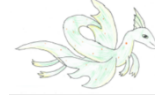


BOREHAM PRIMARY SCHOOL

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 J Reilly

Status and Character:

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

Number on Roll as of September 2022: 225

Published Admissions Number 2022/23: 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



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 and there is high standard of care. 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. In order to minimise our environmental impact and costs associated with photocopying, we use a service called SIMs In-Touch to transmit messages via e-mail and text message and SIMS Pay 360 for parents to make payments for all school dinners and trips.

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 daily mile track, an outdoor gymnasium area, outdoor performance/dance stage, hobbit house, outdoor amphi-theatre and a wildlife garden and allotment which are well-maintained.

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 have 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 2022

Senior Leadership Team

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

Classes 2021 -22

Class	Teacher
Reception Class	Mrs E Evans (Mon-Thur) & Mrs G Hayes (Fri)
Year 1	Mrs E Shoulders
Year 2	Mrs H Bell (Mrs G Hayes on a Thursday to cover Mrs Bell's Deputy Headteacher release time))
Year 3	Mrs L Chalk (Mon-Tues & Fri) & Mrs L Edwards (Wed-Thur)
Year 4	Mrs H Townsend
Year 5	Miss A Buchanan
Year 6HC	Mrs Crooks (Mon-Tues) & Mrs Hutley (Wed-Fri)
Year 6F	Miss H Falltrick
Other Teaching Staff	<ul style="list-style-type: none"> • Mrs L Rolfe • Mr S Larkin (Sports Teacher)

Administrative Staff

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

Premises Staff

Mr Falzon	Site Manager
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Teaching Assistants

Mrs Bergamini	Senior Teaching Assistant
Mrs Edwards	Higher Level Teaching Assistant
Mrs Smith	
Mrs Hollox	
Mrs King	
Mrs Chunn	
Mrs Jones	
Mrs Barron	
Mrs Jacob	
Mrs Parrott	
Mrs Morley	
Mrs Braben	
Miss Robinson	
Ms Bradley	
Miss Buckingham	
Mrs Bundock	
Miss Hills (Trainee Apprentice Teaching Assistant)	



Mr Bardrick	ICT Technician
Mrs Ruschen	School Counsellor

Midday Assistants

Mrs Bergamini	Senior Midday Supervisor
Mrs Hollox	
Mrs Barron	
Mrs Jones	
Mrs King	
Mrs Smith	
Mrs Edwards	
Mrs Parrott	
Mrs Jacob	
Miss Buckingham	

Catering Team

Ms C Shomade	Catering Manager
Mrs S Malin	Catering Assistant

School Governors

Mr Reilly (Chair)	Parent Governor
Mr Bowyer	Head teacher (Ex-Officio)
Mr May (Vice-Chair)	Co-opted Governor
Mrs Y Chapman (Vice-Chair)	Local Authority Governor
Mrs Fung	Parent Governor
Mrs Morley	Staff Governor
Mrs Bell	Co-opted Governor
Mrs Jones	Parent Governor
Mrs Bentley	Co-opted Governor
Mrs K Chapman	Co-opted Governor
Mrs Westney	Co-opted Governor
TBC	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	Senior Leadership Team Safeguarding / Child Protection Lead Teaching & Learning Physical Education / Junior Sports Council Health & Safety Attendance Educational Visits Co-ordinator School Newsletter Policy Cycle GDPR
Mrs Bell	Senior Leadership Team Safeguarding / Child Protection Deputy Lead Teaching & Learning Curriculum Assessment Geography
Mrs Huntley	Senior Leadership Team Safeguarding / Child Protection Deputy Lead Special Educational Needs Pupil Premium Teaching Assistants
Mrs Powell	Senior Leadership Team School Business Manager / HT's PA HR / Staff Absence Health & Safety

	Midday Assistants & Catering Team Early Bird & Night Owl
Mrs Hutley	Maths Computing
Mrs Chalk	Science School Green Team
Mrs Rolfe	Computing School Council
Mrs Evans	Early Years Phonics Lead
Mrs Shoulders	KS1 Team Leader English lead KS1
Mrs Hayes	RE & Collective Act of Worship Church Services & Assembly Rotas
Mrs Townsend	Healthy Schools & PSHE History
Mrs Crooks	Art and Design / DT
Miss Buchanan	Music & School Production Lead Modern Foreign Languages
Miss Falltrick	KS2 English Lead / School Library

Administrative Staff Responsibilities

Mrs Powell	Senior Leadership Team School Business Manager Head Teacher's Personal Assistant Manages Office, Finance and Catering Premises including Health & Safety GDPR
Mrs Lewis	Attendance and School admissions General administration Medical administration Educational visits support Policy administration
Mrs Worgan	Finance Assistant School meals administration Before/after school clubs Expenses Asset register
Mrs King	Finance Assistant Procurement 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. 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

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.

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 2022/2023 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.



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. 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.

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	Main school gate is opened and class teachers open the classroom door for the children to come in. Mr Bowyer (Head Teacher), Mrs Powell (School Business Manager), Mrs Huntley (SENCo) and Mr Smith (Caretaker) are at the front gates to greet pupils. Other staff are located in the main playground as children walk into class.
8:40-9.00	Children settle in class to complete early morning work during registration.
8:50	School Gates locked. Any child arriving after this time will need to sign in at the main school office.
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 - 3:10	Afternoon registration and learning sessions - KS1
1:15 - 3:10	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
3.05 - 3.10	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 on the front gates / school playground.

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 curriculum is driven by the need to prepare our children for lifelong learning and encourages our children to *discover, explore and create*.

Our aim is to ensure that our children become resilient and independent learners who live happy, safe and healthy lives and care for each other and the world around them.

At the heart of our curriculum are our seven school values; *friendship, respect, excellence, determination, courage, equality and inspiration*.

Also central to our curriculum are our key learning behaviours.

A Good Learner at Boreham

- Is fully focussed on their learning
- Listens carefully and follow instructions
- Absorbs information
- Challenges themselves
- Follows the 4B's - *Brain, Buddy, Board, Boss*
- Always tries their best
- Learns from others
- Shows determination and resilience
- Takes pride in their learning and work
- Asks questions
- Is not afraid to get things wrong

Curriculum Organisation

The foundation for our children's learning in the Early Years is delivered through a curriculum that is driven by curricular goals in preparation for their transition into Key Stage One. We aim for depth of learning across all subjects so knowledge is carefully sequenced and integrated across and within year groups. In Key Stage One and Two, this is achieved through the teaching of termly topics. These are:

Autumn Term: Discover (History Focus)

Spring Term: Explore (Geography Focus)

Summer Term: Create (Arts Focus)

Other National Curriculum subjects are linked to these termly topics or are taught discretely as appropriate. Each topic begins with an enquiry question, designed to engage the children and give them the opportunity to *discover, explore and create*.

Enrichment of the Curriculum

During their time at Boreham Primary School, we believe that every child between the ages of 5-11 should have the opportunity to develop key life skills through a range of experiences. Every child is issued with a 'Passport of Experiences' on entry into school. Further details can be found within our 'Curriculum Enrichment Offer' document.

Community involvement is an essential part of our curriculum as we celebrate local traditions, learning new skills to enable the children to take an active role in events throughout the year.

Regular visitors in school give the children another perspective on values, attitudes, learning and understanding. These include charities, people from different professions and the community. The curriculum is also enhanced by themed enrichment days and weeks and community projects where we focus on other aspects of learning including: global awareness, health and sport, literature, the arts, science and spirituality.

Impact

An integral aspect of the curriculum is that our children leave the school with a sense of belonging to a tightly knit community and are prepared for the future. During their time in our school, they become fantastic role models and the very best version of themselves. Their individual identity is valued and our children are kind and caring while also aspiring to be the best they can be as they move on to the next stage of their education.

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

- % 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
- Online Learning Platform - SeeSaw
- Subject Leadership monitoring
- Pupil and parent surveys.
- Parent Consultation Evenings
- End of year pupil reflection forms



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.
- Pupil's Books
- Pupil and parent surveys.

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.

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 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. In Year 4, children will undertake a national Multiplication Times Table check online. This became statutory in 2022.

Religious education

Religious Education is taught as part of the curriculum and an Act of Worship 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

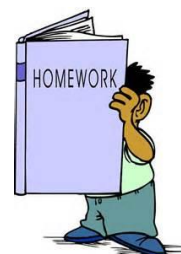
At Boreham, all children are encouraged to undertake regular homework e.g. reading, learning spellings, learning tables and sometimes research related to their year group topic. Half termly homework tasks are set by the class teacher, which encourage children to select their own tasks to complete and 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 by visiting your child's class page for Year groups 1-6.





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.

Pupils' lunchboxes should offer balanced nutrition and these are monitored during lunchtime by the Midday Assistants and members of the Senior Leadership Team.



School meals

Our catering provision is provided and managed by TCS. 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. 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 themed meals to celebrate events such as Valentine's Day / Easter / World Book Day.

Hopefully your child will love to sample our delicious school meals.

At the beginning of the school day, each child will be asked by the class teacher which meal option they will be having that day; main meal, vegetarian, jacket potato or packed lunch. Once recorded, KS2 children will be charged for their school meal.



Unfortunately, any meals ordered in error will be charged for as the meal will have already been cooked by the kitchen.

All school meals can be paid for online via Pay360.

- 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.
- **We have a zero tolerance policy on school meal debt and all children's meals should be paid for in advance.**

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 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 School 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.



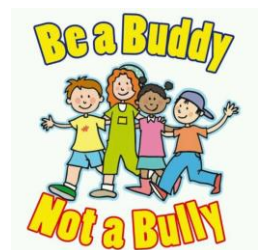
Boreham Primary School views the safety and welfare of all its children as of paramount importance. The school recognises that effective child protection work requires sound procedures; good inter-agency co-operation and a work force that is competent and confident in responding to child protection situations.

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

In order to maintain the safety and well-being of all members of our school community, not least our children 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** car parking 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

Swimming is a statutory requirement of the National Curriculum for pupils to participate in during their time in KS2 and all children are expected to take part. Additional catch-up sessions are also organised for children in Year 6 who are unable to swim unaided competently. Our children currently swim at Forrester Park, Great Totham, Essex and we use a coach to transport them. Two swim instructors assist different ability groups.



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. Ms Stephens, our Attendance Officer, 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.

We expect our children to maintain an attendance record of 95% and above. Although we understand there may be exceptional circumstances for attendance to fall below this threshold, we monitor attendance very closely and you may be requested to attend a School-based Attendance Meeting should attendance not improve.

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

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 8:40am and the main side gate to the school playground will be locked at 8:50am. Any children arriving after this time will need to report to the School Office. 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 only administer medicines to children which are doctor prescribed eg antibiotics, asthma pumps etc. Only medicines which have to be taken 4x a day are allowed. Asthma pumps and other medications to be kept in school as secured in the classroom medicine cabinet.



The school has their own asthma pumps and Epipen/Epipen Junior in case of an emergency which are kept in the School Office.

In all cases the medication should be brought to the school office where you will be asked to fill in a parental consent form. **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 or therapy 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 inspected in November 2021 and graded overall as *requiring improvement*. 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 £6.00 per child per session. Our after school provision, 'Night Owl' runs from 3:10-5:15pm. The cost of each session per child is £10.00. Please contact the school office for further details.



School trips & parental contributions

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 or more local 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 tie (Year 1 and above)
- Red V neck jumper (preferably with school logo) **No fleeces**
- 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 tie (Year 1 and above)
- Red V neck jumper or cardigan (preferably with school logo) **No fleeces**
- Grey/red/black 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 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:

- 2nd class post - 3 - 4 working days
- 1st 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. If a child is not able to remove their earrings, they will have to sit out of that activity. The taping of earrings is **not allowed**. 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 was refurbished in 2015 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. 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 welcome any constructive feedback for improvements to our brochure. We look forward to your family becoming part of our happy, friendship school. Working together in an honest and respectful partnership is the way forward.

