, gloves.
- ◆ Play games using numbers, colours, counting, pairs e.g. snap, lotto, dominoes, etc.
- ◆ Draw the child's attention to all numbers around them, e.g. on houses, buses, prices.

#### Science

Encourage your child to look at, and be curious about the world around them, to ask questions - how? why? what if? Whether in your own home, out and about in the local environment or even further afield.

At some point in the term your child will bring home an outline of the work that is to be covered in the classroom. You may then wish to:

Visit your local library together to look for appropriate books.

Send into school any requested items e.g. a special toy, artefact.

Respond to any questions/questionnaires that may come home from the class.

Complete any tasks related to the topic that your child might be asked to do at home.

I do hope that you will find this information useful. Remember that young children need the variety and stimulus that a home and family environment can offer. A walk in the woods or visit to a farm offers them as much, if not more, than sitting at the table completing a page of sums! Please encourage and praise your child for his/her efforts in all activities.

## **Your partnership with your child at Key Stage 2:**

### **Years 3 - 6**

The positive partnership established at Key Stage 1 should be continued and with the increased monitoring of your child, their natural inquisitive natures would enable you, our parents, to fully participate in this learning process.

In all stages of your child's developing education we will provide work to be completed at home, often in conjunction with parents. This work will enhance the learning process taking place within your child's classroom. It will also help provide an important focus for those parents who wish to become, in some way, more involved in their child's education and learning.

We have recently introduced a Home/School Agreement document, which helps teachers, parents and children feel they are working together in providing the very best experience of learning within school life.

Thinking is both a spontaneous and structured activity where families, the environment they live within and our school all play a part in the learning process.

Your child has an innate ability to be a whole human being capable in many ways of being a communicative, confident, concerned, compassionate, companionable, conscientious, considerate, composed, conciliatory and convivial person.

We at the school will work towards each and every child achieving in the widest variety of ways.

Time spent with your children is time well spent. They are our future and to this end we will endeavour to enable each and every child to strive towards their true potential. For this we need, and desire, your partnership throughout their schooling.

## **Sex and Relationships Education**

After careful consideration the Governors of Orsett School have decided that we should offer a programme of sex education. It will be appropriate to the pupil's age and experience and will be presented within a moral, family-orientated Christian framework. This policy can be viewed at school.

## **COMPLAINTS PROCEDURE**

### **General Complaints**

Because of our emphasis on partnership we hope that all problems concerning any child will be dealt with speedily by informal means. The first person to consult would be the class teacher, then the Head teacher and then the Governing Body and / or the L.A. The Diocese deals with complaints against the Worship in the school.

### **Curriculum Complaints**

Complaints against the curriculum offered by the school are dealt with by a specific procedure laid down in the Education Reform Act 1988. Details of this procedure are available from the school office.