



# Sheering C. of E. Primary School



# PROSPECTUS 2016-17

*'In our school everyone is given every opportunity to be  
the best they can be because  
Everyone Matters.'*

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Dear Parents

I would like to extend a very warm welcome to Sheering Church of England Primary School and thank you for your interest in sending your child to our school.

We are a small, family school at the heart of village life in Sheering. 'Everyone Matters' in our school and our children are encouraged to be kind, considerate and thoughtful towards others within the school and wider communities. As a Church School we acknowledge that Christian principles form the basis of our dealings with all individuals and underpin the whole curriculum. We provide a balanced curriculum which develops the work of the children according to their age and ability within the context of a caring Christian community.

Our school values each individual, recognising that each child is unique and as such deserves equal access to all aspects of school life and the opportunity to be the best they can be. An engaging curriculum and a wide variety of musical, sporting and creative opportunities enable our children to develop into happy and confident young people, equipped to face the challenges of life in the twenty first century.

We feel that your involvement in this process is crucial and we will provide frequent opportunities to keep you informed about the progress of your child. We are keen to have parental involvement at all levels, and if you have any time to come into school and work with us, you will be made very welcome.

I hope that this prospectus will provide you with all that you need to know about our school. I would also invite you to visit our website [www.sheeringschool.org.uk](http://www.sheeringschool.org.uk) which will give you a flavour of life at Sheering School.

Yours sincerely,

Lorna Brittain  
Headteacher

## About Our School

### Status and Character

- ◆ Voluntary Controlled Church of England Primary School
- ◆ For boys and girls aged four to eleven
- ◆ 108 pupils at October 2016
- ◆ 15 places available for each year group
- ◆ 4 classes



The origins of Sheering Primary School date back to 1816, when the Rector of the village, Rev Francis Tutte, founded a school to teach twelve girls needlework, scripture and reading.

The present brick building in The Street was built in 1851. The original building has been enlarged, as the population of Sheering has increased. It is situated in the centre of the village in a pleasant position overlooking the Recreation Ground and backing on to open countryside.

The School serves Sheering and Lower Sheering. Free transport is provided by Essex County Council for all children living in Lower Sheering.

The present accommodation consists of four well proportioned individual classrooms, a purpose-built ICT Suite, library, food technology facilities, a staffroom and school offices. There is a large assembly hall which is equipped for Physical Education and also serves as a dining hall. Meals are prepared in the adjacent kitchen. Our recently refurbished front playground and astro turf provides ample opportunity for outside play and PE lessons during the Autumn and Spring Terms whilst our school field provides a pleasant area for these activities when the weather is nice.



In January 2014, not long after I arrived, the school was inspected by OFSTED and was given a grading of 'Requires Improvement'. Ofsted returned in April 2016 and we are very proud that Sheering school is now graded as Good. The report states;

'The school has improved significantly since the last inspection and is well placed to develop further. The headteacher has high expectations and with good support from the deputy headteacher and governors is driving improvements forward, especially in improving teaching and pupils' outcomes'.

In the school's church inspection in September 2012, we were judged as a Good Church School, with many outstanding features.

***'Everyone Matters'***

## **What is our vision for your child?**

At Sheering School our Christian ethos lies at the heart of the school and the school lies at the heart of the community.

In an exciting and stimulating learning environment we will acquire the values, knowledge and skills to enable us to achieve our full potential.

Our vision underpins everything that we do in Sheering School and the whole school community embraces and demonstrates this vision.

We have high expectations at our school and we give everyone the opportunity to be the best they can be because

Everyone Matters.

## **What are our General Aims?**

**We believe:**

- ◆ How we learn is as important as what we learn.
- ◆ That learning should be rewarding, exciting, enjoyable and meaningful. Everyone in our school community is a learner, both children and adults.
- ◆ In the value of learning from our mistakes.
- ◆ In a child-centred approach, building on and developing children's existing knowledge and understanding.
- ◆ In encouraging children to take responsibility for their own learning, making them partners in the process.
- ◆ In a skills based Creative Curriculum that educates the 'whole' child and enables them to succeed as learners in life, by making the right choices and being able to deal with an ever changing world.
- ◆ That learning is an active process, where children gain a sense of pride and achievement as they work towards their goals helping them to develop an evaluative attitude towards their work.
- ◆ In fostering the attitude of wanting to learn as well as needing to learn.
- ◆ Through our values and curriculum, we promote the spiritual, moral, social, and cultural values enabling our children to develop into confident, respectful citizens
- ◆ In working in partnership with parents and carers to help raise standards and celebrate achievement.

***'Everyone Matters'***

## Staff and Governors at Sheering CE Primary School

Headteacher	Mrs Lorna Brittain
Teachers	Mrs Louise Ansell (Deputy Head) Mrs Nicole Balloqui Mrs Pauline Guinan Mrs Agnes Guszpit Mrs Jenny Uddin
School Business Manager	Mrs Julia Syed
School Administrator	Mrs Helen Kirby
Learning Support Assistants	Mrs Nicola Ashbee Mrs Erene Brayson Mrs Maria Camp Mrs Bobby Creed Mrs Mara Dasalla Miss Grace Dewhurst Mrs Jo Hadley Mrs Karen Maris Mr James Meade Mrs Lorraine Shoults Mrs Teresa Stickland
Midday Assistants	Mrs Elaine King Mrs Kelly Millen Mrs Wendy Moret Mrs Lorraine Shoults Mrs Julie Upson
Catering Manager	Mrs Jaydean Berni
Site Manager	Mr Rickie Pennell

## Governors

Mrs Louise Ansell	Staff Governor
Mrs Anna Beck	Co-opted Governor
Mrs Lorna Brittain	Headteacher
Mrs Pamela Gaines	Foundation Governor (Chair)
Mr Andy Hoy	LEA Governor
Rev'd Dawn Jewson	Ex Officio
Mr Gareth Maxwell	Parent Governor
Mr Tony Scott	Co-opted Governor
Mr Steve Townsend	Parent Governor (Vice-Chair)
Vacancy	Foundation
Vacancy	Parent Governor
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor

### What does the Governing Body do?

The School Governors are like a Board of Directors and make decisions about how the school is run. They meet at least once a term as a body. Individual Governors regularly visit the school. School Governors have legal duties, powers and responsibilities.

The Governing Body of Sheering School is made up of parents, teachers and local church, Parish Council and community representatives.

As a rule, Governors serve for terms of four years on the Governing Body. Parent Governors are elected every four years by other parents. They bring the views of the parents to the Governing Body, but they speak and act as individuals.





## **What are the admission arrangements for Sheering School?**

Sheering Church of England Primary School caters for pupils aged four to eleven. Children are legally entitled to a place in school at the beginning of the term after their fifth birthday. The LEA has adopted a general policy, however, whereby children can be admitted at the start of the term, during which they become five, if their parents so wish. At this stage they are known as rising-fives.

The Local Authority has recently given parents the opportunity for their child to commence school full time in September of the year in which they are 5 years old. These new entrants are taught in Copeland class, which usually consists of fifteen pupils. During the day children may also work alongside children in Year 1 and 2 to enable us to take advantage of smaller teaching groups.

For the Academic Year 2016-2017 all parents are required to complete a Common Application Form, which needs to be returned to the LEA. Further details are available from Sheering School, from the booklet "Primary Education in Essex 2016-2017", which will be published in the autumn or from the County website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

The Headteacher will be delighted to show you round and answer questions about the school. Open Mornings are planned for all interested parents, when there is an opportunity to look round the school and talk to Governors and parents.

Parents of new entrants will be invited to bring their children to visit their prospective class and teacher on a regular basis during the second half of the term prior to admission. Parents will also be invited to meet the Early Years Teacher on a separate occasion to have the opportunity to discuss the school's programme for the children.

The school has excellent links with Sheering Village Pre-School, whose children we are always pleased to welcome to school events, such as the weekly Team assembly, concerts and services. In the Summer term, the children from the Pre-School who have a school place in September, are invited to stay and play with our Reception children.





## What are the school hours?

Foundation Stage/Key Stage One Children	8.55 am-12 Noon	1.00 pm-3.10 pm
Key Stage Two Children	8.55 am-12.10 pm	1.10 pm- 3.10 pm

Twenty minutes of the school day is allocated to Collective Worship at 9:10am.

## Teaching Hours

The time spent on teaching per week, including Religious Education, but excluding the statutory Daily Act of Collective Worship, Registration and Breaks is:

Key Stage One Children - 21 hours 40 minutes  
Key Stage Two Children - 23 hours 45 minutes

## How are the classes organised?

Children are arranged into four classes throughout the school in accordance with their age. Classes are mixed age; Year 1 and 2 are taught together, Year 3 and 4 and Year 5 and 6. The learning in each class follows the National Curriculum and learning experiences are provided according to the ability and needs of each child.

The teacher for each class is responsible for the children's work, although they may at times be working with other teachers and in other parts of the school.

Each child's progress is carefully planned and monitored in accordance with the Attainment Targets of the National Curriculum and there are opportunities for regular informal discussions between teacher and parents.

Parent/teacher consultation evenings are arranged during the Autumn and Spring Terms and parents are given a short report detailing progress made and future targets.

An Open Evening is held in the Summer Term, when children are able to show parents their work. A report is sent home at the end of the Summer Term.



*'Everyone Matters'*

## What will my child be learning at school?

We offer our children a broad and balanced curriculum which develops the work of individual children according to their age and ability.

All our children follow the Programmes of Study in the National Curriculum for English, Mathematics, Science, Information and Communication Technology, Design and Technology, History, Geography, Music, Art and Physical Education. Religious Education, PSHCE and a Modern Foreign Language are also studied. You will find the topic map for each class on our website.



Most of the above subject areas are delivered in a cross-curricular, topic based format following a two year cycle. Cross-curricular themes of safety, health and environmental education are also included in the children's studies. Through all the curriculum areas the children are encouraged to acquire clearly defined skills, concepts and values needed to develop an understanding and an interpretation of the world around them.

Where possible first-hand experience is used to initiate learning, often incorporating the benefits of the local environment, such as the school grounds, the village and the Parish Church, and the close associations and involvement of our local community. Educational visits are regularly made to stimulate children's interests. A short residential trip is arranged every two years for older children.

Our children are encouraged to take an increasingly active role in the planning and preparation of their work, and in so doing are encouraged to be confident and competent independent learners.

### English

The children are taught literacy skills through; a daily Phonics lesson (Early Years, KS1 and lower KS2); Grammar, Spelling and Punctuation in KS2 and through a dedicated English lesson every day. The children are always encouraged to apply their skills across the whole curriculum. We are becoming a 'Talk for Writing' school ([www.talk4writing.co.uk](http://www.talk4writing.co.uk)) which means, in the early years, the children actively learn a wide variety of well known fairy tales, poems and stories which gives them a firm foundation for their writing. They are given opportunities to write for varied purposes and are encouraged to understand that writing is essential to thinking and learning, as well as being an enjoyable activity. They write for a variety of audiences and in a variety of forms, such as stories, poems, letters and factual reports. Children are encouraged to write independently and to plan, draft and improve their work on paper and on the computer.

They have opportunities to develop their ability to punctuate their work, to accumulate a bank of words that they can spell correctly and to develop a clear and legible joined-up style of handwriting. They learn strategies for learning spellings and are given spellings to learn at home.

Children are also given opportunities to talk for a variety of purposes and to listen and respond to a range of people. They take part in drama activities, both in class and as a whole school.

Reading receives constant attention throughout the school and is taught carefully to all children in order that they develop the skills they need to become enthusiastic, independent and reflective readers.

There is a well-established and growing collection of fiction and non-fiction books available to the children in their classes and in the School Library. Children are able to borrow books from the School Library to take home, along with their reading book.

As part of their regular homework for Literacy, the children are encouraged to read to an adult on a daily basis at home. Each child has a Home-School Diary which enables reading to be recorded and can be used for effective communication between home and school.

Our ultimate aim is to develop a life long love of books and reading in our children. To this end we welcome your support both at home and in school.



## **Mathematics**

Mathematics is an essential part of the curriculum and is taught through a daily, short Number Enrichment lesson as well as a longer dedicated maths lesson. A good foundation in numeracy is essential and so the children are taught how to understand the number system and the skills needed to solve problems in a variety of mathematical and real-life situations. The children also develop their skills, knowledge and understanding in other areas of mathematics, such as shape, space, measures and handling data. They have regular opportunities to learn and use mental maths strategies and develop a wide mathematical vocabulary. We have a wide range of mathematical games that are used to practice and apply mathematical skills. We use computer programs to support mathematical learning and for our KS1 and KS2 pupils we subscribe to the 'Mathletics' online (at home and at school) learning program.



## **Science**

The children are encouraged to develop their scientific knowledge, understanding and thinking through a programme of work which focuses on the study of Life Processes and Living Things, Materials and their Properties, and Physical Processes.

Children have the opportunity to use the skills associated with scientific methods of investigation, namely observation, questioning, prediction, investigation and interpretation.

Science is a largely practical subject which enables children to develop positive attitudes. Children communicate their scientific findings through a wide range of methods, such as graphs, drawings, and written reports.

## **Music**

The children's enjoyment and understanding of music is developed through activities that involve listening, performing and composing. They are given opportunities to practise their musical skills of singing and playing classroom instruments and to listen to, discuss and appreciate music from a wide range of periods and cultures.

Throughout the school year many musical events are held, including Christmas performances for both Key Stage 1 and Key Stage 2. Older pupils may also take part in various district Choral Festivals.

Piano, drum and guitar tutors visit the school for individual and small group lessons. Details are available from the school office.

## **Information and Communication Technology (ICT)**

Computers are readily available to children in the purpose-built ICT suite and interactive whiteboards are installed in all four classrooms.

Children use ICT widely to support learning across all curriculum areas. This may involve using specific hardware, programs and internet sites. Children develop their ICT skills and apply their knowledge and understanding throughout the curriculum. They are taught to use a range of programs to communicate ideas including use of graphics and sound. They use simple databases and spreadsheets to organise and manage information. Using programmable ‘toys’ and software resources they learn simple control and programming skills. E-safety is an important part of our ICT curriculum, encouraging children to develop a safe responsible approach to IT.

### **Physical Education**

The children develop the physical skills, knowledge, understanding and creativity to participate in games, gymnastics, dance, swimming, athletics and outdoor adventurous activity. They learn to use safely both large and small apparatus, indoors and outside. They plan, develop and evaluate their work, both individually and in groups, learning to develop positive attitudes to fair play and sporting behaviour. They also learn the importance of physical activity in promoting a healthy lifestyle. Older children take part in friendly inter-school games such as football, rounders and netball.

### **Design and Technology**

We aim to give children the opportunity to work with a range of materials to develop their knowledge, skills and attitudes in designing and making and in evaluating their work.

They have opportunities to carry out projects, exploring the areas of food, textiles, structures and mechanisms. We encourage the children to assess real-life designs and products and to appreciate the impact of technology on everyday life.

### **Art**

In this subject the children are taught to use a range of materials, tools, and techniques through undertaking practical projects which involve pattern, texture, colour, line and tone, shape, form and space. They are encouraged to record their observations and to express their ideas or feelings in two- or three-dimensional forms. They are introduced to the work of artists, craftspeople and designers from a variety of cultures.



### **History**

Children are given opportunities in this subject to develop an awareness of the past and how it has influenced the present. They study different episodes and development in Britain's history from Roman times up to the Second World War, and also some ancient civilisations in other parts of the world. The children use a variety of artefacts, pictures,



stories and other sources to learn about the past and to ask questions about it. They develop a sense of chronology through their study of people, events and changes.

### **Modern Foreign Languages**

Children in Key Stage 2 have weekly timetabled lessons in a modern foreign language. We believe that children should be introduced to another language at an early age and consequently children in Key Stage 1 will begin to experience the French and Spanish languages in the form of songs and learning simple words and phrases.

### **Geography**

In this subject the children are encouraged to develop an understanding of the features and conditions which make up the physical environment and to appreciate how people have used that environment with positive and negative effects. They develop geographical skills, including making and interpreting maps and using globes, maps, plans and atlases of a variety of scales. They undertake field work in different localities, and they learn to ask questions and propose solutions to environmental issues.



### **Religious Education**

The Religious Education in our school is based on the Essex Agreed Syllabus, entitled 'RE Matters for Every Child', which aims to provide children with opportunities to learn about, and to learn from, religion. This includes a study of aspects of Christianity, Judaism, Islam, Buddhism, Sikhism and Hinduism.

As a Church School we have formed a close bond with St. Mary's Church in Sheering, which the children are able to visit as part of their religious studies.

We help children to understand themselves as people, and we believe that the very lives we live in school, and our relationships with one another, are the foundations of religion in general.

An Act of Worship, whose character is explicitly Christian, is held daily, in which children are able to reflect upon moral and spiritual questions. The vicar of St Mary's Church leads our Assemblies once a week. We also welcome visitors to share their experiences. During the School Year children take part in various fund-raising activities for charity.

We have special assemblies for particular occasions, such as Harvest Festival, Mothering Sunday, Christmas and Easter, to which parents are invited. Assemblies are also used to celebrate children's achievements, both in and out of school.

Parents are entitled to withdraw children from all or part of Religious Education and Collective Worship if they so wish.



Further information about the curriculum for each class in the school can be found on our website.

### **Children with Special Learning Needs**

The school adopts a range of teaching styles to ensure that planned activities match the abilities of our learners. Every child has a focus for their learning, through the use of appropriate targets, which are set termly but reviewed constantly. Early recognition of individual needs ensures that effective intervention programmes are quickly implemented. Pupils who are identified as needing additional support have targets set in their Student One Plans. The school's Learning Support Assistants give extra support in English and maths to pupils in class, at the direction of the class teachers. Very effective links have been made with outside agencies to ensure that our pupils with special learning needs receive appropriate support.

The school's Special Needs Policy reflects the published DFE Special Educational Code of Practice and is updated annually. The Headteacher reports regularly to the Governors to enable them to maintain a general oversight of the school's work in this area. The School Governors are aware of their obligations under the SEN and Disability Act of 2001 and the Equality Act 2010 and have drawn up an Accessibility Plan and Equality Scheme increasing access for disabled pupils to the school



curriculum and to the physical environment of the school. Pupils with disabilities are encouraged to join in everyday activities with other pupils. Sheering School has a disabled toilet and shower with access through Durrington class and additional disabled facilities are located in our library building.

### **Sex Education**

Many aspects of Sex Education occur quite naturally during the children's work, particularly in Health Education and Science, and such work often stimulates discussions and questions of an informal nature which are answered factually and honestly as they arise. A more structured Sex Education programme is introduced to Year Five and Six

children, usually with the help of the School Nurse. Parents are invited, in advance, to view all the materials, books and information made available to the children, in accordance with the Governing Body's policy that any formal Sex Education should always be preceded by consultation with parents. Parents can withdraw their children from all or part of the Sex Education provided, except that which is required as part of National Curriculum Science.

### **Homework**

Homework can make an important contribution to pupils' progress at school, consolidating and reinforcing skills and understanding, especially in Literacy and numeracy. It can encourage pupils, as they grow older, to develop the confidence and self-discipline needed to study on their own and prepare them for the requirements of secondary school. In all four classes, children are given regular homework in literacy and mathematics, and occasionally in other subjects. The School's Homework Policy is available as a separate document.

### **What Do the Children Wear?**

We encourage all children to wear our smart uniform to school. A list of the uniform is included at the back of this prospectus. Uniform can be purchased from Top Form in The Stow, Harlow or online at [www.top-form.co.uk](http://www.top-form.co.uk). For PE and Games children are encouraged to wear red shorts and T-shirts, which are also available from Top Form. Special care should be taken over the choice of shoes.

**All items of clothing brought to school should be clearly named.**

### **Lunch at Sheering School**

#### **School Meals**

Our school meals offer children a hot dinner with dessert each day. All of the food is cooked in our school kitchen using fresh ingredients bought from local suppliers. Menus are changed each term and are sent home to parents.

The present cost of a school meal is £2.10 per day (£10.50 weekly) and meals are paid for in advance. Dinner money can be paid by cash or cheque, payable to Sheering Primary School, placed in an envelope with the child's name and class. Every child has an individual account on our payments system so any number of meals can be paid for, e.g weekly, monthly, termly.

#### **Snacks**

Children are not allowed to bring sweets or chocolate to school. Pupils in Copeland class and Durrington are provided with a healthy snack every day from a "Vegetable and Fruit

Scheme" financed by the Government. Pupils in Fitzwalter and Quickbury classes may bring a healthy fruit or vegetable snack to school if they wish. We have a 'no nuts' policy in school.

### **What activities are available after school?**

A programme of extra-curricular activities take place before school, at lunchtimes and after school. The range of clubs offered is reviewed termly and adapted according to the seasons and the interests of our children. At present clubs include board games, football, netball, art, Athletics and lego club.

### **Are there charges for outings and events?**

To enrich the curriculum we look for opportunities to take the children out into the environment or invite visitors to school who can provide expertise. We may make a small charge for any activity which we offer which takes place wholly or mainly outside school hours, unless it is an essential part of the National Curriculum work. We are not allowed by law to make a charge for activities which take place wholly or mainly during school hours, such as day trips. However, funds are limited, and where planned curriculum extension activities and visits involve a charge to the school, parents are asked to make voluntary contributions. No child will be excluded from a visit because parents feel unable to contribute, although if insufficient funds are available, activities may have to be cancelled.

### **How does the school make sure children are happy and safe?**

#### **Pastoral care and Discipline**

The school is a caring Christian community in which behaviour is based on mutual respect and consideration for each other. The Class Teacher, who knows each child well, is responsible for the care of children in his or her class. Particular problems are referred to the Headteacher.

The values, standards and attitudes of the school community are made clear to the children by example and discussion so that they are absorbed by them and made their own. The staff and children have devised rules which govern behaviour within the school, the playground and the games field, and these rules are shared with parents. The School Council meets regularly with a member of the Teaching Staff to discuss issues of common concern, including ways of making playtimes an enjoyable part of the day for everyone.

A 'Relationships, Behaviour and Anti-Bullying Policy' has been agreed by the Staff and Governors, which encourages the staff to use every opportunity to reinforce high standards of behaviour.

Any serious incidents of bullying or the use of racist or abusive language are treated very seriously and recorded by the Headteacher in a Log Book.

If a child displays persistent anti-social behaviour, a consultation is arranged between the Head Teacher and parents, so that an attempt can be made to work together to resolve the situation. County policy permits, in the rare cases of serious and persistent

indiscipline, exclusion from school. A detailed statement of County policy in this respect is available at the school.

### **Child Protection**

As a caring organisation with direct responsibility for children, our first concern must be for your child's welfare in all aspects and therefore there may be occasions when we have to consult other agencies even before we contact you, particularly in relation to Child Protection/Abuse concerns. Should this be necessary, we want to reassure you that any concerns we have about your child will then be discussed with you after we have talked with the other agency. The procedures we have to follow (it is a statutory duty) have been laid down by the Essex Area Child Protection Committee. If you want to know more about this procedure, please speak to the Headteacher.

### **Safety during physical activities**

Appropriate PE kit should be worn for all PE activities. Particular care must be taken that children have appropriate footwear. For indoor PE lessons, bare feet or shoes with soft soles such as plimsolls should be worn. Trainers are more appropriate for outside PE lessons., providing better support and grip.

Earrings **MUST NOT** be worn during physical activity lessons. Children should be able to remove their earrings themselves or not wear them to school on PE days. This is in accordance with Essex County Council guidelines.

Watches should be removed for PE lessons and no other jewellery should be worn in school.

Long hair should be tied back for girls and boys during PE activities.

### **Road Safety**

The Governors, staff and parents are committed to creating a safe environment and encouraging an awareness of safety in pupils at our school. The B183 road outside the school is a fast and busy road, so parents are encouraged to bring and collect their children from school at all times.

### **Arriving by car**

Please park in the Village Hall Car Park.

Do not park cars in the school drive or park in the Public House Car Park across the road. Parents cars should not stop on the yellow zig-zag lines in front of the school.

### **Arriving on foot**

Please use the gate into the playground—do not walk through the car park.

Whenever children from the school are taken on school outings in coaches or parents' and teachers' cars, they always wear seat belts. When teachers are planning their topic work, attention is paid to the inclusion of Road Safety wherever appropriate. Outside

agencies such as the Police are invited into school to talk about Road Safety.

Children may wish to cycle to school and there are storage facilities for bikes at the rear of the school. Children should secure their bike with an appropriate lock. The Bikeability cycling safety course is available for children in KS2 to develop confidence, road sense and cycling skills.

### **Can we come in and help?**

We welcome parents and friends into school who are willing to help, either on a regular basis or for a short time. Please let us know if you are interested in working with the children or assisting around the school, or if you feel you have a particular expertise we could share.



### **Parents, Teachers and Friends Association**

This is a very active organisation for all parents, staff, ex-parents, ex-pupils and friends. All parents automatically become members. The annual programme of events primarily includes social and fund-raising functions for the benefit of the school. The AGM of the Association is held each year, when new members are elected to the committee.

Please help us with fund-raising events. In the last few years the PTFA has purchased items that we would not otherwise be able to afford, such as hall staging and dining tables, a PE trolley, playground equipment, a new climbing frame and playhouse and Early Years equipment. Currently fundraising is underway to provide staging and climbing equipment for our rear field.



*'Everyone Matters'*

## Keeping in Touch

### Change of Address/Phone Number

If you change your address or place of work, please inform us at once. There may be occasions when we need to contact you in an emergency.

Accidents do occur from time to time; hence the need to contact you. Should it be necessary to send a child to hospital, he or she will always be accompanied by a member of the school staff, if it is not possible to arrange for one of the parents to be present.

### Family Circumstances

It is important that you should tell us at once of any serious family upset (death, illness, etc.) as this might affect the child in his/her behaviour and work at school.

### Absence/Holidays

Please inform us in person or by telephone on the first day of absence if your child is ill. We operate a 'first day calling' system and will endeavour to contact you if your child is absent and no message has been received. Any absence which is not explained by parents is regarded as an unauthorised absence.

There is no legal right for parents to take their children on family holidays during term time. The Education Welfare Service may issue a Penalty Notice of £60 to each parent for each child taken out of school. If there are exceptional circumstances that necessitate parents taking children out of school during the School Academic Year, they must complete an application form which is available from the School Office. This form should be submitted to school at least four weeks before the holiday commences, together with a letter explaining the exceptional circumstances. The Headteacher will then contact you to discuss whether the absence can be authorised.

### Punctuality

School begins at 8.55 am and all pupils are expected to be in school for registration at this time. Parents can bring their children into the school playground from 8.45 am. Any child arriving after the register has been called will be recorded as late. If the child arrives after 9.05am he/she should enter via the main entrance and report to the main office. Parents or carers accompanying the child should give a reason for the lateness which will be recorded. **Lateness can only be recorded up to 9.30 am. After this time a child will be marked as 'absent'.** These procedures are in line with government guidance.

### Communications

Communications and money sent to school should be placed in a sealed envelope with the contents and child's name clearly marked on the outside.

### Administration of Medicine

Normally children who are receiving prescribed medicine will not be attending school. In exceptional circumstances, if parents wish the school to administer prescribed medicine



to their children, a form should be completed, detailing the medication to be given, together with the frequency, dosage and timing and any other relevant information. The medicine must be supplied clearly labelled with the child's name, the name of the medicine, the dosage and timing and the date. The medicine must be brought to the School Office where it will be kept in a secure cupboard. It must in no circumstances be kept by the pupil.

### **Complaints Procedure**

From time to time some parents may have a concern about their child's education. Because of our emphasis on partnership we hope that all concerns can be dealt with speedily at school level by informal means. The first person to consult is the child's Class Teacher. If a long interview is needed, it is sensible to make an appointment through the school office. The Headteacher is available after school and in the morning, if the matter is urgent. If parents are unable to come into school, they are welcome to telephone the school and ask for the appropriate person to ring them back after school. If you feel your complaint has not been dealt with satisfactorily, there is a statutory procedure established by the LEA for dealing with complaints. Details of this formal process are available from the school, but you are asked to discuss your concerns with us first, so that we can ensure that we have done all we can to resolve the situation.

### **Where do Children go to secondary school?**

Normally, children remain at Sheering School until the end of the Summer Term of the year in which they become eleven on or before 31st August.

We are currently a feeder school for The Leventhorpe School in Sawbridgeworth. In the Autumn Term prior to transfer, parents of all Year Six children receive a booklet from the LEA, outlining the provision of Secondary School Education in this area. In September 2016 our Year Six pupils transferred to the following schools: Leventhorpe Academy, Sawbridgeworth; Stewards and Passmores Academy in Harlow and Birchwood School in Bishop's Stortford.

### **Educational Links with the Wider Community**

Sheering School is a member of the Harlow Schools' Education Consortium, which is a group of forty schools in the Harlow Area, which have joined together to support each other.

Our school also has a partner school in Kenya; Kiamuringa Primary School.

### **And finally**

Please do not hesitate to contact us if you have any further questions. We would highly recommend a visit and if you would like to do so please contact the school office and the Headteacher or a member of the School Council would be very proud to give you a tour of Sheering school.

Please note that the information given in this Prospectus on Sheering Church of England Primary School is correct at the time of printing, but it should not be assumed that there have been no subsequent changes affecting the relevant arrangements or some other particular matter before the start of, or during, the Academic Year 2016-2017.

Copies of the school's OFSTED Inspection in April 2016 and of the school's Church Inspection in September 2012 are also available from the School Office or can be downloaded from our website.

## Appendix A

### SCHOOL UNIFORM

#### WINTER UNIFORM

Red or white shirts or polo shirts (long sleeved or short sleeved)

Red jumper, sweatshirt, fleece or cardigans

Grey skirts or trousers

Black, grey or white socks or tights.

We expect long hair to be tied back at all times in school.

#### SUMMER UNIFORM

In Summer girls may wear red gingham dresses and boys may choose to wear grey uniform shorts. We encourage children to wear a hat outside when the weather is warm and sunny.

#### FOOTWEAR

Pupils are expected to wear sensible dark shoes in the Autumn and Spring terms and sensible dark shoes or sandals in the Summer Term. Trainers should only be worn for PE and Games and should not be worn for normal school use.

#### JEWELLERY

No jewellery except for watches and suitable small stud earrings should be worn for school.

#### PE KIT

Red PE T-shirts and red shorts (not Bermuda Shorts or cycling shorts please)

Pupils are encouraged to bring in plain jogging bottoms and sweatshirt or hoodie for cold days outside. These items are also now available from Top Form with our school logo if preferred. Children should also wear plimsolls for indoor PE and trainers are used for outdoor PE activities. Every child should change their footwear for PE.

Watches and jewellery (including earrings) should not be worn during any PE activities.

Your child must be able to remove their own earrings. If they are unable to do so, we would advise you to remove them before they come to school on the days their class has PE. This is an Essex County Council Health and Safety Guideline which we must abide by.

All uniform is available at:

[www.top-form.co.uk/Find-Your-School/SHEERING.](http://www.top-form.co.uk/Find-Your-School/SHEERING)

