PROSPECTUS 2018-19

Major achievements

Enhanced Healthy Schools Award 2017
Activemark gained in 2008 for excellence in physical education provision
Activemark gained in 2015 for excellence in physical education provision Key Stage 1

Child Care awarded OUTSTANDING Ofsted 2014
School awarded GOOD Ofsted May 2015

Gold Sainsburys school Games mark for 2018-2019
2010 and 2013 Awarded Best Primary School in the South East Essex Design Competition
Four times National Chess Champions
Southend High 5 Netball Champions
2014, 2015, 2016, 2017 & 2018
2010 Borough Sports Track, Field and overall winners
2016 Swimming Gala B Group winners
2016 Essex Schools Cheerleading Champions
2017 Key Stage 1 Southend Gymnastics Champions
Active Essex Games Mark for KS1 for 2015-2018.
Extracts from OFSTED Inspection Report, May 2015
Grade: 2 GOOD

The school has the following strengths:

Leaders have worked effectively with external partners to improve teaching. Standards are rising and pupils are making faster progress.

The large majority of pupils make good progress from their starting points. Standards in reading, writing and mathematics at the end of Year 6 have been in line with national averages over the last three years.

Disabled pupils and those who have special educational needs, including the small numbers who attend the additional resource base, achieve well. They make similar progress to their peers.

The school places a strong emphasis on meeting the needs of the local community through the provision of wrap-around care.

This is a happy school that welcomes all pupils, no matter what barriers they have to learning, and helps them to achieve well. The vast majority of parents agree that the school is a safe and cohesive community.

Teachers’ high expectations ensure that pupils’ behaviour is consistently good. There is a positive climate for learning.

Teachers’ with additional responsibilities make a good contribution to the improvements in teaching.

Teaching is good, teachers plan work that engages pupils’ interests and builds on what they already know.

The school strongly promotes pupils’ spiritual, moral, social and cultural development. Pupils are well prepared for life in modern Britain.

Children get off to a good start in the Reception classes, as links with the Children’s centre are strong. Children settle quickly and make good progress.
Governors have acted on external advice and now have much clearer responsibilities and ways of working. As a result, they are better at holding the school’s leaders to account for its performance.

To read the full report go online to www.ofsted.gov.uk or visit our own website at www.templesutton.org.uk

The Curriculum

The Governing Body has planned to make available a broad and balanced curriculum, including all aspects of the National Curriculum (2016), with provision for Religious Education, social, moral and physical development. We believe that every child should have a full entitlement to this curriculum. Moreover, the aim of the Governing Body is that expectations for each child should be to make ‘good or better progress in the core subjects’. The school follows the New National Curriculum for English and Mathematics in both Key Stages and the Early Years Foundation Stage Curriculum is followed in the Nursery and Reception Years. There is a new emphasis on teaching the skills of Computing as well as developing Information and Communication Technology skills to support the curriculum as a whole. We also offer specialist teaching Physical Education, Art and Music.

All staff members engage in constant review and evaluation of the curriculum, in tandem with the Governing Body. Particular provision is made for those children who require further learning support. This provision is discussed with and explained to the parents of the child concerned and, indeed, depends on their active involvement. We have on site an Autistic Resource Base which caters for up to six children who are diagnosed with Autism and have an EHCP (Education Health Care Plan) who would normally attend special schools. These children integrate as much as possible into the normal life of the school.

Sex education is taught along guide-lines recommended by the DfES and principally in the later stages of the school. Talks on menstruation and puberty and sex education are given to Year 5/6 children and videos are shown in connection with these topics. Parents are invited to see this video beforehand. Parents have the right to withdraw their child from such education, as they do from our Religious Education and daily acts of worship. The children are taught about drugs and alcohol abuse within our PSHCE and Healthy Schools provision. Indeed we care very much about the emotional wellbeing and mental health of all our children and their families and provide education and experiences relevant to this work, in our Healthy School work and in the work of our Child and Family Care Team.
Parents are able to enter their child in the Selection procedure for admission to
the Borough’s Grammar Schools. The school assists parents and children in this
process and we have a number of children who sit these examinations every year
(See school 11+ policy). The Headteacher and Year Six staff will further assist
parents in the whole process of transfer to secondary education. This is a
complex process and can be a worrying time for parents.

If parents wish to make a complaint about the curriculum in the school there is an
agreed procedure, devised by the Local Authority, details of which are available
from the School Office.

All parents are particularly welcome to talk to our class teachers at the end of
each day. We actually encourage this as it is better to have a regular dialogue
than have to wait for termly consultation sessions, although these are available.
Progress reports are issued at these sessions in the Autumn and Spring Terms
and a comprehensive annual report is issued in the Summer Term.

How Parents Can Help

1. First and foremost we ask you to comply with our security procedures.
   Only enter the building at the entrances from the playground before school
   and front (Eastern Avenue) by the School Office during the day. Sign in
   and collect a visitor’s badge to wear while you are in school, no matter for
   how short a visit. Do not leave the building by any other door than the
   ones by the School Office. Report any strangers to the School Office or to
   a member of staff as soon as possible. All staff members will be wearing
   an official identity badge.

2. The Norwich Avenue and Lewes Road gates are closed between 9.15 and
   3.10 daily, when access to the school is via the Eastern Avenue gate. Be
   wary of vehicles in the car park area. Enter the school via our main
   entrance only. Parents must not use the main entrance to bring their
   children into school at the start of the day and should certainly not use the
   car park, as staff parking space is tight.

3. We have a bicycle compound in our playground which is available to all.
   Our older children can take cycling proficiency courses and we even have
   a ‘learn to ride your bike’ course. Until the children are proficient we prefer
   it if you ride to school with your child. There should be no cycling
   whatsoever within the school grounds, by children or adults. Since the
   year 2010-2011 our school was designated an official ‘Bike It School’ and
   we run numerous courses to prepare children to ride a bike safely.

4. Leave your dog at home, no matter how friendly or small it may be.
   Dogs can cause upset for some children and their mess is
dangerous for children's health.

5. Prams and buggies add enormously to congestion problems. We want you
to be able to talk to the class teacher if it is important at the start of the
day. Try to do that outside. At the end of the day it is much easier when all
the other children have left. We would be grateful if you waited just a few
minutes before coming into the school building. The doors will be locked
until the children are leaving.

6. If your child is going to be absent we are grateful to receive a phone call to
   inform us (we have a dedicated line for this purpose) and a note of
   explanation when they return. We have to keep a record of all absences
for the Government and we have to declare whether the absences are authorised or unauthorised. Please note holidays in term time might result in a Local Authority fine as nearly all holidays are now seen as un-authorised absence (see new policy and procedures on the school website under attendance).

7. Remember that the only items of jewellery allowed are watches and small stud earrings. Chains and rings present too many dangers to those wearing them and those nearby and are not allowed. Thank you.

8. No Mohican haircuts or tramlines are allowed. We prefer that all children have haircuts and styles appropriate to school. Again, thank you.

Home/School Agreement

The School will:-

- Attempt to provide a happy, stimulating environment for your child
- Enable your child to follow a broad and balanced curriculum, including all aspects of the National Curriculum
- Encourage your child to do their best at all times
- Provide a wide range of extra-curricular opportunities to further develop your child’s interests and talents as they move up the school
- Provide a comprehensive induction process for all parents and children new to the school
- Contact parents if there is a persistent problem with attendance or punctuality
- Inform parents about any concerns or problems that affect each child’s work or behaviour and offer support as needed.
- Deal promptly with any concerns parents might have about your child’s involvement at school
- Provide homework on a gradually increasing basis as your child proceeds through the school
- Provide a written report annually to parents on your child’s progress and organise consultation evenings with initial and interim reports in the Autumn and Spring terms
- Keep parents informed by regular newsletters, school website and Smart phone App.

The Home will:-

- Ensure that your child comes to school regularly and on time (by 8.55am)
- Ensure that your child is properly equipped, as advised, for all aspects of school work, including the wearing of school uniform
- Telephone to inform the school if your child is going to be absent, on the first day of that absence, and send a note to explain or confirm the reason for absence on return
- Make the school aware of any concerns or problems that might affect your child’s work or behaviour
● Support the school’s policies and guidelines for behaviour (This especially means respect/politeness/manners). Abusive behaviour will not be tolerated.
● Read to your child or listen to your child read at home each night and enable your child to complete any homework activities set. Discuss your child’s involvement at school on a regular basis.
● Keep in regular contact with the class teacher and attend any consultation sessions organised.
● Conform with our security arrangements and respect our playground rules.
● To ensure that prompt payment is made for school meals
● To ensure that invoices for Breakfast and After School club are settled within 2 weeks

A separate copy is enclosed in the pack so it can be named and signed.

**Times**

Early Years & Nursery: Various, flexible times between 8.00am and 6.00pm
Foundation Stage 2, Years 1 & 2: 8.55 – 3.20
Years 3,4,5 & 6: 8.55 – 3.25
Breakfast Club: 8.00 onwards
After school club: 3.30 – 6.00pm

We ask that children and parents arrive no earlier than 8.45 in the morning unless attending Breakfast Club or an early morning extra-curricular activity. A teacher is on duty in the playground from 8.45. If it is raining or very cold the children are allowed in from this time onwards.

Lunchtime is from

11.45 – 12.45 for Key Stage 1
12.30 – 1.30 for Key Stage 2

If you are going to be late and still wish to book a school meal, please let us know by telephone. If you are going to be late picking up your child in the afternoon, again let us know and we shall look after your child until you arrive. We also need to know if your child is going to be picked up by anybody other than you. As stated earlier, we expect you to collect your child outside the building.

**Food & Drink**

At playtimes we have a policy of not allowing food other than fruit to be consumed. Free fruit and vegetables are given to Nursery and Key Stage One children daily via a Government Scheme. Fruit can be bought by Key Stage Two children at our fruit stall – 30p a day, or fruit can be brought in from home. Key Stage One children can have milk daily through the Coolmilk scheme (0800 321 3248 or www.coolmilk.com.) You must register your child’s name with them; if under 5 there is no charge. When he/she reaches 5 they will explain what you need to do. Cartons of non-fizzy fruit drinks are allowed to be brought in. Chilled,
filtered water is available at several points around the school. The children are encouraged to drink as much as they like of this. They can bring in their own drinks bottles to be filled up as necessary.

Please note the school provides free hot or cold school lunches for all Foundation Stage and Key Stage 1 children through a Government backed scheme.

Lunches are cooked on the premises and we operate a healthy, balanced diet menu. The meals are popular and there is very little waste. Those parents of children who are entitled to Free School Meals should register at the School Office. We ask you to do this even if your child is not taking up the free meal, as the school benefits financially if you do.

The School is working towards being a cashless school and Parents will be signed-up to make payments for school meals, breakfast club and after school club via our Parent Mail system.

Our school lunches are priced at £2.30 each.

The children in Key Stage 2 may also have packed lunches brought in from home. We encourage these to be ‘healthy’ and recommend that they are kept in ‘lunch box’ type container and that whatever container is used it is clearly marked on the outside with your child’s name. We do not allow cans, bottles, fizzy drinks, sweets or chocolates with lunches.

Please note: we have several children with nut allergies and would be grateful if you did not include nut products in packed lunches brought in from home.

You may opt for any combination of lunches – cooked, packed lunch or home – we do however prefer the children to be in school.

We are fully committed to the National Healthy Schools Project. Indeed we have achieved the Advanced Award in it and a National Teaching Awards Distinction. It is a central plank in our beliefs. We ask you to join our work here and at home.

What To Wear

We would like all children to wear our School Uniform. It is a very modern and varied uniform which allows for individual preferences within our colour scheme of a brown jumper/cardigan and a gold polo shirt. The School has an associated uniform shop, Crawlers in Hamstel Road, which carries our full range. The brochure from the shop is in the Introductory Package. We no longer sell uniform or book bags at the school. Swimming hats are available from the class teacher.

All clothing needs to be clearly marked with your child’s name. Parents are also requested to provide appropriate kit for P.E. and Games, a tee shirt or sports shirt, shorts and plimsolls in a bag, also clearly marked with your child’s name, with warmer kit for the winter months for outside work at Key Stage Two. We swim in the Summer Term – appropriate kit is required and a named swimming
hat is compulsory. A large cover-up shirt is recommended for Art & Craft. All these areas are important aspects of the National Curriculum and we need your co-operation if your child is to perform as well as possible in all of them. In the Summer we highly recommend that your child wears a sun hat.

When clothing is mislaid we try to help you find it. Ask at the School Office. There is a property boxes. Please ensure that your child’s uniform, swimming kit, PE kit, lunch box and drinks bottle is clearly named to help us to manage the lost property.

Attendance

The authorised absence figure for 2016-17 was 2.84% and the un-authorised was 1.19%. We really need to reduce these rates and ask that you support us as much as possible, especially by not taking holidays in term time.

Behaviour

You will have been supplied with a copy of our ‘How We Behave at Temple Sutton’ document alongside this prospectus. It should explain to you how we feel about behaviour, discipline and related matters such as bullying. We hope that you can use it with your child to explain situations and encourage positive behaviour. If you have any concerns you are always welcome to discuss them with the Class Teacher, one of the Deputy Heads or the Headteacher. If we have any concerns we shall talk to you. Working together is always the best way to resolve difficult situations. We welcome your support. We are not ashamed to declare that bullying does occur in our school occasionally. We would be very ashamed if we didn’t do anything about it. The Headteacher is committed to dealing with all bullying issues as soon as is possible. We want all our children to feel safe, respected, valued and able to learn with enthusiasm.

Extra-Curricular Activities

We believe in every child having many opportunities to be involved in either a club or a sport or other activity. We make such activities open to as many children as possible, from the youngest to the oldest. We believe in good competition and enter teams in all sporting activities. We also aim for our children to do as well as possible, as with everything we undertake at Temple Sutton. We are proud to have had national champions in our school – very few schools can ever claim such a thing. We are just as proud of all our children – they all have talent and we
seek to find that talent and develop it. Here are some of the activities currently available –

Choirs  Peripatetic Music Tuition  Break Dancing  Guitar  Recorders
Orchestra  Swimming  Cricket  Football  Athletics  Table-Tennis
Netball  Tennis  Gymnastics  Hockey  Cheerleading  Cycling
Cross Country  Dance  Karate  Rugby  Art  Chess

Educational Visits

The Governing Body has decided to request donations from parents when their children go on educational visits. The Governors of the school have agreed to subsidise all educational visits for those with a free school meal award by 50%. The school budget does not allow for such visits to be paid out of school funds. We would like to emphasise the educational strength and value of such involvement. We really appreciate your contributions to enable us to keep on providing the best opportunities for your children. The children go on a wide variety of visits outside school and are educated by experts visiting the school. In Years 5 and 6 the children are able to go on extended residential visits. The Year 5 children are going to Kent and the Year 6 trip is to the Isle of Wight.

Learning Support

Our School has an extensive and expert team to support the learning of those children with special needs. If you suspect your child has problems please do not hesitate to ask this team for help. We also work closely with many specialist agencies and they are regular visitors to our school. We are great believers in every child receiving his or her full entitlement.

Child and Family Care Team

This team exists to support all our children and those families who require assistance. They are trained in all aspects of this work and are available at all times. They work within classrooms and in a dedicated part of the school, particularly nurturing emotional wellbeing. Children are always able to talk to a team member if they are feeling vulnerable or unhappy. Parents are able to seek support with any family difficulties that might exist and the work can be totally confidential. The team are in constant contact with other agencies that might help also. This model of support is being adopted by many other schools. Please take advantage of the team’s expertise.

Safeguarding at Temple Sutton Statement
Temple Sutton Primary School and Early Years is fully committed to safeguarding and promoting the welfare of our children and expects all staff, students, volunteers and visitors to share this commitment. We follow safe recruitment procedures and make recommended checks and/or complete risk assessments on adults working and volunteering in school, to ensure the safety of all our school community.

To that aim, kindly note, as a duty of care we cannot withhold any information concerning suspected abuse of any child as we have an obligation to ensure the safeguarding of all children.

Mr Barrett, Headteacher is the Designated Safeguarding Officer for the school and Ms Courtney is the Deputy Safeguarding Officer. Please contact them if you are worried about the safety of any child.

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**Governing Body**

The Governing Body is responsible for the overall strategy of the school. If you wish to talk to any member of the Governing Body you may make an appointment via the School Office. The current members of the Body are:-

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE OF GOVERNOR</th>
<th>TERM ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>T Barrett</td>
<td>Head Teacher</td>
<td>n/a</td>
</tr>
<tr>
<td>A Carey</td>
<td>Co-opted Governor</td>
<td>Sept 19</td>
</tr>
<tr>
<td>C Campbell</td>
<td>Parent Governor</td>
<td>Sept 19</td>
</tr>
<tr>
<td>G Capps</td>
<td>Associate Member</td>
<td>n/a</td>
</tr>
<tr>
<td>J Down</td>
<td>Associate</td>
<td>n/a</td>
</tr>
<tr>
<td>C Gilroy</td>
<td>Associate</td>
<td>n/a</td>
</tr>
<tr>
<td>D Miles</td>
<td>Parent Governor</td>
<td>March 22</td>
</tr>
<tr>
<td>S Rudge</td>
<td>Co-opted Governor</td>
<td>March 22</td>
</tr>
<tr>
<td>A Smith</td>
<td>Parent Governor</td>
<td>Sept 19</td>
</tr>
<tr>
<td>L Springall</td>
<td>Teaching Staff Governor</td>
<td>Sept 19</td>
</tr>
<tr>
<td>C White</td>
<td>Associate Member</td>
<td>n/a</td>
</tr>
</tbody>
</table>

There is one Governor vacancy.

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**Temple Sutton Circle of Friends**

The Circle of Friends is our Parents and Others Association which works to raise funds and attract goodwill for our school. There are several functions each year,
planned and organised by the Committee and others. Details of events and meetings are posted on the Parents’ Notice-board outside of the School Office and are also sent home with your child. Please offer your help to this group as they provide so much for our children and greatly assist the school in its aims. They also have a very enjoyable and worthwhile time. Annual events include the Christmas Sale, Mothers’ and Fathers’ Day Sales, Leavers’ Barbecue, Termly Disco for Years 1 upwards. We look forward to hearing from you and seeing you at our functions.

Communication

All of our letters, newsletters and communication are sent electronically to families via email or text using the Parent Mail system.

Full Service Extended School

Temple Sutton Primary School has a national reputation for its work in this area which includes our daily Breakfast Club and After School Club.

We have a vast array of free activity before and after school clubs, which are run by our dedicated staff, in addition to an after school karate, gymnastics, and breakdancing clubs for which there is a small charge.

The school is available to support groups in the local community who use our premises to provide additional activities for young people; chess club, counselling, free-running and football tuition.

Temple Sutton Primary School has a fully integrated Early Years provision offering childcare from 0-4 years. We are open 8am to 6pm for 48 weeks per year.
We have 6 room bases and offer a number of sessions to support working parents. Children of 2 years of age may be entitled to funding if they meet certain criteria – please ask a member of staff for details.

Extra support for families in crisis through the Integrated Services System set up by the Local Authority and based at the school and through our own Child & Family Care Team.

Please do come and ask us if you have any questions regarding our school.

The prospectus is the planned policies and practice of the school at this time and is subject to an annual review and update.