

A message from the Headteacher

Dear Parents and Carers,

I would like to warmly welcome you to Engaines Primary School. I wish you and your child every success and happiness whilst you are part of our school community.

We firmly believe that children only get one chance at a quality education and are, therefore, a school that is committed to raising standards for children in all areas of their education. I promise you that, as Headteacher, I will do my very best to ensure that your children receive the very best whilst they are with us.

The school has a long history of excellent relationships with parents, carers and the local community, all of whom give their support to the school and its' work. We actively encourage you to get involved with your child's school, be it through volunteering through The Friends of Engaines (our PTA), coming along to school events or joining the Governing Body.

You will see me at the beginning and end of most school days. Please come over and say hello and ask any questions that you may have about the school and its' work. Alternatively, I am always willing to meet with parents, who may have concerns they wish to raise.

Once again I wish you and your child every success and happiness during their time at Engaines, and we look forward to working with you and your children.

Yours faithfully

**Ms. Jackie Irwin
Headteacher**

MISSION STATEMENT

'A safe and happy place for children to grow and learn'

SCHOOL VALUES

The school is a community in which behaviour is based on mutual respect and consideration for others. The class teacher is responsible for the care of the children in his/her class. Particular problems are referred to the Headteacher or Deputy Headteacher. The values, standards and attitudes of the school community are made clear to the children by example and discussion. Rules exist governing behaviour within the school, the playground and the games field and a copy of these are available from the school. If a child displays persistent anti-social behaviour, a meeting is arranged between the class teacher and the parents so that an attempt can be made to correct the matter. In exceptional cases, the Headteacher may exclude a child from school for a fixed period, or the Headteacher may propose permanent exclusion. Parents have a right to make representation (written in the case of a fixed term exclusion) to the School Governors and can be present at the meeting called to consider the exclusion.

SCHOOL HOME PARTNERSHIP

The partnership between home and school is of great importance to all of us at Engaines. As you have expectations of us, so we have expectations of you and your child. A copy of the Home/School Agreement which you will be asked to sign is enclosed. This Agreement lists the school's aims and the responsibilities of the school, the parents and the child in working towards achieving these aims. This Agreement should be discussed with your child so that they are aware of what will be expected of them when they join the school.

CONTACT WITH OUR SCHOOL

We welcome visits by parents to the school by prior arrangement. On arrival, all visitors should report to the school office in the main school building. The Headteacher or the Deputy Headteacher are always pleased to show you around the school so that you can see our excellent facilities or to discuss your child's progress.

Parents of new entrants or parents considering Engaines as one of their options will be invited to an evening meeting during the Spring Term of the year prior to their child starting school. Children will be invited to a series of morning or afternoon sessions to help them feel at home within the school when they attend on a full-time basis. As part of these sessions they will have the opportunity to stay for school lunch in the Summer Term prior to starting full-time education in September.

Each year there are open evenings in the Autumn, Spring and Summer terms when parents are invited to discuss their child's work and progress and parents can be advised of ways in which they can help their child at home. In addition, at the end of each Summer Term annual progress reports are sent home to parents. These will report on your child's progress and lay out targets for the following year.

A school newsletter is sent to each parent on a Friday which helps to keep you informed of what is going on at the school

ADMISSIONS POLICY

The school follows the admissions procedures agreed by the Local Education Authority and children generally start school in the academic year that they are 5. All children are admitted full-time in September.

The school's catchment area as defined by Essex County Council is the Parish of Little Clacton. However, children from outside Little Clacton may be admitted if there are places available and enquiries from parents who live outside the catchment area are welcomed.

All relevant documentation relating to the primary education of an individual child, together with that relating to all recent Education Acts may be seen in school. Should you wish to see any of these, please contact the school for an appointment indicating your areas of interest.

ACCESS TO INFORMATION FOR PARENTS

The following documentation is available for parents to see on request:

- Minutes of Governors meetings
- School policy documents
- Your own child/children's school records

HOW WE DEAL WITH YOUR CONCERNS

From time to time parents may have a concern about their child's education. Many such concerns can and should be resolved at school level, particularly as they often arise out of misunderstandings about the aims of the school and the methods employed to achieve them.

Members of staff are pleased to see parents and discuss any suggestions or problems which they or their child may have and are generally available after 3.15 p.m. for short discussions. It is helpful if previous notice can be given if you wish to see your child's class teacher. The class teacher will normally be your first point of contact to resolve any problems or concern. If the class teacher is unable to help you, the Headteacher or Deputy Headteacher can then be approached and the Governing Body is also there to assist you and may be contacted through the school office. If you then still have cause for concern, there is a statutory procedure established by the Governing Body for dealing with written complaints. Details of this formal process are available from the school.

SCHOOL ORGANISATION

The School Day

Currently there are 278 children in the school. The school has 10 classes in total catering for the full ability range across Foundation Stage, Key Stage 1 and Key Stage 2 of the National Curriculum.

Infant and Junior children should arrive at school at 8.45 a.m. and should be collected at 3.15 p.m. unless they are involved in after school club activities.

The school day is organised as follows:

Foundation Stage, Key Stage 1 and Key Stage 2

Morning School	8.45 a.m.– 12.15 p.m.	Monday – whole school break 11.00 Tuesday – whole school break 10.40 Wednesday - KS1 break – 10.40 KS2 break – 11.00 Thursday – KS1 break – 10.40 KS2 break – 11.00 Friday - KS1 break – 10.40 KS2 break – 11.00
Afternoon School	1.15 – 3.15 p.m.	No break for Juniors
	2.30 – 2.45 p.m.	Infant break

SCHOOL LUNCHES

Children may obtain a nutritionally balanced lunch prepared on the school premises by our own catering staff. Menus are given in the weekly newsletter and parents may choose the days on which their child purchases a lunch. Dinner money should be brought to school on Monday, sealed in an envelope, clearly marked with your child's name and the days on which a lunch is required. Every effort will be taken to provide a meal to suit special dietary requirements, but the school cannot be held responsible for any adverse reaction to the food provided.

ATTENDANCE

Every child is expected to attend school for 380 sessions in a school year, i.e. 190 days (2 sessions per day). Details of attendances and unauthorised absences now have to be included in each child's annual report. An unauthorised absence is recorded when no note or telephone message has been received to explain a child's absence. Parents are strongly discouraged from taking their children out of school for a holiday and any requests will not be authorised unless it is an exceptional circumstance. The Education Welfare Officer is required by Essex County Council to monitor a child's attendance at school and to investigate any unauthorised absences. We do send letters out to parents at the end of each half-term, if their child's attendance drops below 95%. Late arrivals are also recorded and shown on a child's annual report.

MUSIC TUITION

Children are offered tuition in recorder playing. An advanced recorder club receives tuition from a specialist music teacher. We are also able to offer tuition for guitar, piano and wind instruments and will be happy to make arrangements for other instrument tuition if there is enough demand.

Specialist teachers are engaged by the school for this special instruction and a termly fee is payable. Details of these charges are available from the school office.

HOMEWORK

Working at home helps to develop a child's self-discipline and self-motivation towards study. It enables certain skills to be enhanced by further practice outside the classroom and reinforces the partnership of home and school working together. The amount of homework expected from a child will vary with the age of the child, from about 1 hour per week for Foundation/Reception to 2 hours per week for Upper Juniors (Years 5 and 6). Homework topics will concentrate on literacy, especially reading, and numeracy, including the learning of tables and the development of more advanced literacy and numeracy skills. For the older children, project work in other subjects will also be given.

The development of reading skills is a high priority for all children and even when they become proficient readers, they should still have regular opportunities to read aloud to adults and also have some quiet time to read for pleasure or information. A 15 – 20 minute session each day for your child to read quietly to themselves with books or other material they have selected is a great help in developing their reading skills. The school library is well equipped and children are able to take books out on a regular basis as well as reading the books set by the class teacher. Each child has a reading record book where the school and you can record comments.

SCHOOL VISITS

Regular visits are made by the children to places of local interest and, on an occasional basis, longer residential visits are arranged. These visits provide a stimulus for further learning, widen a child's experience and give opportunities for a child's social development.

BREAKFAST CLUB

The school offers a Breakfast Club which starts at 8.00 a.m. every morning. The session costs £1.20. The club is well resourced and staffed

TEA-TIME CLUB

The school offers a Tea-Time Club which runs from the end of school, until 6.15pm if required. The cost is £3.50 per hour, which siblings receiving a 10% discount. If a child stays for the whole three hours then the cost is £10. Pupil Premium children can attend Breakfast Club and Tea-Time Club free of charge. Homework and reading will be completed if needed at the club and the children also receive a light tea.

AFTER SCHOOL CLUBS

We are pleased to offer a range of after school clubs for both children and parents.

CHILDREN WITH SPECIAL NEEDS

Arrangements for Pupils with Special Educational Needs

The progress of each child is closely monitored by their class teacher from the first day in the Reception class until they move on to secondary school. If a child is considered to be under-achieving or experiencing difficulty in copy with basic skills in reading, writing or number work, they will be offered learning support after consultation with parents. This support will be reviewed termly by the child's class teacher, the learning support teacher and parents. In some instances, it may be necessary, after further consultation with parents, to refer a child to the Educational Psychologist and for the child to be statemented under the terms of the

1981 Education Act. The school can also arrange support for children and their families from other organisations.

Arrangements for Pupils with Medical Needs

The school has a policy of negotiating with parents on how the school can best support the individual medical needs of the child. This applies to short-term, long-term or permanent requirements. If you feel that we can assist in the management of your child's condition, please contact the school.

EQUAL OPPORTUNITIES

The school believes that it is important that all activities should be equally available to all children unless there is a good educational reason for making a distinction. Each child must be allowed to develop personality, skills and interests, without any constraint of sexual stereotyping.

MULTI CULTURAL EDUCATION

The school believes that no child should be handicapped or discriminated against because of their cultural background. We live in a multi-cultural society and all of us should respect and have some knowledge of the differing experiences of their fellow citizens, seeing these differences as enriching and not threatening.

The named person for Child Protection is Mrs. J. Irwin, Headteacher. In her absence, the named person is Mrs J.Ford. Both can be contacted through the School Office.

The Governor responsible for Child Protection is Mrs. S. Aldorino, who can be contacted through the School Office.