

# Giffards Primary School/

## Prospectus



**Giffards Primary School continues to be a good school**

*The pupils at Giffards Primary School are walking, talking examples of the school's values, particularly being caring and respectful. They build warm, supportive relationships with staff*

*Ofsted March 2022*

**GIFFARDS PRIMARY SCHOOL**

Queen Elizabeth Drive  
Corringham  
Stanford Le Hope  
Essex  
SS17 7TG

**Status**

Primary Academy

**Telephone**

01375 672138

**Headteacher**

Mrs Nicky Haslam-Davis

**Chair of Governors**

Mr Dave Stubbings

**Website**

[www.giffardsprimary.thurrock.sch.uk](http://www.giffardsprimary.thurrock.sch.uk)

**Twitter**

@giffardsprimary

Dear Parents and Carers,

## *Giffards Primary School continues to be a GOOD school*

*Ofsted March 2022*

*Choosing a school for your son or daughter is likely to be one of the most important decisions that any parent makes. Many factors need to be considered, such as the standard of teaching, the academic standing of the school, the range of subjects taught, the standard of discipline and the general ethos of the school.*

*Our school motto is 'Valuing everyone as learners'*

*Our shared vision includes recognising that each child is an individual and as such is unique. We work closely as a team: striving to attain the highest possible outcomes for all our children, where inclusion of all learners is a central goal.*

*We seek to provide all our learners with the best possible start to life and we will work with the necessary support services wherever possible. As a school we embrace the principles of 'Every Child Matters' and these principles guide all we do.*

*We aim to provide a stimulating, secure and caring environment, where high standards of behaviour, mutual respect and academic achievement are paramount. We try to ensure that all our children leave school with a positive disposition for learning so that they will become lifelong learners. We also maintain a broad and balanced curriculum and we are always keen to enrich this curriculum further.*

*To do this we will develop the potential of all our staff by providing high quality training for teaching and all support staff. We are committed to working together and through wider networks to learn from each other and share best practice.*

*This prospectus is intended to provide parents or carers and prospective parents/carers with useful information about our school and how it works. If you would like to apply for a place for your child at Giffards, please contact the school office or to make an appointment to look around.*

*We hope that this booklet will be useful to you and that the information given will aid the smooth entry of children into the school. Please remember that the teachers and teaching assistants will gladly give advice on issues such as general welfare and please feel free to come in to talk to us if the need arises.*

*Yours sincerely  
Mrs N. Haslam-Davis  
Headteacher*



## Values Aims & Ethos

**Our school is committed to helping every child to achieve their potential.**  
We want success and good progress for all children.

*"Valuing everyone as learners"*

**Giffards Primary School in keeping with its shared vision of 'valuing everyone as learners' aims;**

- To ensure that high quality teaching and learning is delivered consistently across the whole school
- To raise standards by ensuring that each pupil has appropriate academic challenge and support, continuity and progression
- To ensure that each and every learner is given the maximum opportunity to develop to their full potential regardless of gender, ethnicity or social group
- To facilitate learners acquisition of knowledge, skills and qualities which will help them to develop intellectually, emotionally, socially, physically and morally
- To enable all learners to become independent, responsible, confident and considerate members of their community and society in general
- To create and maintain an exciting and stimulating learning environment in classrooms and around school

## Core Values and Aims

**A core value is a central belief clearly understood and shared by every member of the school community.**

Our core values arose out of discussion with pupils and other members of the school community, they reflect what we believe to be important about people, about how communities work well and about how we learn and develop knowledge. Our Values inform and shape how Giffards Primary School is organised, how we expect people to relate to each other in school, as well as the content and processes of teaching and learning. Our Core Values focus on the way we work, behave and treat all members of the school community, we recognise their value in developing strong communities. The values form the basis for how we develop strong and positive relationships within the school and in its wider community.

**We believe in perseverance, thoughtfulness, cooperation, respect, caring and responsibility.**

These core values are displayed prominently and referred to regularly in class, lessons and assemblies.

## Life-long Learning

A life-long learner is someone who can, and does, keep learning effectively throughout their life. Our aim is to develop successful learners who are keen, confident and able to pursue their own education and development. In order to do this, we teach the pupils the 5 Rs of learning: **resourcefulness, reflectiveness, responsibility, readiness and resilience.**

## OUR ENVIRONMENT

### GIFFARDS PRIMARY SCHOOL GROUNDS



Giffards Primary School began as an Infant and Junior School in 1958. We became a Primary School in 2005 and an academy on April 1<sup>st</sup> 2014.

We are fortunate to be surrounded by huge playing fields and four large playgrounds with shaded seating areas in both key stages.

The Foundation Stage also has their own play area, offering all children a sense of security and space in which to play and develop their creativity.

## **STRUCTURE OF GIFFARDS PRIMARY SCHOOL**

Giffards Primary School is organised as follows:

Foundation Stage	children 4+
KS1/Lower School	children 5 - 7 years, Years 1 and 2
KS2/Upper School	children 7 - 11 years. Years 3 to 6.

## **ADMISSION ARRANGEMENTS**

All our school admissions are managed by Thurrock Local Authority and we operate under their strict admissions policy. The admission of all children, including those with disabilities will be managed in accordance with this policy which can be found at [www.thurrock.gov.uk](http://www.thurrock.gov.uk). Applications for admission to this school must be made to Thurrock Council online via your My Thurrock account - if you do not already have an account please follow this link to create one <https://services.thurrock.gov.uk/>

All children are admitted to the school's Reception classes full time from the September following their fourth birthday. There is a careful induction programme for children when they start school, with a phased introduction to full days during September. Experience has shown this leads to a more settled, happier start to school life.

## **INDUCTION / PRE SCHOOL VISITS**

There is a comprehensive induction programme for new entrants which help the children to feel confident about starting school. During this time the children have an opportunity to come to our book and toy library. This is held in the KS1 dining hall between 2.00-2.45pm during the latter half of the Summer Term.

Children also have the opportunity to spend time in the classroom with their parents experiencing some of the exciting activities which are in store for them as well as joining their new class teacher in the classroom for a story. During this time there are also meetings for parents to explain the process in more detail.

## **PUBLIC ACCESS TO DOCUMENTS**

School policies and procedures are all available for you to see on request from the Headteacher (please note that some of them are under review.)



## **THE SCHOOL DAY**

The school is open from Monday to Friday at the following times:

Morning Session	8.55am	to	12 noon
Afternoon Session	1.00 pm	to	3.00pm KS1
	1.00pm	to	3.10pm KS2

The number of hours spent teaching during the normal school week, including Religious Education but excluding Collective Worship, Assembly and Registration, amounts to 21 hours 40 minutes for KS1 and 22 hours 30 minutes for KS2.

School starts at 8.55am. The children are allowed into school from 8.40am when teachers are in attendance.

All children arriving after 8.55am should be taken to the school office situated in KS2. If your child is late and requires a school dinner, this will need to be ordered at the office by 9.30am.

Children should NOT arrive at school before 8.40am unless by prior arrangement.

Please ensure that children in KS2 are made aware that when they leave school at the end of the school day, if the adult who was due to meet them is not there, they must go back in and report to the office.

## **Breakfast Club**

We run an Early Birds Breakfast Club from 7.30am until 8.50am in term time only on days when the school is open to pupils. All pupils from Reception through to Year 6 are welcome. There is a daily charge. Payment for this can be made online via our secure online payment system.

## **PLAYTIMES**

Each key stage has access to their own well-equipped play area. Foundation Stage do not have a set playtime as play is incorporated into their daily curriculum.

### **KS1**

Playtime is from 10.25-10.40. Fruit is provided as a snack, milk is available at a charge arranged through Cool Milk.

Details are available from the school office.

### **KS2**

Playtime is from 10.25am to 10.40am.



## **LUNCHTIMES**



Lunchtime is from 12.00pm to 1.00pm. Children may stay for a school dinner or bring a packed lunch.

Since September 2014 all KS1 pupils have been entitled to a school meal at no charge. School dinners are ordered daily and at KS2 payable in advance each Monday. Payment for dinners can be made via our secure online payment system or in person via debit/credit card. A credit is given for any absence.

## **PLAY LEADERS**

All Year 6 children choose an area of responsibility such as library assistant, lunch club assistant and 'Play Leaders', these jobs are carried out as part of lunch time. Their roles have proven to be incredibly successful giving them a sense of worth and are a practical way of instilling in the pupils the importance of good behaviour, responsibility and work.

## **ATTENDANCE**

Full attendance is essential to your child's success at school. If they are not here, they cannot be taught and it makes it extremely difficult for them to catch up with their classmates when they do return.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence a year will actually be spending more time at home than at school in that year and will only attain 94.7% attendance. 10 days absence means a child misses 50 hours of education.

If your child needs to visit the dentist or similar, you should try to get an appointment out of school hours. If this is not possible and you need to collect your child, you need to make sure that in all cases the child must be collected by a parent or, if this is impossible, an adult representative of the parent who is known to the child.

## **INFORMING SCHOOL OF AN ABSENCE**

If a child is absent at any time it is essential that you let us know the reason by 'phone, or by calling in. We operate a 'First Day Contact' system to check on a child's whereabouts if they are absent from school without notification. We have an answer phone with 24 hour availability enabling parents to leave a message at any time or you can email the school office on [office@giffardsprimary.thurrock.sch.uk](mailto:office@giffardsprimary.thurrock.sch.uk)



## **HOLIDAYS**

The Education (Pupil Regulation) (England) (Amendment) regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are **exceptional circumstances relating to the application**.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence a year will actually be spending more time at home than at school in that year and will only attain 94.7% attendance. 10 days absence means a child misses 50 hours of education.

The current law does not give any entitlement to parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. If you do wish to apply for a leave of absence, forms can be obtained from the school office and these need to be submitted for processing at least 4 weeks before the period of absence.

If the absence is not authorised and the leave is taken, the case may be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

The school wishes to stress that there is **no** automatic right to leave of absence during term time.

## **MEDICATION**

Teachers' professional associations have advised that school staff must not administer medication to children except in emergency cases where permanent medication is normal, i.e. diabetes, asthma or epilepsy. The school requests that where possible, parents arrange medication before school and after school. There are obvious dangers if medicines are bought into school by children and this is not allowed.

If it is not possible parents may leave medication with the admin team by prior arrangement. Please note though that the school staff cannot be held responsible for reminding the children to take their medication and may, at any time, refuse to administer medication.

## **SCHOOL UNIFORM**

We encourage all children to wear our uniform, which must be clearly named. This will aid items to be returned to their owners. **School cannot be held responsible for loss of clothing, shoes or other personal items.**

Uniformwise, Urban Uniform and My Clothing can supply all of your child's uniform needs, including good quality cardigans and jumpers as well as polo and PE shirts with the school logo on.

Uniformwise can be contacted on 01375 644744 or visited at their shop at 28-30 High Street, Stanford-le-hope. SS17 0HQ. Urban Uniform can be contacted on 01375 767997 or visited at their shop at 13 Lampits Hill, Corringham SS17 9AA

You can shop online at [www.uniformwise.co.uk](http://www.uniformwise.co.uk) or [www.urbanuniform.co.uk](http://www.urbanuniform.co.uk) or [www.myclothing.com](http://www.myclothing.com)

### **Winter Uniform**

Grey skirt/trousers/pinafore dress,

Charcoal grey jumpers and cardigans with school logo

Grey socks for boys & white for girls

Grey/black/white tights

Shoes flat black (no flashing lights or trainers allowed)

In EYFS/FS - plain white polo shirt preferably with logo on with square collar ONLY

In KS1 and KS2 - plain white cotton shirt with square collars (no blouses)

Ties for Yr 1 upwards - Yrs 1-3 elasticated short ties, Yrs 4-6 full length normal ties

**No boots, including Ugg boots, or trainers allowed** - if children wear them to school they will have to change into plimsolls whilst in school.

### **Summer Uniform**

Dress Pale yellow & white gingham, charcoal grey cardigan

Shorts Grey

Shoes White sandals or flat black shoes

Socks White with summer dress or grey

Summer hats/caps Plain with no writing, only logo allowed is school logo

## **P.E**

White top

Black or white shorts

Tracksuit for colder weather

Plimsolls/trainers - black slip-on plimsolls for PE inside across the school, pupils are encouraged to wear trainers for outside PE lessons. No trainers are allowed for indoor PE as these can cause damage to the flooring in the halls.

'Tram lines', hair products and hair gel are not part of our school uniform. We ask parents/carers not to apply such products to children's hair prior to school.

Plain black, grey or gold headbands and bows are acceptable.

No jewellery or camera watches apart from a small wrist watch allowed and small stud earrings that must be able to be removed for PE.

Please do not hesitate to contact us if you require clarification.

## **VALUABLES**

Neither the school nor teachers have responsibility for looking after valuable items or money that belongs to children. If it has been agreed that a valuable item has to be brought to school we ask that it is kept in the school office.

Please note that mobile phones/smart watches are NOT routinely allowed in school and the school takes NO responsibility for the loss or damage of any mobile phone/smart watch that is brought in. If under exceptional circumstances your child needs to bring a phone in/smart watch, it must be handed to their class teacher and collected from them at the end of the day. All phones/watches must be switched off during the day.

## **HEALTH AND SAFETY**

Health and Safety issues are always of paramount importance and safety aspects concerning children, parents and employees are always a prime consideration.

**We would ask all parents to respect the following:**

- No dogs on the premises - If you meet your child with your dog, please wait at the outside gates. Guide dogs and assistance dogs being the exception.
- No smoking on the premises - This is in line with the law and does include E-cigarettes.
- Out of hours - the school is not a public right of way and is out of bounds after school. Please do not send children to play on the school field.
- Jewellery - Children are allowed to wear small sleepers or studs in their ears if earrings are unable to be removed. These have to be covered by micropore tape supplied from home, during P.E. No other jewellery is permitted.
- Emergency Access - To ensure the safety of the children all school gates are locked by 9.15am with the exception of the main pedestrian gate, which can be accessed via an electronic opening from the main admin office. Please check notices on relevant gates for actual times. There are also gates blocking off the car park and the pedestrian walkway between the KS1

and KS2 buildings. These gates must always be kept clear as they are part of the designated emergency vehicle and access route.

### **PASTORAL CARE**

*Pupils behave well. Children in the early years want to have a go at tasks and are resilient when making mistakes. Pupils focus well and support each other in lessons and at break times and lunchtimes. Many pupils spoke positively about their friendships and the enjoyable activities they can access in school to socialise with peers. Leaders support staff to organise thoughtful provision for any pupil needing extra help to follow the school rules. Ofsted March 2022*

Our school is a community in which behaviour is based on mutual respect and consideration for others. We value and welcome the support of parents and recognise the importance of working in partnership. If you would like to talk to any member of the Inclusion Team regarding your child, then please come along to our 'Parent Drop In' which is held every Wednesday from 9.00am-10.00am and Thursday from 2.00pm-3pm via the KS2 Office entrance

### **CHILD PROTECTION STATEMENT/POLICY ADVICE**

Giffards Primary School fully recognises and takes seriously its responsibility to protect and safeguard the welfare of children and young adults in its care.

Our policy applies to all staff, governors and volunteers working in the school. There are three main elements to our policy:

- Prevention of abuse through the safer recruitment of staff, creation of a positive school atmosphere and the teaching and pastoral support offered to pupils
- Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns
- Support to pupils who may have been abused

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse

We believe everyone has a responsibility to protect children from harm. School staff are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies.

We have a Designated Child Protection Leader who has been specially trained to listen to concerns and act on them as necessary.

Unless satisfied that a child has not been harmed or is not at risk of being harmed, the school must relay their concerns immediately to the social work service and/or the police. Social workers and the police will determine when and how the child's parents/carers and other services are to be informed of the concerns.

If you wish to see a copy of our Child Protection Policy, or any other policies, please contact the main office.

To promote good behaviour and self-esteem in our children we praise good work and encourage positive attitudes. Children are able to earn leaves and flowers to place on our Achievement Trees.



To further encourage positive self-esteem, special celebration assemblies are held weekly where children receive certificates for good work and achievements.

The standards of behaviour expected are based on mutual respect, consideration for others and Health and Safety requirements.

The support of parents is crucial in establishing what is and what not acceptable behaviour is. If a child displays persistent anti-social behaviour a consultation is arranged between parents, teacher and Headteacher so that an attempt can be made to rectify the matter.

We have a Learning Mentor in school who works closely with children and is available to discuss issues with parents and carers and offer support and guidance. Wherever necessary we will try to enter into a written agreement with parents and pupils so that it is clear what is expected. We expect that all pupils show consideration and respect to all members of our school community, that includes all pupils and adults.

Bullying of any description will not be tolerated. We do not want pupils to be bullies or to be bullied. It is essential that where parents have concerns that their child might be one or the other, that they tell a member of staff before a situation becomes unmanageable. Where we know a situation exists we can try to resolve it and where necessary apply sanctions.

### **PARENTS IN SCHOOL**

The school recognises the role that parents play in a child's development. You are invited to play as large a part in school life as you are able. Help in the classrooms





is invaluable and many parents assist with cooking, sewing, computers etc. We are particularly grateful for assistance in hearing children read. Please see a teacher or the Headteacher if you wish to help out. However, it may not always be advisable to assist in your child's class.

We also invite any parents who have a particular interest or skill to offer these as part of our extra-curricular activity programme. If you have a club that you would like to run, please contact the Headteacher.

### **PSA**

We have a 'Parents and Supporter's Association' which organises fantastic fund raising events and coffee mornings. If you would like to become a member and take an active part in helping our school, please speak to a member of staff in the office.

### **THE GOVERNING BODY**

The Governing Body is responsible for the running of the school and meets twice a term.

The Governors are happy to meet with parents on request. Please feel free to call the school office to make an appointment. If you have any suggestions or comments for the Governing Body regarding the school there is a post box in the main reception for you to put them in.

### **THE SCHOOL CURRICULUM**

The curriculum of the school is based upon the requirements of the National Curriculum which comprises the 'Core Subjects' of English, Mathematics, Science and Religious Education and the 'Foundation Subjects' of Design Technology, Computing, History, Geography, Music, Art, Physical Education and Modern Foreign languages, at Giffards we study French.

These subjects are taught through a blend of subject



teaching, such as for English and Maths and topic approaches which make cross curricular links between the subjects and provide an exciting, relevant way for the children to learn.



## FOUNDATION STAGE

*The Early years is Outstanding, children make rapid progress. The quality of teaching in early years is outstanding.*

*'The Early year's environment is vibrant and exciting, both inside and outside. Staff plan excellent opportunities for children's development across all the areas of learning' Ofsted Graded inspection March 2017*

Young children learn best through play and in the Foundation Stage the pupils follow a practical based curriculum that supports them lead the in achieving the 'Desirable Learning Outcomes'.

Early years learning concentrates on 7 areas split between prime and specific areas of learning.

**The prime areas of learning are:**

- communication and language
- physical development
- personal, social and emotional development



**The specific areas of learning are:**

- literacy
- mathematics
- understanding the world
- expressive arts and design



The Foundation Stage curriculum includes a large amount of 'Play', which encourages social and emotional development.

The children have access to outdoor learning for much of the day all year round. It also assists the building of confidence and security which fosters learning in other areas. The building of positive relationships with other adults and children is seen as of vital importance in early education.





## TEACHING AND LEARNING

*Leaders ensure that curriculum plans clearly map out pupils' learning journey in all subject areas. Teachers use these plans to arrange appropriate activities for pupils. Ofsted 2022*

The curriculum is organised into a series of topics or themes, which provide a framework of connected learning experiences for the children. The theme selected would link some of the National Curriculum subjects and may be taught in a cross curricular way. Literacy and Maths are taught as discrete subjects but with their skills developed through cross curricular links with the topic.



## ENGLISH

*The phonics programme works well. Leaders organise helpful training for staff. Curriculum plans help teachers introduce the sounds letters make in a sensible order. The programme has hooks which pupils recognise in the books they receive. This assists pupils to read with increasing fluency. Those pupils needing extra tuition are quickly spotted and supported. Ofsted 2022*

Reading is taught carefully and systematically. In KS1 this includes a daily phonics lesson where children learn their sounds and are taught how to blend them together.



All children are asked to practise at home and take books home for this purpose. Children may not read to teachers. The majority of reading is heard during the daily Reading session. We



have well stocked libraries in both key stages. Children have access to an online platform - Reading eggs/ reading eggspress for homework and to extend the range of books they can access.

Writing - children are asked to write for a range of subjects and purposes, which make use of skills of spelling, punctuation and imagination. Skills for sentence writing are an essential part of this learning.

Spelling - children are given spellings to learn at home, there is a weekly test. We use spelling shed to support pupils with homework.

Handwriting is taught by a cursive script that allows a clear and legible style to develop and lends itself easily to 'joined up' handwriting when appropriate.

## **MATHEMATICS**

We use White Rose Maths, which covers the national curriculum. Maths teaching follows a concrete - pictorial - abstract approach, ensuring the children develop strong foundations and deep understanding of mathematical concepts.

Concepts are taught in a highly scaffolded way, enabling all children to develop critical thinking skills, make mathematical connections and become confident mathematicians.

Each year the concepts taught follow a spiral progression to develop fluency, reasoning, and problem solving and conceptual understanding for mastery of Mathematics.

We use an online platform - MathShed, for weekly homework and to offer children a wide range of maths activities to do at home.



## **SCIENCE**

Work within science requires children to ask questions and seek solutions. Much of the work is practical and based on first-hand observation. The science curriculum helps to develop children's natural curiosity and begins to help them understand the world in which they live. We have been awarded the Primary Science Quality Mark in recognition of our commitment to leading and developing science.

## **INFORMATION TECHNOLOGY**



All classes have an Interactive Whiteboard and computers linked to the internet. Each child has a named chrome book for in school use. ICT is an invaluable tool and we are proud of their abilities in this area. We also have a fantastic suite of 30 computers which enables us to have whole class teaching in ICT with all classes





## **DESIGN AND TECHNOLOGY**

Cooking, modelling, sewing, including designing, planning and evaluating are included as part of the programme in technology.



## **HISTORY AND GEOGRAPHY**

Work within these subjects includes children's personal and family histories, knowledge of their own home and school, famous people and places around the world. Educational visits often provide the starting point for work.



## **MUSIC**

Children are encouraged to listen to and enjoy a variety of music. They all take part in singing and playing instruments. The music curriculum provides an enjoyable focus for children and enhances Assemblies and performances.

All children learn to play a variety of instruments as part of their music lessons. There are also opportunities for many children to learn to play musical instruments through Thurrock Music Services.



## **ART**

Through art, children can develop many manipulative and observational skills as well as awareness of colour, pattern and shape. Materials of all kinds are used, including paint, pastels, crayons, clay, fabric and paper.





## PHYSICAL EDUCATION



Physical activity is important for all pupils in developing fitness, stamina and essential team building skills as well as a sense of healthy competition. We invest heavily in providing a broad curriculum and a wealth of after and before school clubs.



We have a PE teacher who provides PE lessons and support to all age groups.



The school is well equipped with large and small apparatus for P.E, the programme includes work in gymnastics, athletics, games and dance. Swimming is also included in Year 4. The school is proud of the fact that each child has access to over 2 hours of PE and exercise. Please note that hair must be tied back for PE lessons. We have been awarded the 'Activemark' this is national recognition of excellence.

## R.E

Within this subject we give children an appreciation of the world in which they live and encourage sensitivity and tolerance of others. The syllabus has a Christian bias, but includes knowledge of other major world religions.

KS1 pupils have a daily assembly; in KS2 all children attend Assembly on four days of the week, on the remaining day a required Corporate Act of Worship takes place in the classroom. Parents who wish their children to be withdrawn from Religious Education and Assembly should consult the Headteacher and alternative arrangements will be made.

## PERSONAL, SOCIAL AND HEALTH EDUCATION

As a part of your child's educational experience, we aim to promote personal wellbeing and development through a comprehensive taught programme of Personal, Social, Health and Economic (PSHE) education that gives children and young people the knowledge, understanding, attitudes and practical skills to live healthy, safe, productive and fulfilled lives, both now and in the future.



## **SEX AND RELATIONSHIPS EDUCATION**

With effect from September 2021, the Department for Education has announced changes to relationships and sex education following nationwide consultation.

In line with this guidance, we focus on healthy relationships and keeping children safe in the modern world. We cover a wide range of topics relating to physical and mental health, wellbeing, safeguarding and healthy relationships.

Learning about the emotional, social and physical aspects of growing up gives children and young people the information, skills and positive values to have safe, fulfilling relationships and help them take responsibility for their own well-being.

Consequently, from September 2021, Relationships and Sex Education (RSE), along with Health Education is statutory and forms part of the National Curriculum. Our aim is to help prepare children to deal with the physical and emotional challenges of growing up.

Children often ask questions of teachers and other adults in the school. Children's questions will be answered sensitively with due consideration of religious and cultural factors. Any parent who has particular concern regarding sex education should contact the Headteacher or class teacher.

## **HEALTHY SCHOOLS**

Giffards has been awarded the national 'Healthy Schools Status'. As a school we encourage healthy lifestyles and therefore encourage all our children to walk to school. To further support our aims, Parents are asked to provide healthy snacks for their child's mid-morning break (KS1 pupils are provided with fruit) and packed lunches. Each child should have a water bottle and we ask parents to ensure they are cleaned daily and refilled with fresh water each morning and brought to school. **Please note sweets, crisps, chocolate and fizzy drinks are not allowed.**

School lunches are also based on Government nutritional standards and provide a healthy, well balanced hot meal at a reasonable price. Thurrock Catering Services provide our hot meals. The cost of a school meal is £2.40 per day - we ask that you pay in advance for your child's school meals whenever possible to stop any arrears building up. You can pay per meal, per week or however you prefer via our online payment system that is the easiest and most secure method to use and is available 24 hours per day. Please see the current menu at the end of this prospectus.

## **FREE SCHOOL MEALS AND PUPIL PREMIUM**

Pupil Premium is an initiative set up by the Government. For each child who claims free school meals or has ever claimed free school meals the school receives additional funding for six years. Free school meals are not just for parents that are unemployed, many other families are often surprised that they are entitled to this benefit. We urge you to check to see if you are entitled and, if so, take up the free school meal option even if your child is in KS1 (and therefore is entitled to have a meal every day that is cost free) or does not have school dinners as this has a direct effect upon school funding.

To check entitlement to Free School Meals you will need to log on to your Thurrock Resident Account or create an account at <https://www.thurrock.gov.uk/account> Please don't waste it – claim it! Please do contact us if you think you may be eligible and wish to have help checking, always we are here to help you with any queries you may have.

### **THE SCHOOL COUNCIL**

As part of our P.S.H.E. and Citizenship curriculum, the school organises a School Council made up of elected representatives from each class from Year 1 to Year 6. The council meets regularly to discuss issues concerning the school.

### **CONTACTING SCHOOL/COMPLAINTS PROCEDURE**

If you wish to speak to your child's teacher, please make an appointment via the main office. If you wish to make the teacher aware of something i.e. your child has a dental appointment, please put it in writing and send it in with your child to the class teacher.

We believe that our school provides a good education for all our children, and that the Headteacher and other staff work very hard to build positive relationships with all parents. However, the school is obliged to have procedures in place in case there are complaints by parents; please call into main reception if you wish to see a copy of these procedures.

### **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

Children needing extra help are identified as early as possible so that support can be given. This may take place in the form of individual help or teaching as part of a small group within the classroom. Parents are informed and regular meetings are held to monitor the child's progress. Pupils at the early stages of intervention are put on the SEND register. If the child's difficulties cannot be addressed despite on-going support in school the Local Authority may issue an Education Healthcare Plan.

### **ADMISSION OF CHILDREN WITH DISABILITIES**

Pupils with a range of disabilities are welcome at Giffards. Parents of such children should make arrangements to visit the school and talk with the Headteacher and agree if the school is in a position to meet the child's needs.

Pupils with disabilities are provided with the necessary support to access the full range of subjects in the Foundation Stage and Primary School curriculum. The use of specialist equipment, resources such as computers and adult support enable us to provide an enriching experience for children for whom a mainstream school is the appropriate placement despite their disability.

During the past few years the school has been adapted in some areas to assist access by pupils with disabilities. These facilitate access to all areas of the school with the exception of the upstairs classes.

## **REPORTING TO PARENTS**

All children are assessed regularly by their teachers. Their progress and levels of achievement are shared with parents at Parents Evening.

Open days or Parents' Evenings are held each term. On these evenings parents may discuss with the teachers the best way they can help their children at home, thus ensuring that parents work together for the benefit of the children. Teachers do not normally see parents before school as they are preparing lessons and supervising children. If a matter is urgent parents can report to reception.

A written report is given to parents each year. A copy of the results for all statutory tests is provided and explained. In addition, various booklets and leaflets are issued at intervals to inform parents of new initiatives or give general information. A folder containing all essential information about individual children is held in school and passed onto future schools.

## **HOMEWORK**

Across the school we use a variety of online platforms for children to complete homework on. This covers reading, comprehension, phonics and spellings, Maths and times tables. All children have log ins and are taught how to access their homework. In addition, all children benefit from reading on a daily basis and regularly bring books home to read. In Year 2 and 6, children may bring home questions from past SATs papers to do so that they are familiar with the test format.

## **EXTRA CURRICULAR ACTIVITIES**

*Pupils talk excitedly about the broad offer of extra curricular clubs. They particularly enjoy boarding the school's minibus to participate in inter school competitions. Ofsted 2022*

We have a wide range of activities that take place before school, during the lunch hour or after school. Children are able to take advantage of tuition in Music, Art and a fantastic array of Sporting Activities. Some clubs are run by outside providers, for which there is a charge.



## **CHARGING FOR SCHOOL ACTIVITIES/EDUCATIONAL VISITS**

At Giffards we are constantly striving to provide creative, inspiring experiences for our children in order to stimulate and enrich their learning. All year groups will participate in visits throughout the school year. These visits are a fantastic opportunity for the children and prove very exciting and worthwhile.

Parents are asked to make a voluntary contribution towards the cost of Educational Visits, as these are not financed by Local or Central Government. In addition, the school does request a contribution to swimming lessons in Year 4. Swimming is a statutory requirement of the National Curriculum, so is therefore it is essential that all children attend regardless, as it is essentially a life skill.

No child will be omitted if parents are unable to pay, but clearly these cannot take place without parental support. Please be assured that no profit is made from Educational Visits and we ensure that all visits are cost effective so appreciate your support and prompt payment.

Parents are asked to inform the Headteacher/Office of any difficulty as soon as possible.

### **ONLINE PAYMENTS**

The preferred, most secure method of payment is via our online system. An activation code will be sent to parents after a child is enrolled. Payments can be made securely any time on any day, thereby making it the safest way for you to pay. Also if you pay via this method this also counts for permission and so saves you completing the permission slip and returning it to school.

If you are unable to access the online system for any reason we are able to accept credit card payments at main reception or over the phone.

### **REMOTE LEARNING - Covid-19**

*Pupils access to effective remote learning has helped many to keep up with their education. Parents report positively on this aspect of the school's curriculum. Ofsted 2022*

It is our aim to ensure that every child has equal access to a varied curriculum, especially if circumstances lead to a period of home learning.

All pupils in our school have access to a chrome book and headphones. In the event of any pupil needing to self-isolate these should be collected from the main office as soon as possible to prevent a loss of learning. We deliver 'live' remote sessions, whereby all pupils will be able to join their teacher and classmates as lessons are being taught, this will be for a full school day. Work will be uploaded to Google Classroom that matches the learning happening in school to ensure that no pupil falls behind. It is crucial that all pupils log on to join these lessons and complete this work. Please do collect your child's chrome book ASAP from school. All pupils are required to sign an acceptable use agreement which is attached to their chrome book. A loan agreement must be signed before the device is supplied.



## **SCHOOL TERMS**

### **Autumn Term 2022**

INSET DAYS	Thursday & Friday 1 <sup>st</sup> and 2 <sup>nd</sup> September 2022
Children back to school	Monday 5 <sup>th</sup> September 2022
INSET DAY	Friday 21 <sup>st</sup> October 2022
Half Term	Monday 24 <sup>th</sup> October to Friday 28 <sup>th</sup> October 2022
INSET DAY	Monday 31 <sup>st</sup> October 2022
Children back to school	Tuesday 1 <sup>st</sup> November 2022
Christmas Break	Monday 19 <sup>th</sup> December 2022 to Monday 2 <sup>nd</sup> January 2023

### **Spring Term 2023**

Children back to school	Tuesday 3 <sup>rd</sup> January 2023
Half Term	Monday 13 <sup>th</sup> February to Friday 17 <sup>th</sup> February 2023
Easter Break	Monday 3 <sup>rd</sup> April to Friday 14 <sup>th</sup> April 2023

### **Summer Term 2023**

Children back to school	Monday 17 <sup>th</sup> April 2023
May Day	Monday 1 <sup>st</sup> May 2023
INSET DAY	Friday 26 <sup>th</sup> May 2023
Half Term	Monday 29 <sup>th</sup> May to Friday 2 <sup>nd</sup> June 2023
Children back to school	Monday 5 <sup>th</sup> June 2023
Last Day of Term	Friday 21 <sup>st</sup> July 2023 (return date to be advised)

**N.B.: Schools are allocated 5 INSET days each academic year and the children do not attend school on these days.**

**October Half Term break is 1 week only.**

## Teaching Staff List Academic Year 2022-2023 from April 2023

<b>Head Teacher</b>	Mrs N Haslam-Davis
<b>Assistant Headteacher</b>	Miss N James
<b>Assistant Headteacher/Inclusion Manager</b>	Mrs V Teager

<b>KS1</b>	<b>KS2</b>
Mrs L Timothy	Mrs E Choudhury
Mrs J Vickers	Miss J Russell
Miss N Hills	Mrs S Tatnell/Mrs F Hazelton
Miss B Wakeham	Mr E Clarke
Miss B Teager	Mrs N Marsh
Mrs K McLean	Mrs D Roberts
	Miss C Woodward
	Mrs E Robbins

<b>Part-time Music Teacher</b>	Mrs J Linard
<b>Additional staff (cover)</b>	Mrs J Lawrence Mrs C Brooker Mrs R Owen
<b>Sports Coach</b>	Miss O Fitzpatrick
<b>Learning Mentor</b>	Mrs T Holdsworth

## **OUR GOVERNING BODY**

Our school governors, also known as trustees, are a team of people who work closely with the head teacher to make key decisions vital to the successful running of the school. The governors appoint the head teacher and make decisions that directly affect the education and well-being of the children. They play an important role in improving standards throughout the school and agree the school's budget. In other words, it is a very meaningful role!

Our Governing Body meets twice a term. Any personnel issues are discussed and agreed by the Executive Committee prior to going forward to the Full Governing Body.

Once agreed and signed hard copies of the minutes of all meetings are available for you to see on request from the main school office.

Our Governing Body consists of the following people:

Mr Dave Stubbings (*Chair of Governing Body*)

Mrs Rachel Partridge (*Vice Chair of Governing Body*)

Committee members consist of Mr John Cecil, Mr John Taylor, Mrs Jane Vickers, Mr Steve Rhodes, Mr David Martin, Mr Richard Betts, Mrs Gemini Cecil, Mrs Jordan Stokes, Mr Peter Lowe & Mrs Nicky Haslam-Davis. Also in attendance Mrs Sue Bryant, Clerk to Governors and Miss Nicola James and Mrs Vicky Teager, Assistant Headteachers.

Please feel free to contact us if you require any information or would like to let us know your views of the school. The Governors may be contacted via the Clerk: Mrs Sue Bryant c/o Giffards Primary School or via the Chairman: Mr D Stubbings c/o Giffards Primary School, Queen Elizabeth Drive, Corringham, SS17 7TG.