



## Welcome to Great Waltham C of E Primary School

"Working together towards the success of all"

Dear Parents / Carers

At Great Waltham School our dedicated team of teachers, support staff and governors aim to provide a safe and secure learning environment, where high expectations of achievement, behaviour and support for each other are paramount.

We cherish strong, open relationships with parents of our pupils. Confidence in your child's education grows out of the knowledge and understanding of what happens inside school. We therefore welcome and value the involvement of parents and carers in the life and work of our happy village school, offering many opportunities for you to take part in your child's education.

We hope this prospectus answers all the questions you need to ask about our school, but if you would like further information or would like to visit do please contact us.

D. Wilson  
Headteacher



## **OUR AIMS**

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To ensure a safe and secure environment where all will feel happy and confident to learn and experience success by :

- \* providing a broad, balanced curriculum which enables every individual to achieve his/her highest possible standard;
- \* developing pupils through a rich and varied curriculum and encouraging them to be confident about their own potential;
- \* delivering a curriculum which is well planned, challenging and creative;
- \* providing pupils with the skills to work independently and take responsibility for themselves and others;
- \* developing pupils' self-respect and respect for others whatever their ability, race, religion or culture;
- \* providing equal opportunities for all, and measuring success in individual terms.
- \* promoting strong links with the local church and vibrant community;
- \* promoting the partnership between the school and home for its positive impact on the children's learning;



## SCHOOL INFORMATION

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Type of School:	Church of England Primary School LEA Voluntary Control
Age Range of Pupils:	4 - 11 years (co-educational)
Pupils on Roll:	140 - 150 (increases during academic year)
Address:	South Street Great Waltham Essex CM3 1DF
Telephone:	01245 360395
Fax:	01245 362890
E-Mail:	<a href="mailto:greatwalthamschool@hotmail.co.uk">greatwalthamschool@hotmail.co.uk</a>
Website:	<a href="http://www.greatwalthamschool.co.uk">www.greatwalthamschool.co.uk</a>
Appropriate Authority:	Governing Body
Headteacher:	Mrs Diane Wilson
Chair of Governors:	Mr Wayne Bishop
Local Education Authority:	Essex County Council Education Department County Hall Chelmsford Essex
School Hours:	Morning 8.55am - 12-15pm Afternoon 1.15pm - 3.15pm



## SCHOOL PROFILE AND LOCATION

Great Waltham School is a small friendly village primary school set in the beautiful conservation area of Great Waltham, near Chelmsford in Essex

The school has provided a Christian-based education for over 156 years. We serve the villages of Great Waltham and Pleshey and their surrounding communities. Children from a wider area, whose parents wish them to be educated in a church school, are welcomed.

The school occupies a spacious site in the village of Great Waltham. The building, part of which dates back to 1847, has excellent modern facilities with a large adjacent playing field with adventure trail, garden, play equipment, hard play area and an all weather 'pathway to learning'.

### Location

By Train: Nearest station Chelmsford

By Bus : No 33 from Chelmsford Station

By Car : From Chelmsford - travel north on the A1008, Straight over at the mini roundabout for Broomfield Hospital, where the road becomes a dual carriageway take the left filter to Great Waltham.

From the A130 or A131 - At the roundabout where the A130 and A131 meet take the A1008 to Chelmsford. Take the next right filter to Great Waltham.

On entering the village take the second left into South Street. The school is about 150m on the right.

There is no on-site parking but parking is available opposite in the village hall car park. All who visit are requested to observe the NO PARKING ZONE in front of the school.



## THE SCHOOL STAFF

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Headteacher:	Mrs Diane Wilson	Assessment/Gifted and Talented
Deputy Headteacher	Mr Alex Burden	Science/PE
Teachers:	Mrs Elizabeth Allen Mrs Gill Tinsley	Early Years/D.T Music/Collective Worship
	Mrs Gillian Stimson Mrs Helen Hoare	Maths/PSHE/Healthy Schools
	Mrs Joy Wilson Mrs Debbie Welch	English/Geography English/Art/History
Special Needs Co-ordinator:	Mrs Bonny Osborne Mrs Maggie Binns	SENCo Assistant Senco
ICT/Science/PPA Cover:	Mrs Kathy Robertshaw	
French:	Mrs Marie Donovan	
Visiting Music Tutors:	Mrs Julia Smart Mr John Wilson Mrs Bonnie Spencer-Gaze	
Support Staff		
School Business Manager:	Mrs Margaret Richards	P.A to Headteacher
Administrative Assistants:	Mrs Caroline Boyd Mrs Lori Teal Mrs Jacky Fereday	
Learning Support Assistants:	Mrs Anne Salmon Mrs Sharron Finch Mrs Angela Mear Mrs Jacky Fereday Mrs Jane Twigg Mrs Helen Farrell Mrs Norah Fitzwater Marion Mitson Annette Jewers	
Catering Manager:	Mrs Jane Chapman	
Assistant Cooks:	Miss Sam Edney Ms Debbie Gillsepie	
Midday Team Leader:	Mrs Margaret Fairchild	
Midday Assistants:	Mrs Jackie Linge Mrs June Clark Mrs Helen Farrell Mrs N Hall	
Caretaker:	Mr Karl Jeffrey	
Cleaner:	Mrs June Clark	



## **ADMISSIONS**

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### **Policy**

The published admission number is 20 for Key Stage 1 (Years R, 1 and 2) and 22 for Key Stage 2 (Years 3, 4, 5 and 6). In line with County Policy there is no catchment guarantee so priority for admission to the school is based on the following criteria:

- Looked after children
- Living in the catchment area
- Siblings in the school
- Proximity to the school (straight line distance)

### **School Arrangements**

Children are legally entitled to a place in school at the beginning of the term in which they have their fifth birthday. At Great Waltham the governing body has improved on this basic entitlement in line with ECC policy and admits children as follows:

- Children born between 1<sup>st</sup> September and 31<sup>st</sup> December are admitted full time in September
- Those born between 1<sup>st</sup> January and 30<sup>th</sup> April are admitted full time in January.
- Those born between 1<sup>st</sup> May and 31<sup>th</sup> August are admitted in January, for mornings and lunchtime only until after the end of the Spring term holiday.

### **Applying for a Place**

Parents considering registering their child are encouraged to make an appointment to visit the school when in session.

The academic year for your child's admission commences in the September before their 5<sup>th</sup> birthday. An application form will be sent directly to parents from the Local Health Authority during the Autumn preceding the admission year. Completed applications for admission must be submitted to Planning and Admissions at Essex County Council by the date specified on the

form. Alternative instructions for submitting on-line applications are included in the admissions pack.

All applications for admission of children who are already of school age must also be made through Essex County Council, including those for children living in the catchment area. The relevant form, which can be obtained from the school office, should be completed and returned to:

Planning and admissions Department, P O Box 4261, County Hall, Chelmsford, Essex, CM1 1GS. Telephone : 01245 492211

Alternatively, application can be made on line at: [www.essexcc.gov.uk/admissions](http://www.essexcc.gov.uk/admissions)

### **Class Organisation**

The school has five classes, each of mixed age and ability:

September 2009

Class 1	Foundation and Year 1	25
Class 2	Years 1 and 2	26
Class 3	Years 3 and 4	28
Class 4	Years 4 and 5	29
Class 5	Years 5 and 6	28

In a small school like *Great Waltham* it is necessary for a child to spend more than one year in a particular class. The teachers ensure, through comprehensive record keeping and assessment procedures, that children do not repeat work and that they are challenged and extended according to their age and ability.



## ACADEMIC YEAR DATES

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### 2009 – 2010

Autumn Term:	Wednesday 2 September 2009 – Friday 18 December 2009 <i>Half Term 26-30 October</i>	73 days
Spring Term:	Monday 4 January 2010 – Thursday 1 April 2010 <i>Half Term 15-19 February</i>	59 days
Summer Term:	Monday 19 April 2010– Thursday 22 July 2010 <i>Half Term 31 May – 4 June, and May Bank Holiday, 3 May</i>	63 days <hr/> 195 days
	In addition there will be 5 non-pupils days: Wednesday 2 September 2009 Friday 12 February 2010 Monday 7, Tuesday 8 and Wednesday 9 June 2010	

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### 2010 – 2011

Autumn Term:	Wednesday 1 September 2010 – Friday 17 December 2010 <i>Half Term 25-29 October</i>	73 days
Spring Term:	Tuesday 4 January 2011– Friday 8 April 2011 <i>Half Term 21-25 February</i>	64 days
Summer Term:	Tuesday 26 April 2011– Friday 22 July 2011 <i>Half Term 30 May – 3 June, and May Bank Holiday, 2 May</i>	58 days <hr/> 195 days
	In addition there will be 5 non-pupils days which have yet to be decided by the governing body	



## **STARTING SCHOOL**

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### **Prior to Entry**

In order that parents and children can become part of the school community at the earliest opportunity, occasional newsletters and information about school events may be sent out up to 2 terms before starting school. In the summer term prior to entry parents are invited to an afternoon to learn more about the school's daily routine and expectations. The admin staff also hold a meeting with parents during the term before their children start school in order to explain the policies and procedures of the school. The four year olds from the Up, Up and Away Pre-school, based in the village hall, have one session each month in the school in class 1 which helps to familiarise them with the class surroundings. In addition the reception teacher and Special Needs Co-ordinator (SENCo) will arrange a home visit in order to meet informally, fill in a questionnaire about your child and to give any us information that you feel we should know about your child.

Children who start school in September or in January on a full time basis, are invited to four sessions with their teacher during the term prior to entry. Children who will be attending for the mornings only during the Spring term are invited for two morning sessions during the Autumn term. On the last of their induction sessions the children will be invited to stay for lunch and their parents may join them for a delicious meal cooked in our school kitchen.

Children bring to school a diversity of skills and experiences but it is helpful if they have some independence with the following:-

- dressing and undressing (buttons/laces/zips, etc)
- tidying up (pack away toys/hang up coats)
- seeing to personal needs (blow nose/go to the toilet/wash hands)
- listening to, and following simple instructions
- co-operating in small groups
- listening to and talking about stories, pointing out the words from left to right
- hold a simple conversation

### **First Term**

For the first five days children come for a morning and lunchtime session only. We find that starting school is a tiring process and a whole day is often too much to start with.

Children whose birthdays fall between 1 May and 31 August come to school for the mornings only for the whole of the Spring Term, commencing one week after the full-time intake. During the whole school break at 10.50am they are offered a snack and milk followed by play in the outdoor classroom. For the last week of that term they are invited to join the rest of the school at playtime and lunchtime.

Play and investigation are used as a basis for learning.

Emphasis is put on developing: -

- reading, spelling, writing and phonic skills (using the Early Reading Research approach - ERR\*)
- early mathematical concepts of number, length, weight, time, shape and money, through practical activities
- scientific, technological, artistic, musical and physical skills
- personal, social and health education, developing independence

## **THE SCHOOL DAY**

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Teaching hours excluding registration and collective worship and breaks

Infant - Key Stage 1: 22 hours 30 minutes

Junior - Key Stage 2: 23 hours 45 minutes

**Morning Session:** 8.55a.m-12.15p.m. **Afternoon Session:** 1.15pm-3.15p.m.

It is our aim to start lessons promptly in the morning and **class registers are taken between 8.55am and 9.00am**. The pupil entrance doors are unlocked at 8.45 so that pupils can come straight in to hang up their coats and bags and deliver any messages to their teacher, prior to registration and then settle quietly to work.

**Children should not arrive on site any earlier than 8.45am** unless notification of a 'special arrangement' has been given (i.e. a before school club), as the Local Education Authority accepts no responsibility for their safety before this time.

Parents are requested to say goodbye to their children at the gate or pupil entrances and not accompany them into school (except for Foundation children in Class 1 who have different arrangements). For the safety of pupils and staff, all adults are required to enter the school via the office entrance only. Parents may leave messages for the teachers with the office staff. The pupil doors are locked at 8.55am and children arriving after this time must go to the main (office) entrance to be signed in by an adult to ensure attendance records are accurate in the event of a fire or other emergency

**Morning Break:** Whole School 10.45am - 11.00am

Class 1 also have a short break at approximately 10.00am

**Afternoon Break :** Infants only have a 15 minute break at about 2.30pm

Pupils are invited to bring in a healthy snack for morning break. This may consist of fresh fruit, sultanas, raisins or vegetables. Preserved, sugar coated, fruits or fruit flavoured biscuits are not acceptable. All Key Stage 1 children are offered a piece of fruit every day, which is paid for by the Government.



## YOUR CHILD'S LEARNING

### HIGH EXPECTATIONS HIGH ACHIEVEMENTS

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All teaching follows the frameworks of the National Curriculum and Primary Framework for Literacy and Mathematics. Assemblies, morning and afternoon breaks and the lunchtime are used to reinforce the values of living and playing together as a community.

The National Curriculum consists of the following:

**English, Maths, Science and Information and Communication Technology** - the core subjects  
**Religious Education, History, Geography, Design Technology, Music, Art and Design, Physical Education and Spiritual, Moral, Social and Cultural Education.**

Each subject is guided by a clearly defined Programme of Study, which has a detailed scheme of work to ensure continuity and progression.

As a Church School assemblies and R.E. are predominately Christian, incorporating a daily act of worship. In addition there are strong links with our Church, St Mary and St Lawrence, in Great Waltham, where school services are held for festivals such as Christmas, Easter, Harvest and a monthly community worship.

We teach to an Essex agreed scheme 'Open World' at KS2, which includes many faiths and the QCA scheme at KS1. We warmly welcome people of all denominations and faiths. Parents have the right to withdraw their child from the Daily Act of Worship with alternative provision made for these pupils in their classrooms.

**The National Curriculum Programmes of Study are divided into Key Stages:**

#### **The Foundation Stage**

The foundation stage is a crucial stage in a child's early development and learning. It is about developing key learning skills such as listening, speaking, concentration, persistence and learning to work and co-operate with others.

The six areas of learning of the foundation curriculum are:

- Personal and social development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

## **Key Stage 1 (ages 5 - 7 years) and 2 (ages 8 - 11 years)**

The core curriculum at Key Stages 1 and 2 comprises :

- English
- Mathematics
- Science
- Information Communication technology (ICT)

Incorporated within the core areas of study are the foundation subjects of the National Curriculum:

- Art and Design
- Design Technology
- History
- Geography
- Music
- Physical Education
- Personal, Social, Health and Citizenship Education

**Personal, Social and Health Education and Citizenship** help to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active and responsible. Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of our school community. The children learn to recognise their own worth, work well with others and become increasingly responsible for their own learning. They reflect on their experiences and understand how they are developing personally and socially, tackling many of the spiritual, moral, social and cultural issues that are part of growing up. They also find out about their responsibilities, rights and duties as individuals and members of communities. Pupils learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.

### **Homework**

We believe that playing games and helping with activities at home are some of the best ways to learn and parents can be the best teachers.

The homework policy is available from the school office and specific information for each class is given at the beginning of the academic year during the 'Meet the Teacher'



## **CHILDREN'S SPECIAL NEEDS**

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### **Children with Learning Difficulties**

Details of arrangements for co-ordinating the day to day provision for pupils with Special Educational Needs (SEN) can be found in the SEN policy document (2008). The policy ensures that curriculum planning and assessment takes account of the type and extent of any difficulty experienced by the child. Children may have special educational needs throughout, or at any time during their school career. Information about this policy and the Special Needs 'Code of Practice' can be obtained from the school by arrangement. The 'responsible person' is the Headteacher (see Code of Practice 1:19) and there is a nominated governor with oversight of SEN.

We aim to create an inclusive environment that responds early and appropriately to meet the special educational needs of each child. Information on the disability discrimination act is available on request.

The Special Educational Needs Co-ordinator (SENCO) co-ordinates the SEN provision and plans support for individual children and small groups through Individual Education Plan (IEP) targets. The SENCO liaises closely with parents/carers and co-ordinates with the appropriate specialist outside agencies whenever necessary.

### **Gifted and Talented Children**

We appreciate the special concerns of parents of children with particular gifts and talents and have created the resources in school to support these children. If parents have any requests or concerns these should be directed to the class teacher, the Headteacher or the Governor responsible for Gifted and Talented children.

In addition regular visits are made by the Education Psychologist, the School Nurse and other outside agencies to advise on all pupils' needs.

### **Pastoral Care and Discipline**

The safety of the pupils in our care is paramount. We maintain a high level of welfare and care for all the members of our community. We expect every pupil and adult to treat each other with respect for their feelings and their safety. All the adults in the school are actively engaged in promoting courteous, polite and responsible behaviour by example. Copies of our child protection and behaviour policies are available for inspection.

We have a series of procedures to deal with serious matters of discipline, which include early parental involvement. In such cases, the class teacher has the primary responsibility for pastoral care and will refer particular problems to the Headteacher or Deputy Headteacher.



## **EXTRA CURRICULAR ACTIVITIES**

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Many clubs are offered according to the expertise of staff, parents and friends. These take place before school, during school breaks and after school. The clubs vary but have recently included:

- Art
- Cup Stacking
- Football
- Cross country
- Gardening
- Choir
- Recorder
- Hockey
- Netball
- Tennis
- Cricket
- Rounders
- Tag Rugby

### **Music**

Music is encouraged within and beyond the curriculum. Instrumental tuition is offered by peripatetic music teachers and at present violin, guitar, piano and woodwind tuition is available. Charges will apply for this. Recorder lessons are organised free of charge by school staff. Children may join the school choir in KS2 and they often get the opportunity to take part in the Barnardos concert at the Royal Albert Hall. The school takes part in local music festivals and the school holds an annual musical soiree to celebrate the musical achievements of the children.

## **ASSESSMENT AND BEHAVIOUR**

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Progress is closely monitored using regular teacher assessments, classroom tests, and standardised tests. Key Stage 1 standardised reading tests are used termly while at Key Stage 2, standardised spelling, mathematics, and English tests are administered annually. These guide decisions regarding any additional support that may be needed and allow the development of appropriate challenging targets. The statutory Standard Assessment Tasks and Tests (SATS) in English, Mathematics and Science are administered to all children during the academic year in which they are 7 and 11 years old. The most recent results are included in this prospectus.

Children who wish to sit the exam for the selective schools in the area (11+) receive information from the independent body of the 'The Consortium for Selective Schools' at the beginning of year 6.

Good behaviour, attitude and academic work are all regularly recognised and celebrated. At the Celebration Assembly children are invited to share good news of their achievements outside school while class teachers recognise outstanding work and achievements of their pupils by awarding individual certificates. Each child belongs to a school House (Lions, Tigers or Leopards) and House points are awarded for effort and personal achievement and acts of particular kindness.



## ATTENDANCE AND ABSENCE

We believe having a good education will help to give your child the best possible start in life and one of the best ways to make this happen is to make sure your child attends school regularly and arrives on time. Promoting and supporting good attendance at school is essential to learning and attainment.

Therefore pupils' attendance at school is carefully monitored. We run a 'First Day Contact policy' so if your child is unable to attend school PLEASE :

- Inform the school between 8.30 and 9.30 a.m. on the first day of absence and if possible give the expected day of return. The school office will contact parents if this notification has not been received by 9.30 a.m. on the first day of the child's absence.
- Keep school informed especially if the return day alters.
- Children returning to school following an absence should always bring a written explanation for that absence.
- Children arriving between 9.00 am and 9.30am will be marked late in the school register.
- Children arriving after 9.30am will be marked as Late Unauthorised which is deemed by the Education Welfare Officer as being unauthorised for the whole morning session. We would like to emphasise that absences are constantly monitored by the Education Welfare Officer who will make home visits if necessary.

If your child has a medical appointment, requests for your child to be allowed out of school should be sent prior to the date and should be accompanied by an appointment letter or card. He or she will be released from school in sufficient time to attend the appointment and should return to school if the time allows. If your child will be arriving late because of a medical appointment or any other reason, the office staff should be advised of meal requirements beforehand. However every attempt should be made to arrange such appointments outside of school hours, where possible. A child arriving after the 9.00 a.m. registration should go to the school office so that the registers can be up dated and the child signed in for security and safety reasons.

Other absences may be authorised in **exceptional circumstances** at the discretion of the Headteacher:

- Acceptable medical reasons or an unavoidable cause
- Religious observances
- With permission (e.g. holidays)\*
- Entitled transport not provided

**\*Note:** In exceptional circumstances parents can request permission to take their children on **one** annual holiday in term time for up to 10 days in any one academic year. Permission should only be sought if it is not possible for parents to take holiday during school closures. **Requests should be made well in advance of the holiday.** Permission may be given by the Headteacher, but consideration will be given to the effect such absence might have on the child's education, taking into account the child's attendance record to date.

**No parent can demand the right for their child to have leave of absence for the purposes of a holiday of any length. This means that if you want to take a short break away in term time - even for just two or three days - you must receive approval beforehand from the school.**

It **not acceptable** for your child to be absent for reasons such as:-

- Minding the house
- Looking after younger children
- Going shopping during school hours
- Celebrating his or her birthday
- Late night

A child's late arrival and holidays during term time cause disruption to their education and that of the whole class.

### **Attendance Figures**

The following figures relate to pupils of compulsory school age during the academic year: 2008/09

Number of pupil sessions 380 (1 day = 2 sessions - a.m. / p.m.)  
% Of authorised absences 5%  
% Of unauthorised absences\* 0.0%

\*Includes all unexplained or unjustified absences including lateness, or holidays above ten working school days (unless approved by the Governing Body.)



## **SCHOOL UNIFORM**

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### **BOYS**

White shirt  
Grey trousers/shorts  
Maroon tie\*  
Navy sweatshirt with school logo\*  
Black shoes (not trainers)

### **GIRLS**

White shirt  
Navy trousers/skirt/shorts (not leggings)  
Maroon tie\*  
Navy sweatshirt/cardigan with school logo\*  
Black shoes (low heeled, not open toe/sling back)

### **Alternative Summer Uniform**

(may be worn from Easter until Autumn Half Term)

A pale blue polo shirt with white embroidered logo\* (boys or girls)

Pale blue checked dress. Navy blue sun cap with white logo\*.

### **PE Kit**

Parents should ensure that all children have the appropriate kit for PE and games T Shirt with school logo\* - *according to house colour*

Navy shorts\*

Black Plimsolls

*Lions      Green*

*Tigers      Red*

*Leopards      Blue*

During very cold weather it is advisable for pupils to have a warm jumper, tracksuit and trainers. A school strip is provided for inter-school competition in netball, football and rounders. All PE clothing should be kept at school in a named drawstring bag. It should be taken home each half term so that size etc. can be checked.

As the use of computers is now an integral part of the curriculum it is recommended that the children are provided with a cheap, named pair of headphones.

*\*Available to purchase in school - order forms can be found in the school entrance. The completed form and a cheque made payable to Great Waltham Primary School should be returned to the school office. Orders are sent to our supplier at the beginning of every half term.*

**N.B. Jewellery should NOT be worn at school.**

Children who have recently pierced ears should bring tape to cover their studs/small sleepers during physical education lessons and swimming. It should not be necessary to wear earrings to school after the healing period. Children who do will be asked to remove them.

**ALL CLOTHING WORN FOR SCHOOL MUST BE NAMED**



## **SCHOOL EXTRAS**

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### **School Meals**

At Great Waltham we offer children 'home cooked food' prepared and cooked on the premises by our professional cook using fresh produce from local suppliers.

The meals, which cost £2.00 per day, have to be ordered and paid for in advance. Free meals are available for children whose parents receive income support, income-based job seekers' allowance or child tax credit (not working tax credit). Information is available at the school or from Pupil Services Department at County Hall. The provision of free school meals is entirely confidential and parents are urged to apply if they think are eligible.

Children may bring a packed lunch, which reflects our Healthy School Status. This must not include fizzy drinks or sweets and chocolate, although one chocolate covered biscuit or cake is allowed. Please do not give your child peanut butter or any other product containing nuts as we have pupils with a severe nut allergy and any contact with another child who has handled nuts could prove to be a serious risk to their health.

### **Charging and Remissions**

Voluntary Contributions may be requested for materials or excursions made in school time, which are part of the curriculum. However, although contributions are voluntary, trips may have to be cancelled if they are not self-funding. No child is ever excluded from an activity due to financial reasons and parents are encouraged to contact the School Business Manager if they are concerned about the cost.

### **School Security**

The school is aware of the need for, and maintenance of, security measures to ensure the safety of its community. The main school building entrance is controlled by the administration staff who ensure that visitors are identified and given a visitor badge prior to entry through the coded keypad door. The unattended entrance door also has a coded keypad.



## **PARENTS AND THE SCHOOL**

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At Great Waltham we welcome a close working relationship with parents. This is achieved in a number of ways:

### **Personal Contact**

- meet the teacher afternoons at the start of the year
- new parent induction meetings
- parent / teacher consultations
- Curriculum Evenings
- meetings of the Friends of Great Waltham School (The association of parents and teachers)
- Teachers are willing to discuss matters of concern to parents at a mutually convenient time.
- School meals forum

### **Information sent home**

- regular newsletter
- termly events diary
- home / school reading record
- homework diary (KS2)
- letters from class teachers
- other communications regarding your child
- target report (half-termly)
- annual pupil progress report (Summer)
- questionnaires

### **Displayed Information in the School foyer**

- minutes of Governing Body meetings
- School Development Plan
- most recent Ofsted inspector's report
- school profile
- letters/information that may be of interest
- good news - newspaper cuttings, letters of thanks, awards etc.
- copies of all letters/newsletters

**Information is sent to parents via e-mail whenever possible.**

### **School Website - [www.greatwalthamschool.uk.org](http://www.greatwalthamschool.uk.org)**

Many of the items mentioned above including the weekly newsletter and the monthly menus are posted on our website.

### **Volunteer Helpers**

Parents and friends are welcome to help in the school under the guidance of staff. The school warmly appreciates the opportunity to develop further the valuable partnership between parents and the school community. Regular helpers would be subject to criminal record checks, which are the same as those for all school staff and governors, and asked to sign a confidentiality agreement.

### **The Friends of Great Waltham (FOGWS)**

The Parent Teachers Association at Great Waltham School was formed in 1976 and renamed the Friends of Great Waltham School (FOGWS) in September 1997. FOGWS is run by a small elected committee of parents and a member of staff whose objective is to help provide facilities that will enhance the education of the pupils at the school. Further to this the association aims to foster more effective relationships between the staff, parents, and others connected with the school and also to engage in activities which support the school and advance the education of its pupils.

**If you have any enquiries regarding the FOGWS please contact the school office.**

### **Complaints Procedure**

Occasionally parents may have concerns about their child's progress or welfare. Initially they should express any concern to the class teacher. If necessary, the matter may then be referred to the Head teacher and an appointment to meet with the Headteacher will be arranged. We shall meet parental concerns promptly and sympathetically.

If a parent has the need to raise a formal complaint a copy of the official complaints procedure is available from the school office.

**Copies of all school policies and other documentation, including the last OFSTED Report (March 2009) can be seen by contacting the school office.**



## LINKS WITH THE COMMUNITY

The school plays an active part in the village and local community and, friends of the school help in many ways:

- A regular programme of activities is arranged with the local pre-school.
- There is a comprehensive liaison programme with Chelmer Valley High School, to which most of our Year 6 pupils transfer.
- The major Christian festivals are celebrated in the village church.
- Community Services are held once a month in our church on Monday morning.
- There are regular visitors to the school, including assembly leaders, the school nurse, governors and parents.
- Our Police Community Support Officer visits the school on a regular basis to chat informally to the children and staff.
- Community road safety officers have regular contact with the school to give talks and advice. They also do a road safety walk with Reception pupils and their parents and a follow up walk with pupils in years 3 and 6.
- To add breadth to the children's learning experiences they are often taken to places of interest and perform at village and county functions.
- Regular events, often organised by our local secondary school, Chelmer Valley High School, are arranged with the 'cluster' of local schools



## THE GOVERNING BODY

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The school governing body consists of representatives from the Parish Council, Great Waltham Church and the County Council. The Headteacher and Vicar are *ex officio* members and there are also four elected parent governors, a teacher governor and a staff governor

Primarily the role of the governing body is to set the aims and determine the character of the school. The governing body works closely with the school staff and the Local Education Authority assisting in the appointment of staff, being responsible for delivery of the National Curriculum, managing the school budget and developing links with the community. It has legal duties, powers and responsibilities.

### The present members of the Governing Body are :

Wayne Bishop	<i>Parent Governor</i>	Chair of Governors
Liz Eccles-Williams	<i>Co-opted Governor</i>	Vice Chair of Governors
Diane Wilson	<i>Ex-Officio</i>	Headteacher
Revd. Carla Hampton	<i>Foundation Governor</i>	
David Moncaster	<i>Foundation Governor</i>	
Steve Huggins	<i>Co-opted Governor</i>	
Gary Hunt	<i>Parent Governor</i>	
Tracy Bishop	<i>Parent Governor</i>	
Natalie O'Brien	<i>Parent Governor</i>	Chair of School Improvement Committee
Jo Palmer	<i>Parent Governor</i>	Link Governor
Andrew Fitzwater	<i>County Council</i>	
Robert Brewster	<i>County Council</i>	Chair of Personnel and Finance/Premises Committees
Helen Mallender	<i>Community</i>	
Audrey Maddock	<i>Community</i>	
Kathy Hopkirk	<i>Staff</i>	
Elizabeth Allen	<i>Staff</i>	

The governors are represented at the parent/teacher consultation evenings, open and exhibition evenings and wherever possible at other functions to which parents are invited. They are always ready to discuss any matters concerning the school with parents, either in person or by letter or can be contacted via the School Office. Governors are no longer required to hold an annual meeting with parents or produce the 'governors' annual report to parents', these now being replaced by the 'School Profile', an on-line document which parents can access via the internet by entering <http://schoolprofile.parentscentre.gov.uk> Parents who feel they might be interested in becoming a governor should contact Lori Teal, via the School Office, for further information.