

Reedings Junior School

Sawbridgeworth

School Prospectus

2016-2017



'Aiming High Together'

Headteacher: Mrs L. Webber

Reedings Junior School



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About Our School and Setting

Reedings Junior School is a community junior school for girls and boys aged from 7 to 11, maintained by Hertfordshire County Council. In April 2017, there were 242 children on roll. The school is situated on a large, attractive site overlooking the River Stort and the surrounding countryside.

Built in 1966, Reedings has eight large classrooms, a main hall, a separate dining hall, excellent library and computing facilities and a dedicated music room. There are also extensive play areas and open spaces. The school is very well resourced across the curriculum.



Each year group is divided into two mixed ability classes, normally with 30 children in each. Our teachers are experienced and motivated. We have an excellent and committed team of support staff. In addition, the school also has a dedicated pool of voluntary helpers who provide valuable support in a variety of ways.



In its early years, Reedings owned a narrow boat named The Kingfisher that was kept moored on the Stort riverbank. When, for both financial and health and safety reasons, the boat was sold in the 1980s, the kingfisher was adopted as the symbol of the school.

We value the support of parents and carers and are keen to encourage parental involvement wherever possible.

Our School Aims 'Aiming High Together'

At Reedings, we ensure that every child has opportunities to achieve excellence and equality. We encourage every child to realise their potential by supporting, motivating and exciting learners. We work with parents and carers and the community to create a safe, caring and stimulating environment. The school aims to prepare children for life in a technological society and promote awareness in children of the local and global community in which they live.

We aim to:

- provide an inspiring environment where children are, through a broad curriculum, encouraged to learn, be curious about the world and develop the desire to improve themselves in order to fulfil their potential;
- build self-esteem, confidence and resilience so that every individual is able to make their own choices and rise to a challenge;
- develop tolerance and respect for other people and their opinions or beliefs, and an understanding of how actions can affect others;
- ensure pupils recognise their roles and responsibilities in society - school, local and global - so that they may make a positive contribution;
- teach pupils the skills they need to adapt to a world with ever-changing technology and methods of working and communicating.

Safeguarding Statement:

As a school, we strive to create a community where every family matters, where everyone is treated with respect, where diversity is valued and where people feel secure. The school is committed to safeguarding children and young people. All adults who work in school need a satisfactory enhanced Disclosure and Barring Service (DBS) check. Members of staff are trained in child protection procedures and have the safety of the children in mind at all times. We have clear school policies regarding behaviour and use of physical intervention.

Our Staff

**Headteacher
Deputy Headteacher
and SENCo**

**Mrs L Webber
Ms C Stewart**

Teachers

**Mr T Dupplaw
Mrs K Kitson
Miss L Arnold
Mrs K Oxley
Mrs A Walker
Mrs H Freeborn**

**Mrs D Balshaw
Mrs S Walker
Ms E Constant
Mrs S Kingston
Miss N Purdey
Mrs C Hattee**

School Secretary

Mrs A Parker

Administrative Support

**Mrs D Mathews
Mrs H Curtis**

Higher Level Teaching Assistants

**Mrs E Irvine
Mrs N Rickett
Mrs R Lourenco**

Teaching Assistants

**Mrs M Bate
Mrs J Campbell
Mrs J Gilbert
Mrs J Warner
Mrs C Stockwell
Mrs K Seymour**

**Mrs C Baxter
Miss Amy Connolly
Miss Matilda Boustred
Mrs P Walton
Mrs J O'Sullivan
Mrs K Walker**

Cook

Mrs J Sperrin

Caretaker

Mr M Donoghue

Cleaners

Ms B Mascall

Mrs E Cole

Mid-day Assistants

**Mrs M Bate
Mrs J Campbell
Mrs J Gilbert
Ms B Mascall
Mrs J O'Sullivan
Mrs K Seymour
Mrs J Warner
Miss Amy Connolly**

**Mrs C Baxter
Mrs H Warnock
Mrs R Lourenco
Mrs C Stockwell
Mrs N Rickett
Mrs K Walker
Mrs P Walton
Miss Matilda Boustred**

**Chair of Governors
Vice-chair of Governors**

**Mrs S Clarke
Mr A Evans**



School Term & Holiday Dates

2017-2018

| | |
|-------------------------|---|
| Autumn Term 2017 | |
| Inset Day | Monday 4 th and Tuesday 5 th September |
| Term starts | Wednesday 6 th September |
| Half Term | Monday 23 rd October – Friday 27 th October |
| Starts | Monday 30 th October |
| Occasional Day | Monday 27 th November |
| Term Ends | Tuesday 19 th December |

| | |
|-------------------------|---|
| Spring Term 2018 | |
| Inset Day | Wednesday 3 rd January |
| Term starts | Thursday 4 th January |
| Half Term | Monday 12 th February – Friday 16 th February |
| Starts | Monday 19 th February |
| Term Ends | Thursday 29 th March |

| | |
|-------------------------|---|
| Summer Term 2018 | |
| Inset Day | Monday 16 th April |
| Term starts | Tuesday 17 th April |
| Bank Holiday | Monday 7 th May |
| Half Term | Monday 28 th May – Friday 1 st June |
| Starts | Monday 4 th June |
| Term Ends | Tuesday 24 th July at 2.30pm |
| Inset Day | Wednesday 25 th July |

Children with special educational needs and disabilities (SEND)

Sometimes children will have a special learning need at some time during their education. Whenever this occurs we discuss this with the child's parents. Our policy is to deal with the issue as soon as possible in the most appropriate way.

For example, if a child seems to be slow in developing reading skills, additional support in the classroom will be our first line of action. Frequently this is all that is required and, given time and support from both parents and carers and teachers, the difficulty is rapidly overcome.

The school follows the guidelines set out in the Special Educational Needs Code of Practice. The school has a policy on Special Educational Needs. We are happy to provide a copy of the policy on request.

We use a range of strategies for identifying and assessing children with SEND including specialist tests, parent/teacher observations and assessment within the classroom.

Children's progress is monitored and recorded at class level by teachers and across the school by the leadership team.

We use a wide range of outside professionals to help us identify and support SEND children including Educational Psychologists, Speech and Language Development and Multi Ethnic Curriculum Support Service outreach workers, as well as advisory staff from agencies across the county.

We have many resources for use by and with SEND children to ensure they can access the curriculum and to enhance their learning experiences.

For some children their special need is to be gifted or talented in some way. We work to ensure that all children experience an appropriate degree of challenge in the work that is offered to them.

If you would like further information about SEND, please speak to your child's teacher.

Equal Opportunities

Members of staff at Reedings are strongly committed to ensuring that no children are disadvantaged or subject to discrimination. We want to provide a diverse community where all feel valued, all are welcome and all receive the best we can offer. The school has an equal opportunities plan and updates on progress against actions are given to parents and carers through the weekly newsletter.

All of our children are given equal chances to experience the full range of activities offered by the school. We work hard to ensure that resources we use in school do not promote stereotyping. We do seek to positively promote equal opportunities and positive attitudes. Wherever possible, we seek to provide situations where our children can engage with the diverse wider community of which they are part.

We have steadily worked to improve access to the school for people with physical disabilities. We have appropriately adapted toilets in the entrance hall as well as other areas of the school. There are ramps leading to outer doors to the school. The school is well lit and we have sound systems in every classroom to help ensure the quality of sound is even and clear.

At present the governors have decided not to create a sole-use disabled parking bay since spaces are short and we are not aware of any members of our community who need this provision. Please let the secretary know if you do know of anyone who needs a designated space and we will provide one.

Admission Arrangements

For the purposes of admission, Fawbert and Barnard Infants and Reedings Junior are treated as though they are one school. Children in Year 2 at Fawbert and Barnard are given high priority in the admission arrangements.

When there are more applicants than places, Hertfordshire County Council applies a set of rules laid down in their admissions guidelines. These are revised annually and are available from both school offices.

Parents and carers considering sending their child to Reedings are welcome to look around the school. Please contact the office to arrange a mutually convenient time. Every year during the Summer Term, a meeting is held for parents and carers of children joining the school the following September. This includes an opportunity to look round the school and to ask questions.

The School Day

The school day begins at 8.50 am but children may arrive from 8.40 am onwards and go straight into their classroom. Children should only enter and leave the premises via one of the pedestrian entrances and not the car park.

Our lunch break is from 12.00 pm to 1.00 pm. Lessons end at 3.15 pm. Parents and carers collecting their children are asked to wait in the area near the pedestrian entrance in the playground and not near the classrooms since lessons are still going on up to the end of school. Parents and carers with young children should supervise them at all times to avoid accidents and damage to school property.

Reedings Junior School operates in line with statutory requirements and opens for 190 days per year and for 23.5 hours curriculum delivery time each week.

All visitors, including parents, who come into the school during the day, are asked to use the main entrance and to call at the main office. For security reasons, parents and carers wishing to speak to a member of staff should also do so via the main school office and not classroom external doors.

Children should be collected promptly at 3:15 pm at the end of the school day. If you are going to be late for any reason, you should make arrangements for another adult to collect your child and inform the school office of the changes.

Children should not be left unsupervised at the school office.

School Uniform

School Uniform

Pupils at Reedings are required to wear the school uniform. The school colours are royal blue, grey and white. Sweatshirts, cardigans and polo shirts may be worn with or without logos.

- White blouse or white shirt (not blue)
- Grey skirt, pinafore dress, trousers or shorts
- Royal blue cardigan, sweatshirt or jumper
- Royal blue fleece (optional - outdoor wear only)
- Black shoes
- Navy blue or black PE shorts (in winter navy or black tracksuit trousers)
- Plimsolls or trainers for PE
- A bag for PE shoes and clothing

For health and safety reasons, children are not allowed to wear any jewellery at school other than watches. 'i-watches' and other 'smart' watches are not allowed. Where necessary we allow small, plain ear studs.

Uniform can be purchased from:

- [Fosters Schoolware Ltd, Bishops Stortford](http://www.greatforschool.co.uk) www.greatforschool.co.uk
- [Top Form, Harlow](http://www.top-form.co.uk) <http://www.top-form.co.uk>

Alternatively, we generally have a large number of items which are unclaimed lost property. We are happy to offer these to you for a small donation.

Please ensure that ALL property belonging to your child is clearly labelled with both their name and class.

SATs Results

KS2 SATs Results 2016

| | Reedings Junior School | | Hertfordshire Schools | | National | |
|--|------------------------|----------------------|-----------------------|----------------------|----------|----------------------|
| | % | Average scaled score | % | Average scaled score | % | Average scaled score |
| Reading | 81 | 106.1 | 72 | 103.9 | 66 | 103 |
| Writing (Teacher Assessed) | 92 | N/A | 79 | N/A | 74 | N/A |
| Grammar Punctuation and Spelling | 85 | 108.85 | 76 | 104.9 | 72 | 104 |
| Mathematics | 77 | 104.8 | 73 | 103.6 | 70 | 103 |
| Reading, Writing and Mathematics combined | 73 | | 59 | | 53 | |

*TA Teacher Assessment

In May each year all children in Year 6 take the Standardised Attainment Tests produced by the Department of Education, (DfE) normally known as SATs.

The table above shows the achievements of Year 6 in 2016.

Approach to Behaviour

We believe that all children have the right to learn in an environment in which they feel safe, secure and respected.

To achieve this we encourage everyone to:

- Treat one another with kindness;
- Act with thought and consideration to others;
- Behave courteously, being polite and helpful at all times;
- Be friendly and co-operative;
- Be honest and truthful;
- Take good care of our school;
- Treat property with respect.

We also encourage all children to:

- Work in an orderly atmosphere;
- Develop a sense of pride in their school, class, work, and themselves;
- Be responsible for their own actions.

To reward good behaviour, all staff are able to award house or team points. Successes are celebrated in our sharing assemblies.

At the beginning of the year, each class negotiates their own set of class rules. These are displayed in the classroom. The rules for the whole school are also discussed. When a child breaks a rule, their behaviour is discussed with them. A sanction may be given, ranging from staying in during a break to taking time out by himself or herself, or occasionally being sent to another teacher.

If your child displays disruptive, aggressive or worrying behaviour and needs to be spoken to about this by a member of staff, you will be notified and asked to discuss our concerns with either the class teacher and/or the Headteacher.

Sometimes children's behaviour is affected by events outside school. Please tell us if there is anything you think we ought to know.

We have a behaviour and anti bullying policy which is reviewed every year. This is available on our website.

Please always contact your child's class teacher or the Headteacher to discuss any problems.

Children who are taken ill at School

Members of staff are trained to deal with minor accidents or illness at school. Where more urgent medical attention is needed, every attempt will be made to contact a parent or another name on our emergencies list. If necessary, a child may be taken directly to the doctor's surgery or the hospital.

It is essential that emergency contact details kept by the school are always up to date. Please let us know whenever we need to update our records.

Where necessary for a child to use an inhaler or EpiPen at school, these are kept safely but readily accessible in the class teacher's cupboard. The Asthma Clinic has advised us that records should be maintained showing the frequency of use of inhalers. For this reason we ask that inhalers are kept where staff can supervise use and not in the child's bag.

Children are not allowed to carry any medication with them.

No other medication will be administered in school by school staff, unless prescribed by the doctor. An 'Administer Medication' form is available in the school reception, and needs to be completed with the required information. The medication is kept in the school office and will be administered accordingly. If, during the school day, un-prescribed medication is needed, you would be required to inform the school office and administer these doses yourself.

If your child has an illness involving sickness or diarrhoea, please notify us and do not send him or her to school until you are sure their recovery is complete. This should be at least 48hrs after the last bout of sickness.

Please do not send your child to school if you believe he or she is ill.

School Security

The governors take the security of children and staff seriously. Their policy on security is reviewed annually. The school works in close collaboration with the local community police officer and the county council's security advisor.

A rigorous system ensures that all people coming onto the school site are formally registered. We have automatic gates fitted to the front entrance to ensure all visitors can be vetted before they enter the school grounds.

The security of the children depends upon parents and carers and staff working collaboratively.

For example, we need parents' and carers' support in:

- parking appropriately;
- ensuring that we know in advance when your child is absent;
- only entering the school via the front entrance;
- signing the visitors' book when entering school;
- notifying us when strangers are noticed;
- ensuring your child understands how to deal with strangers;
- collecting children promptly and not leaving them too early in the morning.

When recruiting staff or volunteers in school, each person is given a criminal background and DBS check to ensure there are no reasons why they cannot work with children in our school. Members of our interview panel have received training in safer recruitment. If you have any particular concerns about the security of your child, the Headteacher will be pleased to discuss this with you confidentially.

The school car park

In the interests of safety, please do not use the car park during school hours, including the period after school when children are going home, unless there is a medical emergency or you have prior permission from the Headteacher. At the end of the day, children and parents and carers must leave the school grounds by the pedestrian gates. Parents and carers who bring children to school by car should observe the road markings and are asked not to park on the yellow lines or on the pavement. It is important that the children have a clear view when crossing the road opposite the school gate.

We would ask you, where possible, not to drive to school as parking space outside school is very limited. As part of our school travel plan, we are trying to encourage children to walk to school. It is not only good for the children's fitness levels, it is also good for the environment and the fewer the number of cars on the road, the less danger for our children.

Absence from School

It is essential that the school is informed if a child is going to be away so that we know they are safe. Please contact the school at the earliest possible opportunity.

Additionally, please provide an absence note when your son or daughter returns to school. If your child comes into school late for any reason, they must report to the school office before going to their classroom.

Schools are required to keep records of absence and to note whether the cause of absence was authorised or unauthorised. Where we are not notified about the reason, we are required to record an unauthorised absence on the child's annual report.

In practice, our attendance record at Reedings is excellent and parents and carers are generally very co-operative about contacting the school. We are happy to accept information by phone, email, letter, or in person.

Last year our attendance record was 96.4% with 2.9% authorised absence and 0.7% unauthorised.

Holidays in term time are no longer authorised. In exceptional circumstances a leave of absence may be required. Parents and carers should complete a 'Leave of Absence' request form available from the school office.

School Assemblies

An assembly is held each day to provide an opportunity for the children to reflect on spiritual and moral issues. Collective worship provides a focus for the school as a community; this enables us to promote our positive ethos and provides an opportunity for us to share in the children's successes and achievements.

Each week classes share their thoughts and work with one another and some children receive merit certificates for positive behaviour, good work or other achievements.

Parents and carers have the right to withdraw their child from religious education and from school worship. If you wish to consider doing this please contact the Headteacher. Parents and carers do not have to explain their decision but we would hope that they would want to share any concerns with us. The Headteacher is very willing to discuss any aspect of religious education or school worship. Alternative provision for children who are withdrawn will be decided on an individual basis and in consultation with the child's parents.

Religious Education

Reedings follows the syllabus for Religious Education agreed by the county council. Through Religious Education we aim to help children to:

- Acquire some familiarity with and understanding of Christian teachings, beliefs and practices and to become increasingly aware of the way in which Christianity has influenced, among other things, our culture, social institutions and moral codes.
- Develop understanding of how the beliefs and practices of world religions affect the attitudes and actions of people in our world. In particular, we aim to draw children's attention to the diversity of religious practice both locally and across Britain today.
- Wherever possible, members of faith communities are invited into school to help with relevant parts of the curriculum. There is also a programme of visits to religious communities, including the parish church, a synagogue and a Hindu temple.

Sex and Relationship Education

The school's policy on Sex and Relationship Education is available in the school office should you wish to see a copy. Parents and carers have the right to withdraw their child from lessons in which sex education is being taught, provided what is being taught is not part of the National Curriculum. If you wish to consider doing this, please contact the Headteacher. She is very willing to discuss any aspect of the sex and relationship curriculum with you. You do not have to explain your decision but we would hope that you would want to share your concerns with us.

House Groups

The school is divided into four houses:

Hérons: Blue

Mallards: Green

Moorhens: Red

Swans: Yellow

House points are awarded for good work, achievement, behaviour and for demonstrating a positive attitude. At the end of each half term, points are counted by the house captains and the children are told how many points each house has gained.

During our sports events, children compete in house groups. Events take place throughout the school year. We have found the house system to be a great incentive and something the children value and enjoy.

Ofsted Inspections

Reedings was last inspected in the Summer Term 2014 and we were deemed to be a “Good” school. Our Inspection report is available to view or download at www.ofsted.gov.uk

Schools are normally told they are to be inspected the day before the inspectors arrive. We are confident that we are well prepared for whenever the inspectors decide to call and we are very proud of the staff and children and their achievements.

The inspector focused on:

- the overall quality of education provided by the school;
- the educational standards and achievements;
- the quality of teaching;
- behaviour and safety;
- the quality of the leadership and management, including the efficiency with which financial resources are managed;
- the spiritual, moral, social and cultural development of children.

The new arrangements no longer include a meeting for parents, but do include a questionnaire for parents and carers which can be found on the Ofsted website; a link is also provided on our own website.

Food, Drink and School Lunches

We are fortunate at Reedings in having our lunches cooked on the premises in our own kitchens. Lunchtime is an important part of the day when the children can enjoy a meal together in a communal atmosphere. Our meals are of a high quality and nutritional. Children choose their own lunch from a menu which follows a three week cycle. Menus are available to parents and carers to choose meals with your child.

Lunch money is payable, in advance, either half-termly by cheque, (made out to Hertfordshire County Council), or in cash on Mondays.

There is considerable evidence that children who have had breakfast are able to concentrate better and to learn more. This is perhaps particularly important as the core subjects of English and mathematics are taught in the mornings.

We expect every child to bring in a bottle for water to sip during the day. Research shows that children's learning improves if they are hydrated. Children have a long time to work between breakfast and lunch. We therefore recommend that children bring fruit to eat at playtime to help to re-fuel them the second session of the morning. Children are not permitted to bring cartons of fruit juice to school for break times.

The Extended School

Increasingly schools are being encouraged to make better use of their facilities outside the normal school day and to offer before and after school activities for the children. At Reedings we provide an extensive range of extra-curricular activities and we endeavour to cater for all interests.

During the year a wide range of voluntary activities is provided for the children, both at lunchtime and after school. These vary from term to term, and include drama, music, cricket, netball, football, book club and computing. We are happy to be able to offer Brass, Drums, Woodwind and Piano lessons and further information can be obtained from the school office.

We also have a School Council which plays an important part in the life of our school. Membership is made up with representatives from every class.

We are pleased to hire out our school facilities to a variety of groups whenever this is possible. The school's letting and charging policies are available from the secretary. The school aims to be an active participant in the local community.

Parental Support

There is considerable evidence that children achieve most when the school and the family work together in partnership. Parents and carers can support their child in many ways, including:

- * sharing their child's successes, concerns and difficulties;
- * supporting the school in encouraging a high standard of behaviour;
- * providing as wide a range of experiences as possible;
- * encouraging conversation;
- * enjoying books together;
- * helping with homework.

Each term parents and carers are invited to discuss their child's progress with the class teacher. At these meetings targets are reviewed and new ones agreed.

Parents and carers are, of course, welcome to discuss issues or concerns at any time. If you would like to do this speak to the secretary who will arrange a convenient time for you to meet with your child's class teacher or with the Headteacher.

Other Ways To Support The School

We encourage parents and carers to be actively involved in the life of the school. You can, for example:

- attend school performances;
- attend special assemblies;
- attend sports day;
- hear children read on a regular basis;
- help in the classroom;
- help on school trips;
- take an active involvement in the Parent Teachers Association (PTA);
- put yourself forward as a governor;
- offer to use your talents to help in school as appropriate.

If you think you might be able to offer support, please let us know.

Reedings has a home / school agreement that is circulated to all parents. This sets out how we think parents and carers and the school can work together in the best interests of the children. We hope all parents and carers will support this by signing the agreement and returning it to the school.

Reedings PTA

Parents and carers of children at Reedings are automatically members of the PTA. The PTA members are mainly parents, but also include staff, governors and others interested in supporting the school. The PTA exists to raise money for the school through events that also help to strengthen the school as a community.

The PTA arranges a number of activities each year. Details of these are circulated at the appropriate time. Major annual events include the October Disco, the Christmas Bazaar, the Quiz Night and a summer fete which includes a variety of entertainments such as live music and a barbeque.

Money raised is given to the school to help supplement resources.

The PTA is an important part of the social life of the school and the money raised is important in helping to improve the facilities we can provide for our children. We would therefore like to encourage parents and carers to take an active part. Members of the PTA can be contacted via the school office.

The Governors

The Governors are a group who together reflect the wider community of Sawbridgeworth and beyond. They have responsibility for overseeing the school curriculum, appointing staff, monitoring the school's budget and ensuring the buildings are properly maintained and improved. Governors are normally elected for a term of 4 years.

The Governors work with the Headteacher and the staff to help ensure that Reedings continues to be an excellent school. They have a statutory obligation to report on a range of matters. Copies of the Governors' minutes, together with all school policies, are available on request from the school office and some documents are also on the school website.

Breakfast and After School Club

We are pleased to be able to offer both breakfast and after school clubs, run by an external company, Energy Kidz. Attendance is flexible for children who are registered. Some come every day whilst others are booked in for selected days each week. Parents can also choose to book on an ad hoc basis, the only requirement being to make the booking before 2pm on the previous day.

Worries and Concerns

As a parent or carer, if you have any worries or concerns about your child during his or her time at Reedings, please discuss them with a member of staff. Your initial contact should ideally be with the class teacher as this is the person who has the best day-to-day knowledge of your child. This can be arranged through the school office.

If you are still concerned, please contact the Headteacher. Hopefully, the matter will be resolved to your satisfaction. Should you still feel your concern has not been satisfactorily addressed, written information about our complaints procedure is available from the school office.

Sometimes parents and carers would like more information about a particular issue. Should you wish to see any of the school's policies or other documentation held in the school, please would you speak to the secretary.

Some information is clearly confidential, particularly if it relates to an individual other than a member of your family, but where we can we will provide whatever is requested.



We want all children to enjoy their time at Reedings and we are keen to work with parents and carers to ensure this. Communication between home and school is vital to this aim so we ask that you let us know if you have any concerns so that they can be resolved quickly. We love a happy ending!