

Rivenhall C. of E. Primary School



PROSPECTUS

Many Hearts † One School

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Welcome to Rivenhall C of E Primary School

Welcome to Rivenhall C of E Primary School. Our prospectus aims to give you information about our school. This school is a community where we all work together, where individual needs are recognised and supported and where every child matters. We firmly believe that collective worship is an integral part of our community and through it children develop socially, morally and spiritually.

The Vision of Rivenhall C of E Primary School

Unlocking a World of opportunity

We'll do this by developing faith, promoting wellbeing, enabling learning, encouraging responsibility and inspiring aspiration.



Our Values: Many Hearts † One School

We recognise and celebrate the individuality of each person, and yet also cherish the common good that is created when those hearts come together as one school. The shared Christian values that underpin our life together are:

LOVE – runs throughout our whole approach to school life; our school prayer says, 'let love abide here.' 1 John 4:11

CARE – we prioritise nurturing one another, so that every person's spiritual and emotional wellbeing are protected and cared for. Proverbs 4:23

WISDOM – we believe that learning leads not only to academic achievement, but also wisdom for life. Proverbs 3:13

RESPECT – we respect every one of God’s children, which breeds a culture of compassion and acceptance. 1 Peter 2:17

COURAGE – we encourage each person to persevere and show resilience in all their endeavours. Joshua 1:7

Working in partnership between the school and the community we can achieve the high expectations we have for all our pupils.

If you would like to know more about us, then visits to the school are always welcome, so do come and look around and meet the staff and children.

Please contact us on 01376 514509 or through our website www.rivenhallprimary.co.uk

Admission Arrangements and Appeals

The admissions policy is set down by the Diocese of Chelmsford Vine Schools Trust. Children are legally entitled to a place in school at the beginning of the term after their fifth birthday. The Governing Body of our school will admit children younger than rising-five on the following basis:

- All children will be admitted in the academic year in which they are five, full time from the preceding September.
- All such admissions will be considered individually by the school.

All applicants are required to fill in an admission form online available at www.essex.gov.uk/admissions

There is no guarantee of a place for children living in the priority admission area.

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (as defined in the Primary Education in Essex 2020/2021 booklet)
2. Children with a sibling attending the school.
3. Children living in the priority admission area;
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest given the highest priority.

LA sibling definition applies.

Waiting list held until December 2020.

Admission dates are determined by the Local Authority.

The Teaching Organisation

The school currently has four classes:

Leopard Class	EYFS and Year 1	(aged 4-6)
Jaguar Class	Year 1 & 2	(aged 5-7)
Tiger Class	Year 3 & 4	(aged 7-9)
Lion Class	Year 5 & 6	(aged 9-11)

The School Day

School Hours	8.40 am – 12.00 noon
	1.00 pm - 3.15 pm (Wednesday 3.00 pm)
Break	10.30 am – 10.45 am
	Afternoon break at teachers' discretion

The School Curriculum

The primary National Curriculum comprises the core subjects: English, Mathematics, Science and the foundation subjects: Computing, Physical Education (PE), Art, Design Technology (DT), Geography, History, a Modern Foreign Language (French) and Music. Religious Education is a core part of our curriculum as we are a church school. There is also a statutory requirement to teach Religious Education and children will also learn about Personal, Social and Health Education (PSHE) and Citizenship. Each subject consists of a programme of study detailing the knowledge, skills and understanding which have to be taught.

Rivenhall School caters for children in three Key Stages:

- Foundation Stage - up to five years old
- Key Stage One (KS1) - 5-7 years old
- Key Stage Two (KS2) - 7-11 years old

When children begin school at Rivenhall they become part of the Foundation stage. This is arranged in a slightly different way from the rest of the school. It is carefully organised to give all children access to a broad range of relevant and diverse opportunities and experiences. The children have their own designated outside area and their day is spent learning through play both in and outside the classroom.

There is an ongoing programme of assessment throughout each Key Stage in order to measure children's progress and to ensure that work is planned and pitched at the correct level. There are also national statutory assessments at the end of KS1 and KS2.

All subjects are carefully planned following the National Curriculum framework, ensuring skills progression across the Key Stages. We follow a skills-based curriculum, allowing many opportunities for cross-curricular experiences and learning. A two year curriculum plan ensures children do not repeat themes and topics. A variety of teaching approaches are used to meet the different needs, ages and abilities of children in the class.

Foundation Stage

The Foundation Stage curriculum is organised into the following seven areas of learning:



Areas of Learning and Development

Prime areas are fundamental, work together, and are moved through to support development in all other areas.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific areas include essential skills and knowledge for children to participate successfully in society.

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Teaching and learning in the Foundation Stage is carefully planned and structured according to the Early Learning Goals. By the end of the Foundation stage pupils will be working towards these goals (Emerging) they will reach them (Expected) or they will progress beyond them (Exceeding.)

In order to meet these early learning goals children progress through developmentally appropriate stages which demonstrate knowledge, skills, understanding and attitudes that children need to learn in order to achieve the goals. We provide a wide range

of different topics, opportunities and experiences to ensure this happens.

Induction Arrangements and Pre-School Liaison

It is vital to liaise with local playgroups and nursery establishments in order to ease young children into school. Starting school is a very big step. Prospective pupils are encouraged to visit the school before joining; this introduces them to their new surroundings, new friends and the adults who will be supporting them.

Once the children have started school, there will be an opportunity for parents and carers to exchange any information or concerns with the class teacher. The partnership between home and school is of paramount importance throughout the primary years. As soon as the children are settled at school they are encouraged to become independent: entering the classroom unaccompanied at the beginning of the day and participating in early morning routines.

During their first few weeks at school, an assessment will be carried out. It is very helpful if your child can:

- Put on and take off their coat and shoes (slip-on or buckled shoes)
- Dress and undress independently (easy fastenings on clothes, slip-on plimsolls)
- Recognise their name (capital for initial letter only)
- Recognise colours
- Use the toilet independently
- Use a knife, fork and spoon
- Be able to make their needs understood

Religious Education and Collective Worship



Rivenhall is a Church School where daily acts of collective worship are held. Children learn about the Christian faith and develop spiritually by listening, reflecting and participating in age appropriate worship. Some of our collective Worship is led by various invited guests.

Each term there are regular services by the local clergy who are regular visitors to the school, leading assemblies each half term. Music plays an important part in worship and children learn a wide range of hymns and choruses. Visitors from other local churches occasionally take assemblies and once each half-term worship is led by Christian Youth Outreach (CYO.)

Once a week, there is a celebration assembly where achievements from inside and outside of school are shared with the rest of the school. Children can be nominated for the Golden Book for a variety of reasons including exceptional or helpful behaviour, excellent learning behaviours and outstanding effort. Parents and friends of the school are welcome to attend Friday celebrations.

Rivenhall is part of a rich, diverse and multicultural society so children and families of all faiths are welcome and respected.

Religious Education at the school is taught through a syllabus that includes the world religions. The school is a caring community and this is reflected in our vision and values statement.

The Church is represented on the Governing Body and strong links exist between the school, the Church and the local community.

All parents have the right to withdraw their child from collective worship. Please consult the Headteacher if this is the case.

Pastoral Care and Behaviour

Rivenhall School is a happy, caring and supportive environment in which everyone is able to develop their full potential.

The school is a community in which behaviour is based on mutual respect and consideration for others. The values, standards and attitudes of the school community are made clear to the children by example and discussion. Each child contributes to the rules of their classroom at the beginning of the academic year and there are high expectations of good behaviour both in and outside the classroom.

If a child displays behaviour that is not conducive to learning a consultation is arranged between the class teacher and parents in order to offer support. Persistent problems are referred to the Headteacher.

A copy of our Behaviour Policy is available on the school website or from the school office.

In the rare case of serious and persistent inappropriate behaviour, school policy permits exclusion from school. A detailed statement of this policy is available at the school.

As a Christian community it is believed that all people are created equal and should be treated with respect in a multicultural society. Discrimination in all its forms, whether in word or deed, is not tolerated for any reason. It is an expectation that all families at the school will wholeheartedly support this ethos.

Child Protection

The child protection procedures followed at the school have been laid down by the Essex Safeguarding Board. The school's Child Protection policy is available for you to read on request.

Special Educational Needs Teaching and More Able Pupils

Children are all regarded as individuals and are taught with this in mind. Learning difficulties are identified at an early age and appropriate measures taken to support children. More able pupils are also identified and appropriate programmes of work set up for them.

Mrs. Emma Lester has responsibility for Special Educational Needs and Disabilities (SEND). The SEND Co-ordinator supports class teachers and learning support assistants with learning activities for the children in the classroom and in small groups.

Parents are consulted regularly and play an important role in partnership with the school to support children with special needs. Meetings are held between the class teacher, the parent and the child to discuss individual targets that are set to support the child. A policy for special needs is available at the school and on the website.

Home-School Communication

A formal written report is sent to parents annually. This includes a report on the child's progress and attainment in subjects with targets for improvement, an attendance record and, for Y2 and Y6 pupils, their National Curriculum assessment results.

Parent-teacher consultations take place in the Autumn and Spring terms. In the Summer term, parents have the opportunity to discuss their child's report with the class teacher. Parents are encouraged to communicate anxieties, problems and achievements to the school. Informal meetings with class teachers can be arranged before or after school.

It has long been school policy to involve parents in school life in a variety of different ways, not least by having parents to help in school. If you wish to help, please speak to either the Headteacher or your child's class teacher to discuss how your skills can be used to best effect.

Newsletters are published weekly and are an extremely valuable source of information regarding forthcoming events, school dates and other details. They are a fundamental source of communication with the school and therefore you are encouraged to check e-mails on a regular basis.

Home contact

A system called Teachers to Parents is used to contact parents via e-mail with letters, newsletters and other alerts and via text messages for emergency items, such as school closures. Teachers to Parents is a secure web based system designed specifically for schools and youth organisations to enable messages to be sent directly into parents' e-mail and mobile inboxes. This ensures that information is sent to you in a reliable and efficient manner and cuts out the need for paper copies.

IMPORTANT: Please be assured that Teachers to Parents treat the security of your data with the utmost respect and are registered with the data protection register and to this end guarantee the security of your details.

For more details visit the school office.

Home Learning

To further develop an understanding of your child's learning, it is expected that children complete basic home learning activities. Each class has a set amount of home learning tasks appropriate to their age: daily reading, learning number facts and spellings, engaging in discussion or debate and simple research. Tasks aim to reinforce and even extend the skills and knowledge covered in class.

Most children focus well and are busily engaged in learning all day. It is not healthy to spend more than twenty to thirty minutes on 'home learning' a day. The most valuable support a child needs is an adult's time and attention spent in discussion, playing a game, gardening or cooking together.

A number of Internet based resources are recommended on the website and in home learning sheets. Parents are expected to monitor their child's home learning and sign their home learning sheet. A copy of the home learning policy can be obtained from the school office or viewed on the website.

Wrap Around Care

We are able to offer child care before and after school to support parents. This is run by school staff and includes a range of activities.

Breakfast Club takes place every morning from 8.00 am offering pancakes with syrup, a choice of cereals, toast or fruit with milk or juice, followed by games at a current cost of £2.50.

After School Club takes place every day until 6pm. This includes a snack and drink. This should be booked online via our School Money website. Cost of this is £5 for the first hour.

Clubs, Extra Curricular Activities and Visits

Current activities include: multi-skills, tennis, football and karate. Children also take part in a range of community activities. Sometimes there are opportunities to join with other schools from the local area to have sports matches.

At Rivenhall, work outside the classroom is viewed as an integral part of learning. Planned visits enhance the learning experience for every child and visitors to the school also support learning. Regular visits are made to the church, the church yard or the village.

For any trip, outside of the local area you will be contacted with necessary information in advance. If the activity incurs cost to the school, you will be informed as to the total cost and a financial contribution will be requested. Whilst the contribution is voluntary, it should be borne in mind that if the necessary funds for the trip are not raised it will be cancelled and a valuable educational experience missed. Please help the school to keep this essential part of learning alive.

Parent Teacher Association

All parents are automatically members of the Association while their child is in attendance at the school. The PTA consists of a democratically elected committee which meets at intervals during the year and organises fund-raising events to provide extra resources and fun experiences for the children. Parents who wish to take a more active role in the life of the school will be welcomed onto the committee.

Useful contacts and information

Website:	www.rivenhallprimary.co.uk
Chairperson of PTA:	Lisa Phelps
Chair of Governors:	Rev Tim Diaper

Contact with the above persons can be made via the school.

School Meals

At lunchtime children can have a hot meal or a school packed lunch, bring their own packed lunch or go home. School meals are cooked on the premises in our kitchen and the cook uses fresh, locally sourced ingredients as far as possible. The children have input into the menus and have ‘special days’ from time to time such as Christmas, Red Nose Day or Bonfire Night.

Rivenhall is a healthy school and the cooked meals are nutritionally balanced. Your child’s lunch box should contain healthy produce including fruit or raw vegetables. Children eat together in the school hall. If your child brings a drink to have with their lunch, please use plastic containers or cartons. For health and safety reasons, nuts, sweets, chocolate bars, chewing gum and fizzy drinks are **not allowed** in school.

If your child is staying to school lunch, please pay for your child’s meal via the online payment system. Lunches currently cost £2. If you wish to pay online for school meals, breakfast club or any extra curriculum clubs this can be done through our School Money website, you will be given login and password details when you join the school. If your child is in Leopards or Jaguars, they will receive free school meals through a government initiative.

Research has shown that children who have access to drinking water throughout the day are more alert and learn more effectively. With this in mind we encourage children to bring in a clearly named water bottle each day so that they may have water during the day.

Key Stage 1 children are provided with a free piece of fruit or vegetable for their tuck each day. Children in the reception class also receive free milk at break time.

Sample School Menu

School Dinners

Week 3

Monday

MAINS

Beef Burger in a Bap

Sweet Potato Fries
Sweetcorn
Salad Bar

School Packed Lunch or Jacket Potato with Cold Fillings

DESSERT

Chocolate Brownie



Tuesday

MAINS

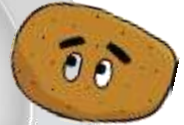
Sweet and Sour Chicken

Wholegrain and White Rice
Prawn Crackers
Salad Bar

School Packed Lunch
or
Jacket Potato with Cold Fillings

DESSERT

Peach flapjack



Wednesday

MAINS

Local Butcher's Roast Chicken
Yorkshire Pudding & Gravy

Crispy Roast Potatoes
Fresh Seasonal Vegetables

School Packed Lunch or
Jacket Potato with Cold Fillings

DESSERT

Fresh Fruit Platter & Ice Cream



Thursday

MAINS

Pork Meatballs in a Tomato Sauce

Spaghetti
Garlic Bread
Salad Bar

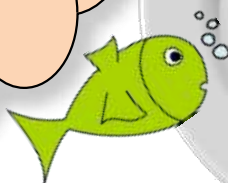
School Packed Lunch
or
Jacket Potato with Cold Fillings

DESSERT

Strawberry and Cream Muffin

Fillings for jackets
and sandwiches:

Ham, Egg Mayo,
Chicken/Sweetcorn
and Tuna Mayo



Friday

MAINS

Plaice Goujons
or Sausage Roll

Oven Chips
Baked Beans, Garden Peas
Salad Bar

School Packed Lunch or
Jacket Potato with Cold Fillings

DESSERT

Pancakes with Ice Cream



Fresh Milk or
drinking water
available every
day!

Holidays and absences from school

Taking your child out of school in term time could be detrimental to their progress. **There is no legal right to do so.** Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the Department for Education (DfE) described as **'exceptional circumstances'**. The Headteacher will not authorise absence requests in September, the weeks leading to SATs week in May for Y6 children or in May and June for Y2 and Y1.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Education Welfare Service who may issue a Penalty Notice for £120 to be paid within 28 days (or £60 if paid within 21 days) to each parent for each child taken out of school.

In the case of absence due to illness or other causes, please telephone the school explaining the absence on the first morning and every other morning until the child returns to school. Notification in advance of a visit to a doctor, dentist or clinic and all such notes (together with evidence of the appointment) should be sent to the school office.

In law, attendance registers have to be called at the beginning of the morning and afternoon sessions and pupils are marked present or absent. Under the Education (Pupils' Attendance Records) Regulations 1991, schools also have to record in their registers whether an absence of a pupil of compulsory school age is authorised or unauthorised.

Authorised absence is absence which has been authorised by the Head teacher and only includes illness, medical appointments and other exceptional circumstances. Parents or guardians may not authorise absence. Unauthorised absence is absence without leave from the Headteacher, including all unexplained or unjustified absences.

Your Child's Health

Illness at School

If your child becomes ill at school during the day, the staff will decide whether he or she can be cared for adequately at school or whether a parent or carer should be contacted. The school office **must** have up to date telephone numbers or some means of contacting parents or other responsible adults during the school day, we require a minimum of 3 contact numbers. Any changes in this information **must** be given to the school as soon as possible.

Medicines in School

Medicines should not be brought into school if at all possible. Essex County Council advice is that medicines which are prescribed four times daily may be given in school on the following conditions:

- > The parent or carer should ask the dispensing pharmacist for a second labelled empty container for school use only.
- > The parent or carer should give the medicine to the designated first aider on arrival at school with written consent for the drug to be administered by them, together with instructions if necessary.
- > The minimum necessary amount of medicine should be brought into school.
- > Medicines must not be given to the child to take to school without the knowledge of a designated person.
- > Empty medicine containers should be collected at the end of the school day.

Whenever possible a parent or carer should come into school and administer the medicine themselves.

Medicines which are prescribed for less than four times a day can be given before and after school and need not, therefore, be brought to school.

Parents must inform the school if their child has a contagious illness and keep them at home until the complaint has been treated. To try to prevent outbreaks of head lice in school, we encourage parents to check their children's hair **regularly**.

If your child has been sick or had diarrhoea, they need to be kept away from school for 48 hours in order to avoid passing on any infection.

Safety and Security

Visitors

All visitors must report to the school office where they will be asked to sign in, be given information about safeguarding and a visitors badge.

Safety around the School Site

Road safety teaching is included as part of the planned curriculum. There is an opportunity for Year 5 and 6 children to participate in Bikeability on an annual basis. Parental involvement and support is encouraged.

All parents and children should enter the school grounds via the small school gate. Please note, there is **no** pedestrian access through the staff car park for adults or children.

Where practical, parents are encouraged to walk their children to and from school. Free car parks are available close to the school. There are no facilities for parents to park on the school site. Please observe the road markings and waiting restrictions outside the school, which are designed to protect the children, other pedestrians, and reduce traffic obstructions. Please also respect our neighbours' driveways by parking considerately.

Photography and Videos

It is the school's belief that parents should be able to record memorable moments in the life of their child. With this in mind, photography and filming by parents at sporting events and performances is allowed; however, the material must be for personal use only and must not be published in any way. Certain restrictions may be placed from time to time, such as not using flash photography during a performance, but these restrictions will be clearly communicated to the audience at the time. We do not allow photographs to be taken during services in church as we consider these occasions to be worship and not performances.

Permission is requested for photos to be taken of your child from time to time during their school life which will be used for the school website, publicity or display.

Availability of Information

All documents of interest to parents (school and Essex County Council policy documents, National Curriculum files, agenda and minutes of governors' meetings, charging and remissions policy, uniform details and complaints procedure) are available in the school office and can be consulted. A number of relevant documents are available on the school web-site.

Complaints and Concerns

The Vine Trust has established procedures so that concerns of parents and others about the school curriculum and related matters can be considered and, whenever possible, be resolved locally.

In the first instance, concerns should be referred to the class teacher who will endeavour to achieve a satisfactory outcome by informal means. If, however, the issue cannot be resolved, it may be referred first to the Headteacher and subsequently to a panel of governors and, if necessary, to an Academy panel for formal consideration.

No Smoking Policy

All Essex County Council properties are no smoking sites.

Dogs

For health and safety reasons, no dogs are permitted on the school site.

School Uniform

Rivenhall encourages the wearing of a practical school uniform:

White or light blue shirt, blouse or polo shirt
Grey skirt, pinafore dress, shorts or trousers
White or grey socks or tights
Royal blue sweatshirt, cardigan or fleece (with school motif: from Personalise)
Royal blue jumper or cardigan
Blue and white check summer dress
Black 'school' shoes: Velcro, lace up or buckle (no heeled shoes for safety reasons)

For P. E.

Trainers for outdoor use
Plimsolls for hall activities
Pale blue collarless t-shirt with school motif
Blue shorts
White or grey ankle socks
Dark coloured tracksuit (for outdoor use)

Our approved uniform supplier is Personalise in Witham, Unit 9, 24 Crittall Road, Contact No 01376 521020.

For safety reasons, jewellery, except for watches, should not be worn at school. Earrings will have to be removed by the child before P.E. or games and are therefore better not worn on PE days. **Please think carefully before having your child's ears pierced.** Hooped earrings are particularly dangerous and should not be worn.

**PLEASE LABEL ALL CLOTHING AND PROPERTY CLEARLY WITH
YOUR
CHILD'S NAME.**

Lost property is taken to a central point within the school - all unnamed property will be placed there at the end of each day and the children encouraged to look there first if they have mislaid something.

Rivenhall C of E Primary School Staff

Headteacher
Class Teachers

Mrs R More
Miss E Ramsey
Miss L Day
Mrs K Daly
Mrs H Murtagh
Mrs J Waddingham

SENCO
School Business Manager
Administrative Assistant

Mrs E Lester
Mrs E Davies
Mrs C Scawthorn
Mrs C McConnell

Learning Support Assistants

Mrs S Johnson
Mrs J Avey
Mrs S Fisher
Mrs L Cheek
Miss J Todd
Mrs N Spenner
Mr M Wilkinson
Mrs H Large
Mr S LARBALESTIER
Mr D Park

Catering Manager
Kitchen Assistant
Caretaker
Playground Leader
Midday Assistants

Mrs N Hawes
Mrs K Bridge
Ms J Ackland
Mr S Chapman
Mr S LARBALESTIER
Mrs S McNeill
Mrs K Scannell

School Governing Body

Member of the Governing Body are appointed by The Vine Academy Trust

Mr M Hope
Rev P Watkin
Mrs R More (Headteacher)
Mrs M Emuss (Vice Chair)
Miss E Ramsey
Pastor T Diaper (Chair)

Mrs C McConnell
Mrs R Ashby

Clerk to the Governors

Mrs M Hawkins