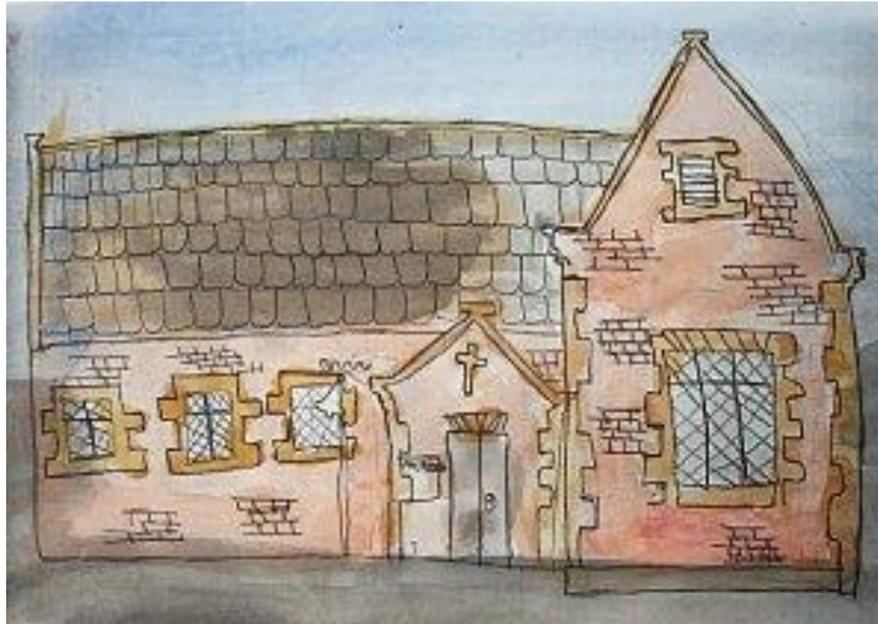


# Tonwell St Mary's C of E (VC) Primary School



School Prospectus - 2020 / 2021

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

*Our strapline summarises our aims of ensuring that each adult and child is valued as an individual, challenged to be the best they can be and encouraged to live out key Christian values of love, respect and forgiveness.*

*We teach our children 3 Bible stories to illustrate our aims:*  
*The Lost Sheep (knowing each child)*  
*The House on the Rock (growing each child)*  
*The Good Samaritan (living out God's love)*



*1 John 4:16*  
*And so we know and rely on the love God has for us.*  
*God is love. Whoever lives in love lives in God, and God in them.*

**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. All the children also have access to a well-stocked library, which is in the corridor to the Years 4, 5 and 6 classrooms. Years 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

Miss S Nicolaou

Mrs D Tracey

Mrs V Wagner

Mrs A White

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

Mrs S. Townsend

Mrs M Lazzari

Mrs K Williams

Ms T Gooden

##### **Office Staff**

Mrs J. Moorehead

Miss H. Gaze

##### **Midday Supervisors**

Mrs K Williams

Mrs. M. Lazzari

Miss G Clark

#### **Governing Body**

##### **Parent Governors**

Mr M. Levene

Mr M. Clutterbuck

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

Mrs G. Pick

Mrs D. Cole

##### **Foundation Governors**

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

##### **Staff Governor(s)**

Mrs J. Moorehead

##### **Head teacher**

Mrs S. Bridgman

### **The School Curriculum**

We have high expectations of our children across the curriculum and achieve high standards. Our 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 have year groups in Early Years (Nursery and Reception), Y1/2/3 in Pine Class and Y4/5/6 in Oak class. This gives teachers the time to really get to know the pupils well. Less time is needed for handover and getting to know pupils each year. The pupils take turns being the older or the younger year group in each class. This gives them the chance both to learn from older pupils and to have the opportunity to "teach" younger pupils. We have found this system benefits the pupils in both year groups. It is a well-researched and evidenced fact that pupils learn well from teaching and explaining to other.

We have a two-year and three-year rolling curriculum to cater for our split classes. Our curriculum covers all the requirements of the EYFS 2012 and the National Curriculum 2014 in a fun and exciting way. Each class' current curriculum information for the term can be found in the Parents section of our website under 'Curriculum Letters'. Details of our overview curriculum intent statements for each subject can also be found on the website.

### **MFL**

Junior children have a weekly French 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 'Open the Book' worship times regularly.

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 the right to withdraw their children from acts of worship and R.E. teaching. Where this is the case, children are set alternative work agreed between the school and parents.

### School Uniform

We encourage children to wear school uniform.

**Winter Uniform:**                    Grey skirt / trousers / pinafore  
                                                  White shirt / polo shirt  
                                                  Burgundy sweatshirt / jumper /  
                                                  cardigan / fleece

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

Clothing needs to be purchased from Kids Connection in Hertford - only second-hand clothing and hats are kept in school.

All children need a change of clothing for P.E. (Burgundy shorts and light blue Tonwell 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.

Children should wear black school shoes. Trainers are not allowed.

### **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' and we work in partnership with parents, local police, health and Children's services where necessary to support our children's safety.

All staff receive training annually and are encouraged to have an 'it could happen here' approach. The School has two, fully-trained Designated Child Protection Teachers - Mrs Bridgman and Miss Fitzgerald.

Our Child Protection policy is available on our website and hard copies are available from the school office.

### **Relationships and Sex Education**

Sex Education is initially taught through the PSHE curriculum. Our Relationships and Sex Education policy is available on our website and hard copies are available from the school office.

The class teacher delivers lessons on the onset of puberty to our children in Years 4, 5 and 6, with specific sex education in Year 6. The resources used in these lessons are available for parents to preview and discuss with their children. Parents have a right to withdraw their children from lessons specifically focussed on sex education.

### **Charging and Remissions 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
- wraparound care

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 through our wraparound provision, 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. We strongly encourage high attendance and do not authorise any term-time holidays. Our policy is available on the school website or 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. 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. If parents wish to take their children out of school during term time, they must complete a form requesting leave of absence and meet with the Headteacher. 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.

Children in Nursery-Year 3 are not allowed to leave school unless there is an adult to pick them up.

Junior children are not allowed to leave school alone 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
11.00	Playtime
11.15	Lesson 3
12.00	Worship Time
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, the children also have a Forest School session every week.

Nursery children start at 8.45am and are collected at 12.15pm. 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.

### **EYFS areas of learning and their associated Early Learning Goals**

#### **Characteristics of effective learning:**

##### **Playing and exploring - engagement**

Finding out and exploring  
Playing with what they know  
Being willing to 'have a go'

##### **Active learning - motivation**

Being involved and concentrating  
Keeping trying  
Enjoying achieving what they set out to do

##### **Creating and thinking critically - thinking**

Having their own ideas  
Making links  
Choosing ways to do things

#### **Prime Areas:**

##### **Personal, Social and Emotional Development**

Making relationships  
Self-confidence and self-awareness  
Managing feelings and behaviour

##### **Physical Development**

Moving and handling  
Health and self-care

##### **Communication and Language**

Listening and attention  
Understanding  
Speaking

#### **Specific Areas:**

##### **Literacy**

Reading  
Writing

##### **Mathematics**

Numbers  
Shape, space and measure

##### **Understanding of the world**

People and communities  
The world  
Technology

##### **Expressive Arts and Design**

Exploring and using media and materials  
Being imaginative

## **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 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 Headteacher. We appreciate the feedback given to us by parents.

## **Admission to School**

Parents apply direct to the school for a Nursery place. They apply for a Reception 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.

