

# Tonwell St Mary's C of E (VC) Primary School



School Prospectus - 2017 / 2018

Dear Parent / Carer,

Welcome to Tonwell St. Mary's C of E (VC) Primary School.

In our prospectus, we aim to tell you about our school. Our school vision and values are 'Knowing each child, Growing each child, in God's love. We pride ourselves on our ability to really get to know every child and their family and to be able to give them the support they need to grow academically, emotionally and personally.

One of our great advantages is that we are a small school with a committed staff. We offer a high ratio of trained teachers and support staff to our pupils. This means that staff really know their pupils as individuals and are very aware of their successes and needs.

Tonwell St. Mary's is a Voluntary Controlled Church of England School, which means that we maintain a Christian ethos through Collective Worship and encourage Christian values and principles in our attitude and behaviour towards each other.

Visits are welcome at any time. These can be arranged by making an appointment, or you can meet staff informally each day. Please do not hesitate to contact staff to discuss any queries you may have.

We have much to offer you and your child and I very much look forward to welcoming you to and showing you around our wonderful school.

*S Bridgman*

Mrs Sarah Bridgman  
Head teacher

Tonwell St Mary's Vision and Values

***'Knowing each child, growing each child, in God's love'***

*We aim to help each child to:*

- Develop a love and resilience for learning
- Live life to its fullness and try new experiences respecting Christian and British values
- Be friendly, show respect and be inclusive to all
- Contribute to our school and wider community
- Choose a lifestyle with healthy bodies and minds

**Tonwell St. Mary's C of E (VC) Primary School**  
**Ware Road**  
**Tonwell**  
**Herts.**  
**SG12 OHN**  
**Telephone No. 01920 462894.**  
**admin@tonwell.herts.sch.uk**

Tonwell St Mary's is a Voluntary Controlled school in the Diocese of St Albans for children between the ages of 3 and 11. Children are admitted to school in the September of the school year in which they become 5, but can join our nursery group when they are 3 years old. Our main catchment areas are Tonwell, Hertford and Ware, although we do have children who come from much further afield to enjoy the many advantages our school has to offer. We are able to offer 30 hour places in our nursery.

#### **School Facilities / Organisation**

The school provides excellent facilities with a welcoming and well-resourced learning environment.

The Foundation Stage classroom is large and sunny with a computer area and interactive whiteboard. There is a library area and an art area. The classroom opens onto a large, enclosed, garden /play area. We have developed this to provide a safe, stimulating play environment for the children. Years 1 and 2 work in a newly built classroom. All the children also have access to a well-stocked library, which is in the corridor to the Years 3, 4, 5 and 6 classrooms. Years 3, 4, 5 and 6 work in the classrooms, which were originally part of the chapel. We have a large hard play area to provide improved facilities at both playtime and for P.E. sessions. We also have a large school field, which affords plenty of space for games and athletics and our wildlife area provides a resource for 'Forest Schools' sessions, as well as, an outside classroom.

#### **Staff**

##### **Head teacher**

Mrs S. Bridgman

##### **Teachers**

Miss L. Fitzgerald

Mrs D Tracey

Mrs H Barnes

Mrs H Robinson-Moore

Mrs A White

##### **Learning Support Assistants**

Mrs S. Townsend

Mrs M Lazzari

##### **Secretary**

Mrs J. Moorehead

##### **Midday Supervisors**

Mrs Matthews

Mrs. M. Lazzari

#### **Governing Body**

##### **Parent Governors**

Mr M. Levene

Mrs J. Kirwin

##### **Community Governors**

Mrs P. Hooper

##### **Foundation Governors**

Mrs D. Howarth OBE (Chair) and Rev R. Thompson

##### **Co-opted Governors**

Mrs. J. Thorne (Vice Chair)

Mrs S. Newstead

##### **Teacher Governor(s)**

Miss L. Fitzgerald

##### **Head teacher**

Mrs S. Bridgman

### **The School Curriculum**

We have high expectations of our children across the curriculum and achieve high standards. Our and teachers plan carefully and creatively so that we deliver the curriculum in an interesting stimulating way throughout the children's years at our school. We also place a great emphasis on teaching basic skills in English and mathematics and giving the children various opportunities to apply their learning in stimulating and relevant contexts. Parents have the right to withdraw their children from sex and relationship sessions, acts of worship and R.E. teaching. Where this is the case, children are set alternative work agreed between the school and parents

### **MFL**

Throughout the whole school from reception upwards, the children have a weekly Spanish lesson to develop their fluency and also understanding of the culture and differences of that country.

### **Collective Worship**

Collective Worship is a daily opportunity for our school community to come together to learn about and to praise God. We worship together in an atmosphere of mutual respect, reflecting on and celebrating all aspects of life in and out of school. We use stories, poetry, dance, drama, visual stimuli, music, discussion and time for quiet reflection to ensure that our worship is accessible to and appropriate for children throughout the school. The school has strong links with the Holy Trinity Church in Bengeo. Our children attend services for special occasions and the church team takes an assembly each week.

We are a Church of England school and aim to teach our children those values and principles. Our Collective Worship Themes reflect the Christian nature of our school by following the Liturgical Calendar. The school's policy on Collective Worship is available for parents to read. Parents have a legal

right to withdraw their child from Collective Worship. In that case, the school will provide supervision.

### **School Uniform**

We encourage children to wear school uniform.

#### **Winter Uniform:**

Grey skirt / trousers / pinafore  
(tailored trousers are an option for girls)  
White shirt / polo shirt  
Burgundy sweatshirt / jumper / cardigan / fleece

#### **Summer Uniform**

As the winter uniform or grey shorts/ cornflower blue and white dress

Hats and coats with the school logo are also available from the school office.

All children need a change of clothing for P.E. (Burgundy shorts and blue t-shirt) and spare plimsolls or trainers, children also wear black joggers and sweatshirts for winter games.

For reasons of hygiene, we ask that children change their shoes when they come into school. Plimsolls are our preferred option. Polo shirts, sweatshirts and cardigans (all bearing the school logo) and P.E. shorts are all available through the school office.

All clothing should be clearly marked with the child's name.

### **Jewellery**

Any jewellery can be dangerous and should not be worn for school. If a child has pierced ears, only stud type earrings are acceptable. These must be removed for swimming and all PE lessons. Watches may be worn at school but at children's own risk. Make-up and nail varnish are not allowed.

### **School Council**

Our School Council, which is made up of a member from each year group, meet regularly to discuss school issues. The members of the school council feedback opinions from their respective year groups and make decisions based on these. In this way, each child has a say in the running of the school. Recently, the School Council have discussed such issues as our behaviour policy and introduced a house system where children from different classes work together on projects.

### **Safeguarding and Child Protection**

"This school is committed to promoting the safeguarding, health and welfare of all pupils. We are required by law to follow procedures in 'Keeping Children Safe in Education 2016' if we see signs which suggest that one of our pupils may have been the victim of abuse. Use of the procedures in this way is an obligation placed on the school by legislation and in no way infers that any parent/carer is being accused of wrong doing."

As a result, if concerns are raised within school or a child reports a situation involving possible abuse, we would not be able to guarantee confidentiality. It would have to be referred to Social Services. This is in line with Government and Hertfordshire Policy.

Each member of our staff has had initial training in Child Protection. The School has two, fully-trained Designated Child Protection Teachers - Mrs Bridgman and Miss Fitzgerald.

### **Sex Education**

Sex Education is initially taught through the PSHE.

The School Nurse works alongside the class teacher to deliver lessons on the onset of puberty to our children in Years 5 and 6. The films used in these lessons are available for parents to preview and discuss with their children.

Parents may exercise their right to withdraw their child from the sex education curriculum.

### **Charging Policy**

The Governors of the school have set a Charging Policy in line with government legislation.

In general, the school makes no charge for activities within school hours or for the after school club activities. However, limited funding means that the school must seek contribution in respect of:-

- swimming
- theatre group visits
- day outings
- residential trips
- transport involved in the above and to sports events.

We are aware of the cost of extra activities and try to keep these to a minimum. The school may, from time to time, subsidise the costs. However, it is important to stress that such activities would not be able to take place without financial support from families.

If there are problems with contributions, families are welcome to discuss this in confidence with the Head teacher. Arrangements can always be made to pay in weekly sums if this proves more convenient.

### **Extra Curricular Activities**

Staff organise a variety of after-school activities including multisports, gardening, cooking, and art. These change throughout the year to give the children a broad range of opportunities. School Council gather ideas from the children for the clubs they would like to have in school.

### **Attendance Figures**

Our children enjoy coming to school and this is reflected in our attendance figures. Our absence figures, which are low, are available from the School Office.

### **Reporting a child's absence**

We ask that parents notify the school by telephone or letter by 9.15 a.m. if their child is absent from school that day because of ill health. Notes should be addressed to the child's teacher. In the interest of safety, our school secretary, will telephone home if school has received no notification by 9.30a.m. If the school receives no reason for an absence, then, by law, we must record the absence as unauthorised.

We do not encourage parents to plan holidays during term time but accept that, sometimes, families have no alternative. If parents wish to take their children out of school during term time, they must complete a form requesting leave of absence. The form needs to be completed in advance.

### **Collecting your child from school**

If for any reason, you are delayed from picking your child up on time, please do not worry. We will look after your children until you get here. It is helpful if you can telephone us to let us know. This way, we can reassure your child.

Please let the school know if there are changes from the usual routine for collecting your child.

Infant children are not allowed to leave school unless there is an adult to pick them up.

Junior children are not allowed to leave school unless we have a letter giving parental permission.

### **The School Day**

8.45am	Children are collected from the playground by their teacher
9.00am	Registers close/Lessons 1 and 2
10.45	Worship Time
11.00	Playtime
11.15	Lesson 3
12.15	Lunchtime
1.15	Lesson 4 and 5
3.15	Children are collected from the playground by their parents

### **EYFS**

Children follow the Early Years Curriculum. A large proportion of the timetable is child initiated play based learning both indoors and outdoors. Children have daily phonics, literacy and maths lessons.

Our sports coach leads two sessions of PE and the children have a weekly Spanish lesson.

Nursery children start at 8.45am and are collected at 12.15pm. From September 2017, eligible children can stay for 30 hours per week in the Nursery. Reception children join the rest of the school for lunchtime. We

have a house system where older children help look after the younger ones and play games with them.

### **Parental Involvement**

At Tonwell St Mary's, we acknowledge the very important part that parents, their first educator, play in the development of their children. We work closely with parents to promote the best possible home/school links.

We very much value the support that parents offer to us and welcome them into school. We have a team of parents who support our Guided Reading groups and who offer support in other areas of the curriculum.

Staff are always willing to talk with parents about their children's progress and well-being. Unless the matter is urgent, we ask you to see staff at the end of the school day.

We hold a 'Meet the Teacher' evening to find out about the curriculum and topics your children will be studying during the term and year as well as Parent Consultation evenings in the Autumn and Spring Terms. Written reports are sent out towards the end of the Summer Term. Parents have the opportunity to make an appointment to discuss these reports.

Effective liaison between the school and home is vital because children's learning is greatly enhanced when home-school links and cooperation are strong. We have many strategies in place to ensure that parents are well informed about what happens in school and how their children are progressing.

Celebration worship time for children, staff and parents on Friday afternoons enable the parents to see what the children are currently learning. This gives the children confidence to talk about their learning.

The Head teacher communicates directly with parents via regular newsletters. Parents' views, as well as children's are also sought through questionnaires and discussion groups and we value feedback on any aspect of the school. Every half term, there is a parent forum meeting where parents are invited to share their ideas and opinions.

A Parent Mail email and text service quickly updates parents with instant communication about events and adverse weather closures.

Friends of Tonwell (F.O.T.) work together to organise a range of fundraising events throughout the year, including: a Christmas Fair, Quiz Nights, Carnival Entries, Summer Fair and many more.

If a parent has any concern or complaint they should discuss this is the first instance with the class teacher or the Head teacher. We appreciate the feedback given to us by parents.

### **Admission to School**

Parents apply for a Primary School place by completing a Primary Admission Form. County rules apply to all applications. The website address to find out about admission arrangements is:

[www.hertsdirect.org/services/edlearn/admissions](http://www.hertsdirect.org/services/edlearn/admissions)

Parents wishing to transfer their children from another school may do so by completing an in- year admissions form. (These can be obtained from the Hertfordshire grid for learning web site or from the school office)

We aim to make children's admission to school as comfortable and enjoyable as possible. We invite them to visit school a few afternoons during the term before they start with us so that they can meet their new friends and get to know their teacher.



