



# BOREHAM PRIMARY SCHOOL

**A Friendship School**

*'Daring to aim high, scale new heights, spread our wings and fly far'*



Juniper Road, Boreham, Chelmsford, CM3 3DB  
Telephone: 01245 467625 Fax: 01245 461944  
email: admin@boreham.essex.sch.uk

**Head Teacher:** Mr I R Bowyer

**Chair of Governors:** Mr R S Leeke

## **Status and Character:**

Primary School  
(Infant and Junior boys and girls, aged 4 - 11 years)

Number on Roll as of September 2021: 222

Published Admissions Number 2021/22: 30

**BOREHAM'S SCHOOL BROCHURE** was correct as at the time of printing. It is possible that recent changes in school will not have been recorded. The contents of this brochure and other information, including a diary of events for the term and the latest newsletter, may be viewed on our website at - [www.boreham.essex.sch.uk](http://www.boreham.essex.sch.uk)



Dear Parents,

Boreham Primary School is a one-form entry village school with over 220 children on roll. We pride ourselves on working together with parents and children to ensure a happy learning relationship for all pupils.

Through our seven school values, our aim is to develop confident, happy learners who are keen to find out about the world we live in and who have high aspirations for themselves so that they can be the best they can possibly be. We promote a healthy lifestyle, encouraging children to be physically active and aware of the importance of having a balanced diet.

At Boreham Primary School we put the welfare of children first, believing that happy children learn and thrive well. We recognise the importance of developing the whole child and preparing them for the wider world. Security is a priority and the grounds are a very safe place for children to learn and play.

We have a dedicated and enthusiastic staff who nurture and encourage our children to love learning, grow in self-confidence and to become responsible young people. All of our staff are very conscious of their pastoral responsibilities. High expectations and the happiness and well-being of the children are at the centre of our vision.

The school has very strong community links, a flourishing PTA (Friends at Boreham School, F@bs) and a supportive Governing Body. As well as offering an exciting topic and skills- based curriculum for our pupils we promote spiritual, moral, social and cultural understanding through assemblies, extra-curricular provision and focused learning days and weeks.

We try very hard to keep parents regularly informed about what is going on at the school through our website, 'Seesaw' an online learning portal, parent meetings and our weekly newsletter; and in order to minimise our environmental impact and costs associated with photocopying, we use a service called Parentmail to transmit messages via e-mail and text message.

As parents, you will, from time to time, have occasion to want to come into school to discuss with me, or a member of staff, some aspect of your child's life at school. On these occasions please contact the school office in order that an appointment can be arranged for a mutually convenient time.

Our extensive grounds includes an all-weather active track on which the daily mile can be completed all year round, an outdoor gymnasium area and a wildlife garden and allotment which are well-maintained. In addition to this the school was the first school in Essex in February 2020 to have its very own Bio-Dome installed on the school field to enhance our outdoor learning provision.

The school has an excellent reputation for sport and as an enhanced healthy school, we are recognised for our strength in sport, health, fitness and well-being and gained national and local accreditations for its outstanding efforts. We offer a wide range of clubs both before and after school that the children can participate in. Please speak to a member of the office team for more information.

You are always welcome at the school, whatever your reasons for coming in. The doors of our 'friendship' school are open to you.

Mr. Ian Bowyer

Head Teacher





## **AT BOREHAM PRIMARY SCHOOL WE CONSTANTLY STRIVE TO:**

- Achieve the highest academic standards possible for each pupil.
- Help each and every child become a valued member of the school community.
- Nurture high self-esteem and a positive self-image so that individuals can maximise the educational opportunities offered to them.
- Identify individual needs at the earliest opportunity and give a considered response to them.
- Give equal opportunities to all.
- Ensure a successful match between the learning needs of every child and the educational provision each is given.
- Provide a differentiated curriculum and varied teaching styles to meet the range of pupils' educational needs.
- Help pupils understand the world around them and to develop a respect for the legitimate religious and moral values of others in a multi ethnic society.
- Encourage pupils to develop lively enquiring minds, the ability to question, the confidence to apply themselves to a variety of tasks and give opportunities for creative expression.
- Foster a productive working relationship between home and school to give optimum educational opportunities to each pupil.
- Provide a happy school with a safe, caring, stimulating and attractive environment.

**At Boreham Primary School we believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit here.**

### **Our school values**

**Respect** - We respect each other as individuals and our school environment.

**Excellence** - We always try our very best!

**Friendship** - Our friendship school supports and cares for everybody.

**Determination** - We never give up even when things are difficult.

**Courage** - We show strength and are not afraid to get things wrong.

**Equality** - We give everybody the same opportunity to succeed.

**Inspiration** - We celebrate everybody's successes and learn from each other.



## STAFF LIST

All members of staff at Boreham Primary School are committed to providing the very best opportunities for each child to thrive and fulfil their potential. They provide a lively and stimulating curriculum where children are encouraged to use their skills of enquiry and problem-solving to become independent and active learners. As Head Teacher, I cannot praise the staff at Boreham Primary School highly enough, as they all give of their best to the benefit of pupils, parents and the wider community of Boreham.

### LEADERSHIP & MANAGEMENT

#### Staffing September 2020

##### Senior Leadership Team

Mr I Bowyer Head teacher
Miss H Hill Deputy Head teacher
Mrs J Huntley SENCo & Pupil Premium Manager
Mrs G Powell School Business Manager

#### Classes 2021-22

Class	Teacher
Reception Class	Mrs H Tate
Year 1	Mrs E Evans (Mon-Thur) & Mrs G Hayes (Fri)
Year 2	Miss H Davies
Year 3	Mrs J Richardson
Year 4	Miss A Buchanan
Year 5HC	Mrs Hutley (Wed-Fri) and Mrs Crooks (Mon-Tues)
Year 5F	Miss H Falltrick
Year 6	Miss H Hill (Mrs Rolfe on a Monday)
Other Teaching Staff	<ul style="list-style-type: none"> <li>• Mrs T Westney - (Modern Foreign Languages Teacher)</li> <li>• Mrs L Rolfe (DHT Cover)</li> <li>• Mrs B Boutlier (Specialist Behaviour &amp; Nurture Teacher)</li> <li>• Mrs Chalk (Maternity Leave)</li> </ul>

### **Administrative Staff**

Mrs Powell	School Business Manager & Senior Leadership Team
Ms Stephens	Attendance & Administration Officer
Mrs Worgan	Finance Assistant
Mrs King	Finance Assistant

### **Premises Staff**

Mr Smith	Site Supervisor
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### **Teaching Assistants**

Mrs Bergamini	Senior Teaching Assistant
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Mrs Smith

Mrs Hollox

Mrs Mean

Mrs Edwards

Mrs King

Mrs Chunn

Mrs Jones

Mrs Barron

Mrs Jacob

Mrs Parrott

Mrs Morley

Mrs Brabin

Ms Coyle

Ms Bradley

Miss Buckingham

Ms Reilly

Miss Hills (Trainee Apprentice Teaching Assistant)



Mr Lagden & Mr Bardrick	ICT Technicians
Mrs Ruschen	School Counsellor

### **Midday Assistants**

Mrs Bergamini	Senior Midday Supervisor
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Mrs Hollox

Mrs Barron

Mrs Jones

Mrs King

Mrs Mean

Mrs Smith

Mrs Edwards

Mrs Parrott

Mrs Jacob

Ms Reilly

Miss Buckingham

### Catering Team

Ms C Shomade	Catering Manager
Mrs S Malin	Catering Assistant
Mrs V Burrows	Catering Assistant

### School Governors

Mr Leeke (Chair)	Co-opted Governor
Mr Bowyer	Head teacher (Ex-Officio)
Mr Reilly (Vice-Chair)	Parent Governor
Mrs Seeley (Vice-Chair)	Parent Governor
Mrs Morley	Staff Governor
Miss Hill	Co-opted Governor
Mr May	Co-opted Governor
Mrs Chapman	Local Authority Governor
Mrs Soulsby	Co-opted Governor
Mrs Jones	Parent Governor
Dr Eaton	Co-opted Governor
Mrs Codling	Clerk to the Governing Body



**Designated Lead Safeguarding Officer:** Mr Bowyer

**Deputy Safeguarding Officers:** Mrs Huntley & Miss Hill & Mrs Powell

### Subject/ Area Responsibilities

Staff member	Subject/ Area Responsibilities
Mr Bowyer	<b>Senior Leadership Team</b> Safeguarding / Child Protection Lead Teaching & Learning Physical Education / Junior Sports Council Health & Safety Attendance Educational Visits Co-ordinator School Newsletter Policy Cycle GDPR
Miss Hill	<b>Senior Leadership Team</b> Safeguarding / Child Protection Deputy Lead Teaching & Learning Curriculum Assessment English / School Library NQT Mentor



Mrs Huntley	<b>Senior Leadership Team</b> Safeguarding / Child Protection Deputy Lead Special Educational Needs Pupil Premium Teaching Assistants
Mrs Powell	<b>Senior Leadership Team</b> School Business Manager / HT's PA HR / Staff Absence Health & Safety GDPR Midday Assistants & Catering Team Early Bird & Night Owl
Mrs Hutley	Maths Computing
Mrs Tate	Early Years Phonics Lead Geography
Mrs Rolfe	Computing
Mrs Evans	KS1 Team Leader KS1 English & Phonics Lead
Miss Hayes	RE & Collective Act of Worship Church Services & Assembly Rotas
Miss Davies	Healthy Schools & PSHE
Mrs Crooks	Art and Design / DT
Miss Buchanan	Music & School Production Lead
Mrs Richardson	Science The Green Team
Miss Falltrick	KS2 English Lead / School Library History
Mrs Westney	Modern Foreign Languages School Council

#### **Administrative Staff Responsibilities**

Mrs Powell	<b>Senior Leadership Team</b> School Business Manager Head Teacher's Personal Assistant Manages Office, Finance and Catering Premises including Health & Safety GDPR
Ms Stephens	Attendance School Admissions Educational visits support



Mrs Worgan	Finance Assistant School meals administration Before/after school clubs Expenses Asset register
Mrs King	Finance Assistant Procurement Policy administration Peripatetic music tuition Lettings Early Bird & Night Owl

## **REGISTERING YOUR CHILD WITH THE SCHOOL**

Registration for all Essex Schools is managed centrally at the Planning and Admissions Department, Essex County Council. You should be sent primary school application information in late October; if you have not received this information by the middle of November please contact the Planning and Admissions Department by telephone (0345 603 2200) or email [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk). Anyone requiring additional advice, information or guidance relating to school admissions should, in the first instance, contact the Planning and Admissions team. You can also find out admission arrangements (including transition to secondary school) through the Essex County Council website which is:

**[www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx](http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx)**

## **ADMISSIONS INTO THE FOUNDATION STAGE**

As required by law, this school provides for the full-time admission of all children who become five years old in the September following their fourth birthday.

Parents can defer the date their child commences at Boreham Primary School, until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Pupils will be admitted without reference to ability or aptitude.

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (as defined on in the Primary Education in Essex 2021/2022 booklet);



2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. Remaining applications. In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

Waiting list held until: 31 December 2021

### **ADMISSIONS INTO FOUNDATION STAGE OF CHILDREN OUTSIDE THEIR AGE APPROPRIATE COHORT**

Parents may seek a place for their child outside of their age appropriate cohort, for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child may chose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their age appropriate cohort. All parental requests for admission into Foundation Stage outside of their age appropriate cohort must be in writing to the Governing Body, with supporting evidence from relevant professionals working with the child and family, stating why the child should be placed outside their age appropriate cohort. The Governing Body will decide each case on an individual basis and parents will be informed in writing of the decision made and the reasons behind the decision.

### **MID-YEAR ENTRY INTO ALL OTHER YEAR GROUPS**

Applications should be made through the Local Authority. The Governing Body have agreed to maintain all classes at a maximum 30 pupils per class. In event of over-subscription the criteria will stand. In the event of classes being full, the Local Authority will maintain a waiting list which will be ranked according to our over-subscription criteria.

### **Looked After Children**

A Looked After Child or a child who was previously Looked After and immediately became subject to an adoption, residence or special guardianship order, will be given first priority in over-subscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

## **Siblings**

For applications made in the normal admission round, a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group, excluding the final year, will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

## **Transition Arrangements for starting school**

During the summer term before joining the school, parents are invited into school for a series of information induction sessions. During this time the children spend time with their new class teacher and other staff in their early years setting.

In September, all children start school part-time for the first ten days; on the tenth day they all stay at school for lunch. After this they become full-time at the school. Some children may need a longer transition period than this and we will consider each child's individual needs during the 10-day induction period. During this time, the new class teacher and a teaching assistant also carry out home visits.

## **Visiting the school**

Whether you are thinking about sending your child to us, or if you have made up your mind to do so, the Head Teacher will be pleased to show you around the school and answer all your questions.

If you have just moved into the village and are joining the school mid-term, please discuss with the Head Teacher the provision of an induction afternoon for your child. An afternoon spent in a new class is excellent preparation for full-time entry. This allows the new pupil to become familiar with a new teacher and classmates. For you, the parent, it gives further opportunities to discuss change with your child and offer emotional support.

## **THE SCHOOL OFFICE**

The school office opens at 8:30am and closes at 4:00pm daily. During these times our welcoming and helpful administrative team, are always on hand to support you with any concerns or queries. Out of hours you are encouraged to leave a message on the school answering service.



## THE SCHOOL DAY

Although routines do vary from time to time and from class to class, the following table gives an example of a typical day for a pupil at Boreham Primary School. Each session will be broken down into different learning experiences and activities

8.40	Children arrive in school playground.  Mr Bowyer (Head Teacher), Mrs Powell (School Business Manager), Mrs Huntley (SENCo) and Mr Smith (Caretaker) are at the front gates to greet pupils and parents.  Other staff are located in the main playground too.
8:40	Teachers open the classroom door for the children to come in.
8:50	Children settle in class to complete early morning work.
8:55	School Gates locked
9.00 - 9.30	Interventions / Guided Reading (Monday's only - Whole School Assembly)
9:30-10:30	English or Maths
10.30-10.45	Break time
10:45-11:00	'Fast' Maths - (Years 2-6 only)
11:00-12:00	English or Maths
12:00-1:00	KS1 Lunch time
12:15-1:15	KS2 Lunch time
1:00 - 2:45	Afternoon registration and learning sessions - KS1
1:15-2:45	Afternoon registration and learning sessions - KS2
2.30 - 3.00	Tuesday - KS2 Singing Assembly Wednesday - KS1 Singing Assembly Friday - Whole School Star Assembly 2:30-3:00pm
3.00 - 3.10	Return to class 3.05pm - Mr Smith opens school gates for parents to come onto the playground.
3.10	End of school day for all pupils Class teachers stand at doors and dismiss children from class to parents. Mr Bowyer, Mrs Powell, Mrs Huntley and Mr Smith are at the front gates.

Parents are responsible for their child's safety at the beginning and end of the school day. Children **should not** be left unsupervised or play on **any** of the outside equipment at any point before and after school. (This includes Susan the Dragon and the outdoor gymnasium area)

### **Curriculum Intent**

At Boreham Primary School our vision is to create a primary school that encourages its children to *explore, discover and dream*. We want to help each child become a caring, confident and curious young person who has a passion for learning and achieving.

At Boreham Primary School our intention is that our curriculum extends opportunity, raises aspirations, opens children's eyes to the world beyond their immediate environment, enables our children to live happy, healthy and productive lives which inspires them to want to learn more.

Our seven school values; friendship, respect, excellence, determination, courage, equality and inspiration aim to build resilience and encourage a positive mind-set as it is often through mistakes we learn the most.

### **Curriculum Organisation**

Our curriculum is designed to cater for the needs and interests of every learner regardless of gender, ethnicity, ability and background. The curriculum is regularly reviewed by our Senior Leadership Team, subject leaders and other teaching staff to ensure it is up to date and relevant for our children. All curriculum maps and topic webs can be found on the school website.

Curriculum content is grouped into a series of topics. Each topic begins with an inquiry question(s), designed to engage the children and frame the learning journey through to identified outcomes. Initial reflection on this question supports formative assessment of pupils' starting points and gives an opportunity to pupil voice to lead the project in directions relevant to the specific cohort.

During the learning journey, a range of skills in various curriculum subjects are addressed. This content is sequenced to ensure that components of knowledge lead to conceptual learning. This analysis is supported by strong subject knowledge from staff and aims for both depth of learning and breadth of coverage. Opportunities to practice knowledge and skills are built into the curriculum to secure deep understanding of each discipline. The curriculum planning ensures a layering of knowledge and concepts so that all pupils can make progress and skills are built as children progress through the school.

The length of each topic depends upon the identified learning and outcomes.

If a specific skill is not able to be taught through the given topic, this will be separate from the theme as a series of lessons.

Ensuring the safety and well-being of our children and staff and other members of our school community is also at the heart of our school curriculum. Our curriculum



encourages pupils to demonstrate care and respect for each other and our special school rule; *'Hurt body, hurt feelings, tell a grown up'* is embedded throughout the curriculum.

In Year 6 children have the opportunity to complete a Bikeability and certified Basic First Aid course too. The school has various pupil leadership programmes; such as Play Leaders, Buddy Mentors, Sports and School Councils. These pupil groups contribute positively towards many aspects of school life and improvement.

### **Enrichment of the Curriculum**

Boreham Primary School offers a full range of 'out of hours' extra-curricular clubs which enhance and extend our curriculum. This includes a before and after school care provision.

We are committed to the broadest educational offering, meaning we constantly look at ways to enhance the National Curriculum. The school's curriculum is aimed at inspiring our pupils to find out more about the world around them. We aim to provide our pupils with the cultural capital they need to succeed in life by visiting national heritage sites such as; The Royal Albert Hall, The Mayor's Parlour and Council Chambers, sporting stadiums, the local church and our village surroundings.

All year groups receive a weekly Spanish lesson led by a specialist Modern Foreign Languages Teacher.

The school is recognised for its strength in sport, health, fitness and well-being and has gained national and local accreditations for its outstanding efforts.

As a 'Friendship' School we ensure that our whole school have a range of opportunities to work collaboratively. This includes; weekly Buddy, Star and Singing Assemblies, termly Church Services, Christmas Production, Boreham Proms and Remain and Read sessions.

### **Educational Trips and Visits**

We plan a series of trips throughout the year for each year group and these are communicated to parents throughout the academic year. The trips are directly linked to our topic work for example an African topic may include a trip to a Colchester Zoo in order to allow children to see African animals in an environment replicating their true habitat. Pupils in Yrs 5 & 6 benefit greatly from their participation in residential visits during which they become markedly more independent and self-assured. Currently, Year 5 spend two nights away at Flatford Mill and this helps to prepare the children for the longer 4 night residential to Mersea Island in Year 6.

Our strong links with our main secondary feeder schools which include pupil taster days and internal transition groups led by our counsellor ensures that our children are well-prepared for transition to KS3.



### **Workshops and specialists**

Each year group will take part in a variety of workshops throughout the academic year. These will link to their topic work or to a whole school theme. We invite specialists from a range of outside agencies. We undertake an audit of parental skills each year and this enables us to form connections with new organisations or to facilitate a workshop/talk led by a parent.

### **Themed days and weeks**

We also plan curriculum themed days and weeks throughout the year linked to *The Mantle Of The Expert* approach. Themed days are also incorporated into our curriculum. These may be designed to fit with national initiatives such as; Anti-Bullying Week and Safer Internet Day.

To further strengthen the school's offer, through our River Chelmer Partnership of local schools, we jointly offer a well-established enrichment programme that targets individual pupils with particular talents and disadvantaged pupils to raise their self-esteem and confidence.

### **The Role of Governors in our Curriculum**

Our Governors are involved in monitoring the consistent approach to the teaching and learning and content of our curriculum at Boreham Primary School. Governors monitor practice in the following ways:

- Reports and presentations led by senior and subject leaders.
- Visiting the school to look at the school environment and observing classroom practice.
- Visiting the school during a special themed curriculum week/day.
- Talking to our children in school and parents during parent consultation evenings.
- Attending termly pupil progress meetings.

### **The Role of Parents in our Curriculum**

We believe that parents have a crucial role in helping their child to learn. We do all that we can to involve and engage parents with our school curriculum and how to support their child's learning journey.

- Sending home the weekly newsletter entitled 'Boreham Beacon'.
- Holding parent consultation evenings.
- Class assemblies.
- *See-Saw*. (an online learning journal)
- Inviting parents into the school to share in their child's learning.
- Holding parent workshops where we explain assessment procedures and teaching and learning strategies.



- Publishing details of our schools curriculum on our school website.
- Sending out our annual school improvement plan to parents.
- Teacher mid-year report and one annual report at the end of each academic year.

### **Impact**

The impact of our curriculum will be measured by assessment procedures which allow us to measure outcomes against all schools nationally:

- % of pupils achieving a 'Good Level of Development' (GLD) at the end of the Early Years Foundation Stage.
- % of pupils achieving the expected standard in the end of Year 1 Phonics Screening Test.
- At the end of KS1 the % of children working towards or at the expected standard and at Greater depth in reading, writing and maths.
- % of pupils achieving the expected standard in the end of Year 4 online Multiplication Tables Check.
- At the end of KS2 the % of children working towards or at the expected standard and at Greater depth in reading, writing and maths.

Other measures include;

- Half termly teacher assessments for reading, writing, maths and science.
- End of unit teacher assessments for foundation subjects.
- Pupil's Books
- Pupil and parent surveys.

The impact of our curriculum will also be measured by how effectively it helps our pupils develop into well rounded individuals who embody our values and carry with them the knowledge, skills and attitudes which will make them lifelong learners and valuable future citizens.

If you would like to discuss our curriculum please contact Mr Bowyer via the school office. Further information is also available on our school website.

### **EARLY YEARS – Foundation Stage**

Children are admitted in accordance with Boreham School's admission arrangements. The initial priority is to provide a welcoming, stimulating and safe environment combined with a sense of structure and security. During the first term in the Reception class, the children will be initially exploring the school environment and becoming familiar with the Boreham School 'routines'. They will be encouraged to express their thoughts about right and wrong and consider the consequences of their



actions and words for themselves and others. They will also be involved in drafting their Class Charter. The class teacher will discuss 'doing the right thing' and also the importance of telling a grown up if any child has a 'hurt body or hurt feelings'. This is not viewed as 'telling tales' and we find it enables the children to discuss difficulties and learn strategies to deal with situations they may find challenging, either in the classroom or the playground.

The children will be working within the Early Years Foundation Stage curriculum. The main areas of learning are;

- *Communication and Language*
- *Physical Development*
- *Personal, Social and Emotional Development*
- *Literacy*
- *Mathematics*
- *Understanding of the World*
- *Expressive Arts and Design*



The children will be provided with opportunities to access a wide variety of structured activities in both the classroom and the outside settings. These planned activities encompass all areas of the curriculum and allow your child to effectively learn through self-initiated or adult directed play. The Class Teacher will be continually assessing your child using the Early Years Foundation Stage Profile (EYFSP). At the end of the academic year, your child will be finally assessed and judged whether he/she is meeting the level of development. This will be recorded as *Emerging, Expected or Exceeding*.

The children will learn two or three sounds each week, using the 'Jolly Phonics' and 'Letters and Sounds' phonics schemes, which are interactive, fun and effective! By the end of the Foundation Stage, most children will be expected to be secure with *Phase 3 and 4* phonemes (sounds). The children should also be able to write simple sentences independently, in different contexts and form their letters accurately.

In Mathematics, the children will learn to recognise numbers, count, order, add and subtract reliably up to 20, plus become confident in exploring shape, space and measures.

Parents will have the opportunity to attend information sessions called 'Welcome Wednesdays' where they will receive Top Tips for supporting their child in the Reception class, plus advice as to how to help their child progress in reading, writing and mathematics.

### **Early Reading and Writing**

At Boreham School we teach children to read and write using a combination of the 'Jolly Phonics' and 'Letters and Sounds' phonics schemes. Through word workshop



children learn to read and write at their own pace and it is essential that parents praise, support and encourage their children at whatever level they are achieving.

### How to help your child learn to become a confident reader

- Share books together regularly.
- Look at the pictures and talk about the characters and the story.
- Read familiar and well known stories - repetition enables children to 'build a bank of stories' in their memories, which is known to benefit children with their own writing.
- Share rhymes, songs and stories with repeated language patterns to encourage independence.
- Visit the library and encourage your child to choose their own books.
- Encourage your child to be a 'Word Detective' and search for letters (sounds) and words in the environment e.g. shop names, labels, signs, etc

### How to help your child with writing

- Encourage your child to write their first name. Ensure letters are accurately formed and started at the correct place. Please make sure only the first letter is a capital letter and the other letters are lower case, e.g. **S**amuel
- Encourage your child with mark making to support emergent writing. Provide a variety of mark making tools, e.g. crayons (chubby and regular), colouring pencils, paint, chalk, water in buckets and big paint brushes to 'paint' the garden path, felt tips, etc

### Mathematics

Children learn maths in the Foundation Stage primarily through play based activities. The objective of this session is to give parents an insight into the teaching strategies, activities and resources their children will experience. These opportunities will enable the children to develop mathematical concepts, knowledge and skills.

**There are two main areas of development in Mathematics.**

- **NUMBERS**- The children are taught to count reliably with numbers from 0-20, place them in order and say which number is one more or one less than a given number. They will also be taught how to add and subtract single digit numbers



and count on or back to find the answers. They learn how to solve simple mathematical problems, including sharing, doubling and halving.

- **SHAPE, SPACE and MEASURES-** The children are taught everyday language regarding size, weight, capacity, position, direction, time and money. They are given opportunities to investigate, recognise, create and describe shape and patterns and measures.

## **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITY (SEND)**

We are an inclusive school and equally value the abilities and achievements of all children, encouraging children to aim high and achieve as best as they can.

Children who have SEND, whether a physical, sensory, social, emotional, speech and language, communication and interaction or learning need will follow the national curriculum. However assessment of pupil progress is an integral part of the teaching and learning cycle at Boreham. We follow a graduated approach to SEND. Class teachers will differentiate the curriculum at a level and pace appropriate to the abilities of the children, implementing interventions as appropriate in consultation with the SENCo.

At Boreham we have a dedicated caring team of support staff who work alongside class teachers to enable access and support learning whilst promoting independence.

Further information can be found within our SEND Information Report, located on our school website.

## **NATIONAL CURRICULUM TESTS**

Throughout the year each year group from years 1-6 undertake termly assessments. However, all children sit National Curriculum tests (SATs) at the end of Year 2 and Year 6. The results give an indication of how each child is performing in comparison to children of the same age nationally for reading, writing, grammar, spelling and maths.





## **SEX EDUCATION**

Sex education is taught formally at Boreham School when children are in Year 5 and 6. Up until this time, any questions that children pose will be dealt with sensitively but without any real reference to sex education.

Questions from the children on matters of sex education are inevitable and will be dealt with in relation to age appropriateness. They will be dealt with in a way that recognises the need for a proper moral approach and supports those family values that are the mainstay of our society.

## **RELIGIOUS EDUCATION**

Religious Education is taught as part of the curriculum and an assembly is held every day. The school holds Harvest, Christmas and Easter services, plus a Leavers' service at the end of the academic year, at the church and regular learning opportunities are created for our children when they visit the church at other times. Parents have the right to have their children withdrawn from Religious Education lessons and/or assemblies.

## **HOMEWORK**

At Boreham all children are encouraged to undertake regular homework e.g. reading, learning spellings, learning tables and sometimes research related to their year group topic. Half termly homework tasks are set by the class teacher, which encourage children to select their own tasks to complete and covers many subject areas within the national curriculum.

We encourage parents to be involved in and supportive of the work the children do at home and take an interest in their achievements.

Homework offers a child the chance to become an independent learner and to practise skills learned in the classroom, thereby increasing knowledge and understanding. Homework is an important opportunity for parents to take part in their child's learning. Where parents take an interest in their child's work and help with it at home, those children will make progress.

Homework can generate a variety of worthwhile learning experiences additional to those provided in school. Examples would be: obtaining information from around the home or from friends and relatives, discovering extra information, drawing, writing a book review, solving problems and puzzles. Homework can also provide extra time to practise skills learnt in school.

Further information about homework can be found on our school website.







## HEALTHY EATING POLICY

As a health promoting school, Boreham Primary is committed to encouraging and developing positive attitudes towards food and a healthy diet. Encouraging a healthy lifestyle is integral to our curriculum and we recognise the importance of offering children the opportunity to make informed choices about what they eat.

As a school we know that a balanced diet is fundamental to the quality of a child's life, not just in providing essential nutrition, but also in communicating and sharing positive values, attitudes and experiences.

After consultation with pupils and staff, Boreham has adopted the following policy of a fruit or vegetable snack **ONLY** for morning break times. This applies to all children across the school. Pupils in Reception and KS1 benefit from the free Fruit and Vegetables Scheme. Pupils are encouraged to eat their piece of fruit as part of their morning break time.

All children are encouraged to bring in a water bottle so they can have access to water throughout the day. Water dispensers and fountains are provided across the school so that children can refill their bottles regularly. Water only is permitted in classrooms.

## LUNCHTIMES - Packed Lunches

If parents provide a packed lunch for their child, then the container must be clearly marked with their name and class. Children **must not** bring any glass containers, glass lined thermos flasks or cans of drink to school. Sweets, chocolate bars and fizzy/energy drinks **are not** permitted in packed lunch boxes. Boreham Primary School is a nut aware school and we ask that parents **do not** put any nut products in their child's lunch box. This follows nutritional guidelines from [www.childrensfoodtrust.org.uk/schools/the-standards](http://www.childrensfoodtrust.org.uk/schools/the-standards).

Pupils' lunchboxes should offer balanced nutrition and these are monitored during lunchtime by the Midday Assistants and members of the senior leadership team.

Occasionally children go home for lunch. Those who do should not return to school earlier than ten minutes before the end of the lunch break.

## SCHOOL MEALS

Our catering provision is provided and managed by Edwards and Blake. At Boreham Primary School we pride ourselves on being a healthy eating school and provide freshly prepared nutritionally balanced 'home cooked' meals. Our fresh ingredients are locally sourced. For children in Key Stage 2 the cost per day is £2.30 and this includes a hot meal, vegetarian option or jacket potato, salad, dessert and water or alternatively



"grab and go" which provides the children with a choice of a baguette, fresh fruit and yoghurt. Wednesday is one of our most popular days, with the children enjoying a delicious roast dinner! We have a summer and autumn menus. Each menu is a 3 week cycle which rotates termly. We always take the opportunity to offer special meals to celebrate events such as the Olympics, and charity themed days to support our School Council's chosen charities for the year, which are in addition to our usual annual special meals at Christmas, Easter etc.

Hopefully your child will love to sample our delicious school meals. Detailed below is the procedure for booking your child a lunch:-

- ***Meals must be ordered in advance.*** You will receive, by Parentmail, details of the menu. ***Orders are required for all children who would like a meal, including our free school meal and universal infant school meal pupils.***
- ***Unfortunately we are not able to accommodate orders for a hot meal on the day unless it is agreed.*** However, we can offer a sandwich with salad or fruit and the pudding of the day.
- Payment can be made online via 'Parentmail' our online communication system.
- Should your child be absent from school and you have already paid for a lunch, this will be kept as a credit for a future meal.
- If, for any reason, you have not been able to pay for the school meals that have been ordered a letter will be sent home at the end of the week advising you of the amount outstanding. All outstanding payments should be paid as soon as possible.



If you have any queries about the above please do not hesitate to call into the office and speak to a member of staff.

### **UNIVERSAL INFANT FREE SCHOOL MEALS**

From September 2014, the Government introduced free school meals for all infant aged children. That is children in Reception, Year 1 and Year 2.

With the introduction of this initiative any infant parent who was previously eligible for free school meals will no longer have to make a separate application for financial support for meals. However, to ensure the school continues to receive Pupil Premium funding for any pupil that is either currently eligible or has been in the past 6 years for free school meals, parents will be requested to complete a questionnaire when your child starts school.



Parents of pupils in years 3 - 6 who are in receipt of certain benefits, such as Income Support or Jobseekers Allowance, must continue to apply for free school meals where necessary. Please contact the school office for more information.

## **PARENTAL INVOLVEMENT IN SCHOOL**



Boreham School has an 'open-door' policy and as parents you are welcome in school at any time. We are happy for parents to help their children settle into school but we do encourage independence and work towards them entering the classroom on their own.

It is a pleasure to welcome any enthusiastic, talented parents into school who wish to help in classrooms and support a variety of activities. If you would like to help in this way, please see Mrs Powell in the office who will explain the process for becoming a volunteer. We will need to arrange a current Disclosure and Barring Service check.

There are two parents' evenings each year, the first in October, the second in March. These are an opportunity for you to see and discuss the work your child has completed and to consider expectations for the remainder of the year. The open evening, in July, is for you to see your child's work from throughout the year and to give you the opportunity to go and meet your child's new class teacher. Prior to the third open evening you will receive an annual written report on your child. If your child is in Year 6 you will also receive the SATs results.

## **PARENT TEACHER ASSOCIATION**



'Families at Boreham School (F@BS) is a friendly group of parents and teachers who enjoy fund-raising and promoting the school positively. Events such as discos, Christmas Fayre and Summer Fete are well received by children and raise much appreciated funds for the school. The PTA makes a very valuable contribution, working tirelessly and enthusiastically to raise money for the school. We regularly receive donations from them to purchase additional resources for our school such as our new interactive whiteboards, library and attractive playground markings.

## **CONTACT FORMS**

These are issued when your child begins school; they provide us with the essential information needed to contact you or any other authorised person who may collect your child from school. We use the SIMS Parent app which enables any change of information to be updated directly by parents on-line.





## **SAFEGUARDING CHILDREN**

We are a friendship school that cares about all those in our community. All the staff of the school, both teaching and non-teaching, are very conscious of their pastoral responsibilities. High expectations and the happiness and well-being of the children are at the centre of our vision.

Boreham Primary School views the safety and welfare of all its children as of paramount importance. The school recognises that effective child protection work requires sound procedures; good inter-agency co-operation and a work force that is competent and confident in responding to child protection situations.

Individual class charters and our seven school values clearly state how we will behave in school, how we will treat others and how we should be treated ourselves. Our School Council, Year 6 Lunchtime Buddy and Play Leader Mentoring programme and our Buddy system underpin this ethos.

Our special rule is;

**'Hurt body, hurt feelings, tell a grown up'**

Children are encouraged to have the **courage** to tell the adults working in our school if they have a problem.

Our Child Protection policy and Safe School policy can be found on our school website.

## **BULLYING IN SCHOOL**

There are times in all schools when 'bullying' (children being particularly unkind to each other over a period of time) will occur. If you suspect that your child is being 'bullied' please let us know. We can only deal with those incidents of which we are aware. We know that some children will enjoy the feeling of 'power over others' and recognise that a proper school ethos and sensitivity in dealing with both parties are important in concluding such matters. Parents (of both or all parties) will be informed of these incidents by the Head Teacher or one of the Senior Leadership Team.

All incidents are carefully recorded in a Bullying Log which is securely stored in the Head Teacher's office. Our Positive Behaviour Management Policy and Anti-Bullying policy can be found on our school website.

We are confident that we can work in partnership with parents and carers to resolve these situations effectively and successfully.





## ROAD SAFETY POLICY AND CAR PARKING

The school promotes a 3PR initiative which is designed to reduce the amount of traffic and congestion that often builds up outside of the school during drop of and pick up times in order to maintain the safety and well-being of all members of our school community, not least our children. Twice a weekly, children are rewarded with 3PR tokens for walking to school. Each month the class with the most tokens wins The 3PR Cup!

**Please make every effort to refrain from parking in the designated areas which include;**

- Anywhere on the yellow zig-zag lines which includes dropping off and collecting.
- The bends on either side of our school car-park.
- Across the dropped kerb opposite the main school gates which is the only safe place for pedestrians to cross.
- Directly opposite the school on the either side of the bend that leads to a **residential** carparking area.
- Opposite the school field on the bend on Juniper Road as this obstructs through traffic.
- Across the entrance / driveway of any local residents' properties.

Please support the school in ensuring the safety of all of our pupils. Any parents or other adults who continually put our children's safety in jeopardy will be reported immediately to Essex Police.

## SWIMMING

During the second half of the summer term, children from years 1-4 swim every week. Swimming is a statutory requirement of the National Curriculum for all pupils in KS2. Additional catch-up sessions are also organised for children in upper Key Stage 2 who are unable to swim 25 metres competently. The school makes a small charge towards the cost of the swimming teacher and maintenance of the pool. Our children make exceptionally good progress with their confidence and skills in the water. All children are coached with a view to being able to swim 25 metres, unaided, by the end of Key Stage 2. If you are unable to make a contribution, please contact the Head Teacher.





## **ATTENDANCE AND PUNCTUALITY**

Taking your child out of school during term time could be detrimental to your child's educational progress. All children are expected to attend school every day. Regular attendance at school is an important issue as it enables a child to obtain their legal entitlement to an appropriate education. Pupils should get the full benefit of the education system and can be seriously disadvantaged through lost learning.

Parents should not normally take their children out of school in term time and have no legal right to do so. In line with the current code of conduct, the Local Authority will issue penalty notices for unauthorised term-time holidays of 5 consecutive days (10 sessions) or more.

Requests for leave of absence during term time **WILL NOT** be authorised unless the Head Teacher is satisfied that there are **exceptional circumstances**. For any absence from school to be authorised the parent must make an application to remove their child from school (Appendix A). **Written evidence of special circumstances should accompany any such application** and failure to do so could increase the chance of being issued with a penalty notice. The Head Teacher will then determine the number of authorised school days a child can be absent from school if the request for leave is granted.

**Only** the Head Teacher can approve absence, not parents. The existence of a note or other notification in relation to a particular absence does not in itself oblige the school to authorise the absence. Explanations such as cheaper holidays, family celebrations, birthday treats, family day outs, weekend breaks, late nights, shopping trips or because it is at the end of the term **will not** be acceptable reasons for requesting leave of absence.

### **Categorising absences, key points:-**

- Registered pupils of compulsory school age are required to be in school.
- Lateness is actively discouraged.
- Where a pupil is absent without prior authorisation an explanation is required. If one is not provided, the absence will be treated as unauthorised.
- Only the school can approve absence, not parents. The existence of a note or other notification in relation to a particular absence does not in itself oblige the school to accept it if the school does not accept the explanation offered as a valid reason for absence.
- Explanations such as birthday treats, family day out, late night or shopping trips within school hours will not normally be acceptable reasons for absence.





## **FIRST DAY ABSENCE**

We have a policy of 'first day contact' in which we **expect parents to** contact the school office by 9.15 a.m. on the first day of their child's absence. Our Pastoral Care and Welfare Officer, Mrs. Pinkney, is directed to contact all parents of children who are absent from school for an unknown reason, that is if the parent has not left a message or contacted the school in another manner. In her absence another member of our admin team will contact all parents of children who are absent from school for an unknown reason. If we are unable to make contact and do not receive a reason for the absence this will be entered as an unauthorised mark on your child's permanent record. Concerns identified by the school over the attendance and/or punctuality of a child will be referred to the Local Authority.

If a child's absence continues for 10 or more school days a doctor's letter will be requested by the Head Teacher.

## **LATENESS & GATEKEEPING**

The Head Teacher, Caretaker, Pastoral Care and Welfare Officer, School Business Manager and SENCO are in the playground or at the entrances to the playground before and after school.



It is very important for the children's education that they arrive on time to school on a daily basis. Class teachers open their doors at 8:45am and the main side gate to the school playground will be locked at 8:55am. From 8:50am children are in class completing spelling or handwriting tasks at their tables. Any children arriving after this time will need to report to the school office to sign in the lateness book. Any pupils arriving after 9:15am (when registration closes) will automatically be given an unauthorised mark. Parents who persistently bring their children late into school without a valid reason will also become subject to a referral to the Local Authority.

## **HOME-SCHOOL AGREEMENT**

The Government requires every school to have in place a 'Home-School Agreement' for parents to sign. This is included in the confidential pupil booklet issued to all new parents.

## **SMOKING IN SCHOOL**

In accordance with legislation set out in the Health Act 2006 Smoking is not allowed in the school buildings, nor in any other areas, including doorways, entrances, walkways, playgrounds, playing fields and car parks. This also applies to the smoking or vaping of electronic or e-cigarettes or cig-a-likes.





## **MEDICINES IN SCHOOL**

We can administer medicines to children in school that have been prescribed by a doctor both in the short term; e.g. antibiotics and for long term medications such as asthma pumps. We can also give children non-prescribed medication such as paracetamol, ibuprofen, cough sweets and throat lozenges. In all cases the medication should be brought to the school office where you will be asked to fill in a parental consent form. The medication will then be stored appropriately until your child needs it. Children should not have any medication on their own person in school.



## **ACCIDENTS, INJURIES AND ILLNESS IN SCHOOL**

We have a dedicated medical area in the office and if your child has an injury or accident whilst in school they will be cared for by a qualified first aider. In most cases these incidents will be minor bumps, bruises and grazes. If the injury is a little more than this then a green medical form will be sent home with your child detailing the injury so that you are aware of what has happened.

If your child becomes unwell at school we will telephone the person who is the priority contact to come and collect them.

Please notify the school office if your child has any allergies, including such things as allergies to plasters.



## **DOGS ON SITE**

No dogs (other than guide dogs) are allowed at any time within the buildings or on school site. Parents, visitors and staff must not bring dogs onto the school site at any time or tie them up on any of the school perimeter fencing and leave them unattended.

## **THE INSPECTION OF SCHOOLS**

All schools are now inspected by The Office for Standards in Education (OFSTED). Boreham School was last inspected in November 2006. Under the old OFSTED framework the school was judged overall as grade 1, outstanding. The report can be found on the school and Ofsted websites.



## **BEFORE AND AFTER SCHOOL PROVISION**

The school provides before and after school provision on site. Our 'Early Bird' runs from 7:30am until 8:50am, costing £5.00 per child per session. Our after school provision, 'Night Owl' runs from 3:10-5:00pm. The cost of each session per child is £8.00. Please contact the school office for further details.



## **SCHOOL TRIPS & PARENTAL CONTRIBUTIONS**

Our PTA has kindly agreed to subsidise one school trip for each class every academic year. The school understands that the current financial climate can cause difficulties for parents when they are asked to make a monetary contribution, because of this the school looks for places to visit that are free admittance to help reduce costs. On some occasions very worthwhile experiences can be arranged within the school to reduce the overall expense and keep the maximum educational benefit for all pupils. Whilst the school recognises the real value of off-site educational visits the school **is not able to** subsidise the costs so if insufficient contributions are received it may unfortunately result in these hugely beneficial visits being cancelled.

## **YEAR 5 and 6 RESIDENTIAL**

During the spring term our Year 5 pupils go on a two day residential to Flatford Mill. During the summer term our Year 6 pupils go on a four night visit to East Mersea Youth Camp.



## **SCHOOL UNIFORM POLICY**

We believe that the wearing of school uniform gives children a corporate identity. It illustrates our high standards and allows children to be ambassadors for the school. Children feel proud to belong to our school and school uniform is a clear indication of this.

Boreham Primary School's policy is that children must wear school uniform at all times, the uniform they children are expected to wear is detailed below.

The school uniform consists of;

### **Boys:**

- Plain grey/black trousers or shorts
- Plain cotton white shirt (short or long sleeved)
- School clip on tie
- Red V neck jumper (preferably with school logo)
- Grey or black socks only

### **Girls:**

- Plain grey/black skirt/pinafore dress/trousers or shorts
- Red and white checked summer dress
- Plain cotton white shirt (short or long sleeved)
- School clip on tie
- Red V neck jumper or cardigan (preferably with school logo)



- Grey/red/blacks tights or grey/black/white socks

#### PE:

- Red or white t-shirt (preferably with school logo) and blue/black shorts and plimsolls or trainers (we would prefer trainers).
- Navy blue tracksuit (with school logo optional).
- Dark grey / black tracksuit.
- **Children should not be wearing their school jumper or a fleece for outdoor PE.**
- Earrings should not be worn for PE days / sessions.
- Long hair should be tied back for PE days / sessions.
- Our Year 6 class should wear their Boreham School tracksuit which we have purchased for every child. In warmer weather the Year 6 children should wear Red or white t-shirt (preferably with school logo) and blue/black shorts.

#### Additional items (not compulsory):

- Red school logo baseball caps for summer
- School book bag
- Red waterproof coat
- Red PE bag

#### Estimated transit times for online orders are as follows:

- 2<sup>nd</sup> class post - 3 - 4 working days
- 1<sup>st</sup> class post - 1 - 3 working days
- Overnight couriers - orders still dispatched next working day providing ordered before noon Monday - Friday

Please paste the following link to go to store:

<https://www.yourschoolwear.co.uk/boreham-primary-school-230-c.asp>

#### FOOTWEAR

Please ensure that your child has sensible footwear, preferably flat shoes. **All school shoes should be black in colour.** Black trainers are not acceptable. Shoes with heels on, open-toed sandals, ugg boots and knee length boots **are also not allowed.** It is not school policy for pupils to wear trainers to school but pupils can bring in trainers to wear at playtimes and lunchtimes only. If your child's school shoes are unavailable for a specific reason, a written request to wear alternative footwear should be made to the Head Teacher.

Children's clothing **must** be clearly labelled with your child's name. It is not possible for us to find or identify lost unnamed items of clothing.

## **HAIR**

If your child's hair is long, it should be tied up with a small band and small clips if necessary. Large Jo-Jo bows are **not allowed** but smaller **red/black** bows and hairbands are permitted.

Children **are not** permitted to attend school with coloured hair (unless this is for a specific non-uniform fundraising event). Children **are also not** permitted to attend school with any type of tramlines, channelling or symbols in their hair.

Jewellery, make-up and nail varnish are **not** allowed in school at any time. Watches may be worn and those **children with pierced ears must wear plain gold or silver studs only**. No earrings may be worn during swimming, PE or games lessons and children should be able to remove these independently. Watches and stud earrings will remain the responsibility of the child and **not** the school.

Parents should raise any concerns regarding the school uniform in the first instance with the Head Teacher. The Governing Body will be receptive to complaints and work with parents to arrive at a mutually acceptable outcome.

## **SUSAN THE DRAGON**

To celebrate the millennium the villagers of Boreham were involved in two projects; a timeline mosaic, displayed in the village hall, and a large dragon sculpture, sited in our school grounds. Every pupil and member of staff at the time produced a tile, cemented onto her base, and the whole project was celebrated by the enactment of twelve historical scenes at the village hall prior to a procession to the school for the unveiling of the dragon and a grand firework display.

Susan has remained in our playground ever since, and has recently been refurbished thanks to the support of a small group of villagers. She now supports the children in their understanding of our school values - friendship, courage, determination, excellence, respect, equality and inspiration. When seven eggs were discovered in our playground each class was given the task of decoding the message on it and then designing the dragon they thought was growing inside. From these designs we now have seven dragons whose characteristics represent our values, the attributes of which can be used to support the children's learning, and which are recognised by the use of value vases in the younger children's classes. Work on dragons; be it in English, maths or the creative curriculum is also planned throughout the year groups as is a focus on each of the values through PSHE and assembly themes.



We hope you found the information helpful and we  
feedback for improvements to our brochure. We  
family becoming part of our happy, friendship school. working together in  
an honest and respectful partnership is the way forward.

