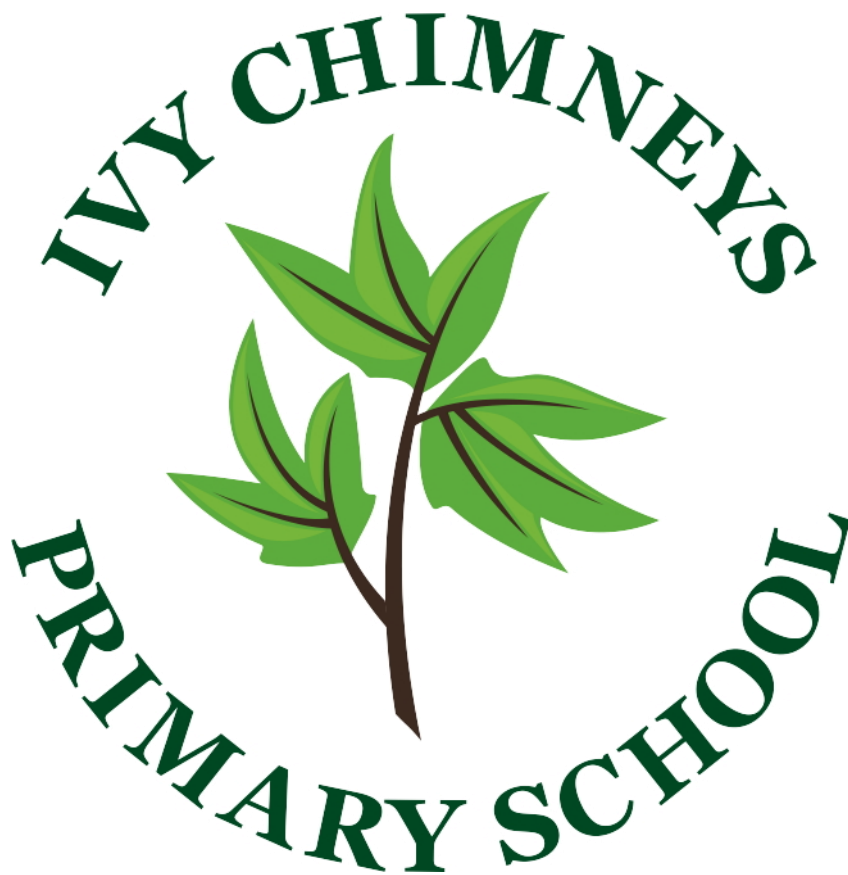


Welcome to  
Ivy Chimneys Primary School



Prospectus  
2018-19

## **OUR MISSION STATEMENT**

At Ivy Chimneys Primary School we are committed to providing a well balanced and varied curriculum which will enable all children to develop a responsible and independent attitude towards learning; reach their potential in terms of academic achievement, aesthetic appreciation and spiritual awareness; be tolerant and understanding with respect for the rights, views and property of others.

The following information will help you decide that Ivy Chimneys is 'the school' where you would like to send your children. If you need any further details, please look at our website <https://www.ivychimneys.net> for details of our open days or contact our school office.

## **AIMS AND VALUES**

Within our school we aim to provide a learning environment which is happy, stable and interesting for all children and a wide variety of activities take place both inside and outside the classroom. The curriculum which we provide is broad and balanced. It covers all the elements required within the framework of the National Curriculum, to which all children have equal access.

High standards of work and behaviour are expected from all of our children and we impress upon them that while we have only a few school "rules", those we do have are based upon the safety of the children and the mutual care and respect of all the individuals within our community.

At Ivy Chimneys Primary School we feel very strongly that education is a partnership between home and school, with parents playing an extremely important role in the education of their children. There will be many opportunities for us to meet, formally and informally and to work closely with you. I hope that you will always feel free to discuss with us any anxieties you may have.

## **STAFF**

The teaching staff:

Mr Jonathan Furness	Head Teacher
Miss Rebecca Sigston	Deputy Head Teacher/Phase Leader Year 5/6/Maple Class Teacher
Miss Holly Laing	Ash Class Teacher Foundation Stage Leader
Mrs Gemma Leach	Larch Class Teacher
Miss Caroline Ives	Elm Class Teacher & Phase Leader Year 1/2 (Maternity)
Mrs Karina Darcy	Elm Class Teacher
Ms Julie Spears	Birch Class Teacher (acting Phase Leader Year 1/2)
Mrs Elaine Williams	Chestnut Class Teacher
Ms Jo Gladstone	Plane Class Teacher & Phase Leader Year 3/4
Miss Rebecca Norton	Rowan Class Teacher
Mrs Michelle Mulholland	Hornbeam Class Teacher
Mr Andy Jones	Beech Class Teacher
Miss Laura Burton	Walnut Class Teacher
Mrs Clare Cooper	Inclusion Leader & SENCO
Miss Jo Roberts	Leadership release Maple Class
Mrs Sarah Meredith	Intervention teacher

Mrs Sharon Catlin is our office manager assisted by Mrs Carole Hardy and Mrs Stephanie Winch.

Mrs Debby Armstrong, Mrs Aloma Barker, Ms Linda Bates, Mrs Miriam Clinton, Mrs Belinda Lockett, Mrs Lisa Mechell, Mrs Donna Macnab, Ms Donna Murray, Miss Nikki Christy, Mrs Kay Palmer, Mrs Loretta Palmer, Mrs Nina Pearson, Mrs Aimee Pomeroy, Mrs Lorraine Sammons, Mrs Melanie Terrell, Mrs Sue Webb And Mrs Tina Wonfor are Learning Support Assistants based in specific class areas.

Mr Paul White is the Site Manager responsible for the premises.

Our School Crossing Patrol Officer is Miss Patrice Thompson.

Our School is cleaned by Ivy Chimneys Cleaning Team.

We have a large team of Midday Assistants to supervise the children during the lunch break: Mrs Aloma Barker, Mrs Michelle Chapman, Ms Nikki Christy, Mrs Maria Lobue, Ms Kay Palmer, Mrs Nina Pearson, Mrs Lorraine Sammons, Mrs Sandra Solari, Mrs Nicola Somers, Mrs Emma Spurdle, Ms. Lisa Wells, Mrs Sue Webb and Mrs Jackie White.

Our Catering Manager is Mrs Susan Hardy, assisted in the kitchen by Ms Debra Johnson, and Ms Joanne Kenny.

Breakfast and After School club staff: Loretta Palmer, Cathy Freeman, Lisa Mechell and Natalie Molloy.

## **THE GOVERNING BODY**

Both the Chair, Mr David Cooper and the Clerk to the Governors, Mrs Teresa Nickolson, can be contacted through the school office.

## **TEACHING ORGANISATION**

As far as possible, children are arranged in classes throughout the school according to their age. This often means mixed age classes, which we feel benefits the children and allows us to have the flexibility to avoid personality clashes if they occur. Class sizes will be kept below the level recommended by the Local Authority wherever possible. The teacher for each class is responsible for the children's work and progress, although they may at times be working with other teachers and in other parts of the school.

## **ADMISSIONS POLICY STATEMENT**

### a) LA Policy

As required by Law with effect from September 2011, Ivy Chimneys Primary School provides for the full-time admission of children offered a place in the Foundation year group from the September following their fourth birthday.

### b) School Policy

Ivy Chimneys follows the LA policy as shown above and children start a phased entry to school as shown below. We feel that it is best for the children's wellbeing to operate a staggered start to the beginning of their school career. All children starting in Foundation will have two morning sessions in school, followed by a morning and lunchtime session before staying for the whole day on the fourth day.

Once your child has been offered a place, you will receive a letter in the second half of the summer term, inviting you to a pre-admission meeting. Arrangements will be made at that meeting for a 'Home Visit' with your child's class teacher, who is the 'Key Person' and the Teaching Assistant for that class. Part-time and full-time dates will also be available at this meeting. We will also invite your child to a Story and Snack session in July so that the children, and you, become familiar with the school site, our staff, other children and the routines. Whilst your child is enjoying time in the classroom, we invite parents to an informal tea and coffee session in the main hall.

### c) Admissions Procedure

Each school has a published "number to admit" (NTA) in the 'Primary Education Booklet'. Copies of this booklet are available from the Planning and Admissions Office (0845 6032200) or information can be seen on line, ([www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)).

Priorities for admission to the school up to NTA are on the following criteria:-

1. Looked After Children and previously looked after children;
2. Children with a sibling at the school;
3. Children living within the priority admission area of Ivy Chimneys Primary School;
4. Children living within the priority admission areas of Coopersale and Theydon Garnon CE, Epping Primary, Epping Upland CE and Theydon Bois Primary Schools;
5. Remaining applications.

d) Application for Places

Applications can be made on-line at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

This means that for the academic year 2019/20 all parents must apply to the Planning and Admissions Department at County Hall for the school of their choice, before 15<sup>th</sup> January 2019

We would like to encourage all parents to visit us before their child starts school. Please look at our website ([www.ivychimneys.net](http://www.ivychimneys.net)) for details of our open days which normally take place in the Autumn term. Prospective parents are also welcome to attend the open evening held in the Summer Term.

The number of pupils to be admitted during 2019/20 is **45**.

**SCHOOL HOURS**

<u>Foundation</u>	8.50am – 12.00 noon 1.10 pm – 3.10pm
<u>KS1</u>	8.55 am - 12.00 noon 1.10 pm - 3.15 pm
<u>KS2</u>	8.55 am - 12.10 pm 1.10 pm - 3.20 pm

There is a morning break of 20 minutes for all children, which is staggered to allow better use of playground facilities.

**TEACHING TIME**

The actual teaching time each week - excluding breaks/registration and assemblies are:

22 hours 15 minutes for KS1
24 hours 35 minutes for KS2

## **ABSENCE**

If your child is unfit to attend school please adhere to the following procedure:

1. **Ring 01992 578162**, which is a dedicated line for reporting absences from school. This telephone number is a 24 hour answerphone and should not be used for any other messages.
2. Please leave the following information on the answerphone:
  - Your child's name
  - Your child's class
  - Your name and relationship to child
  - Reason for absence

### **Alternatively,**

You can also report pupil absences online via our website <https://www.ivychimneys.net/> under the tab Parents → Report child's absence.

**This must be done before 9.30am on each day that your child is absent.**

Please note that if your child has been taken poorly with sickness or diarrhoea, school policy is that they should be **absent from school for 48 hours** from the last bout of sickness. This is important in order to avoid spreading infection to other pupils.

On 1st September 2013 the Government Regulations changed so there is now no entitlement for parents to take their child out of school during term time. However, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Office who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

**The month of May should always be avoided as National Curriculum and End of Year Tests take place.**

## **ABSENCE RATES**

Numbers of both authorised and unauthorised absences throughout the academic year must be notified to the Department for Children, Schools and Families. During the last academic year our school had 96.6% overall attendance.

## **COMMUNICATION**

### **HOW DO WE COMMUNICATE WITH YOU?**

We create many opportunities for the school and the staff to communicate with you. Here is a comprehensive list (in no particular order):

- Regular Chatter Newsletters
- Termly Parent Evenings
- Reading Record Books
- ParentMail email communications
- Twitter
- Class Dojo
- Tapestry (EYFS only)
- Pre-teach workshops for pupils and parents
- Speaking to parents at the end of the school day

### **HOW CAN YOU COMMUNICATE WITH US?**

- Arrange to meet with the class teacher / deputy head teacher / head teacher
- Speak to the class teacher after school when all the children have been collected
- Write a letter or note to the class teacher
- Add comments in the reading record book
- Send a message via Class Dojo
- Speak with the Head Teacher in the mornings / afternoons on the steps, each day
- Telephone the school, 01992 573518 or email: [admin@ivychimneys.essex.sch.uk](mailto:admin@ivychimneys.essex.sch.uk)
- Notify us of your child's absence: 01992 578162
- Telephone the breakfast and after school club supervisor (Loretta) 079 8338 7272
- Contact Friends of Ivy Chimneys (PTA) committee [friendsofivychimneys@gmail.com](mailto:friendsofivychimneys@gmail.com)

## **JEWELLERY**

Jewellery should not be worn **at any time** in school. The only exceptions are a named watch, which may be worn at the child's own risk and plain studs for those children whose ears are pierced. Watches and studs **must** be removed for PE, games and swimming. Please note that the school cannot be held responsible for the security of such items.

If your child is unable to remove earrings, they will be unable to take part in PE (this includes recently pierced ears) If you are considering having your child's ears pierced, we would recommend this takes place during the summer break.

## **SECURITY - Morning**

A member of the Senior Leadership Team is on duty on the gate and another member of staff on the playground from 8.45am.

Reception children – take children to the classroom door

Key Stage 1 and 2 – take children to the gate, they can walk up to the large playground and straight into their classrooms.

## **SECURITY - End of school day**

Reception and Key Stage 1 children – meet the children at the classroom door  
Key Stage 2 – will be brought by staff down to the waiting area at the front of the school.

**PLEASE make sure that you keep the pathways clear to keep all our children safe.**

If you need to visit school during the school day, please go to the office. Visitors will be asked to sign in and wear a visitor's badge. On leaving the building you will need to sign out.

We do this to ensure the safety of all our children.

## **LUNCH TIME**

At lunch time children may either;

- have a hot school meal
- eat a packed lunch sent from home

All Foundation Stage and KS1 children are now entitled to a free school meal, but the school requires one week's notice if any child is to change from packed lunch to a school meal or vice versa. School meals cost £2.20 each for KS2 children. They must be ordered and paid for at least one week in advance, preferably by using our online payment system, Sims Agora. The payment may be made weekly, half termly or termly.

If you are in receipt of Income Support or some other form of benefit, you may be entitled to free school meals. We would encourage all eligible parents to apply, even if you think your child will not be having a school meal. Every application increases our school budget allocation and thus helps your child. Please contact the school office if you think you may be eligible.

If you wish to provide your child with a packed lunch please send it in a clean, named **small** box (storage space is very limited). Drinking water will be provided. Please note that the following items are **not allowed**:-

Drinks or yogurts in squashy pouches  
Drinks in cans or glass bottles  
Fizzy drinks or sugary drinks, e.g. fruit shoot.  
Nuts  
Bars of chocolate

If you wish to provide your child with a snack for morning break, items such as fruit, carrot or celery etc, are all very suitable.



## **SCHOOL UNIFORM**

At Ivy Chimneys all children wear school uniform.

Our school uniform is available from Forest Casuals

Forest Casuals are based in Loughton at 144 High Road, Loughton, IG10 4BE

Tel: 0208 508 2848

Or online at [www.forestcasualwear.co.uk](http://www.forestcasualwear.co.uk) then click on 'shop by school'

- **grey trousers/shorts/skirt/pinafore**
- **green & white dress in summer**
- **white polo shirt with school logo**
- **green sweatshirt or cardigan with school logo**
- **green fleece or green waterproof coat with school logo**
- **green cap with school logo**
- **black shoes (not trainers/sports shoes)**
- **black, white or grey socks**
- **grey, green or black tights**

All children will need PE and games clothing as follows:

- **plimsolls/trainers**
- **a change of socks**
- **white school PE T-shirt**
- **green shorts (jogging bottoms for winter time)**
- **named drawstring bag**

Please make sure that all uniform is named – our lost property basket is full of un-named uniform each week. Please also note that children should not be wearing shoes with high heels and skirts should be knee length – no shorter.

Jewellery, make up and nail varnish should not be worn in school and long hair should be tied back.

## **Secondhand uniform**

We also have a number of nearly new items of uniform, which are available once a week after school.

## **ROAD SAFETY POLICY & CAR PARKING**

**We need your help to keep everyone safe.** In line with the school's road safety policy, parents are requested not to park on Ivy Chimneys Road. Ivy Chimneys Road is very busy and the traffic passes very quickly.

**If you come to school by car we would ask you to observe the yellow lines and NOT to park outside the school, up on the kerb or blocking the entrances to the surrounding homes**

We ask everyone to be as considerate as possible and remember our aim is to keep everyone safe and avoid accidents!

The staff car park is not open to parents/carers **at any time** and especially not for "just dropping off" or "just picking up" or "just turning round" – the only exception to this is to allow disabled access.

## **RACISM**

As a school with limited ethnic diversity, we respect and value the linguistic, cultural and religious differences which exist in the wider community. We are opposed to racism and are totally committed to equal opportunities and to treating people fairly regardless of race, ethnicity and culture.

## **VOLUNTEER HELPERS**

We welcome help from parents during school time, particularly if this is on a regular basis. Please contact the office if you are able to offer your time. All volunteers will be asked to complete a DBS check.

## **HOME SCHOOL AGREEMENT**

This document sets out what is expected of pupils, parents and staff and is signed by you, your child and the Head Teacher. When your child joins Ivy Chimneys you will be asked to sign two copies, one for you to keep and the other is returned to school.

## **CURRICULUM**

The Early Years Foundation Stage aims to meet the needs of children in their first year at school. It identifies the key characteristics of effective learning within seven areas of learning and development:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy

- Mathematics
- Understanding the World
- Expressive Arts and Design.

Children who have not yet met all of their EYFS goals will continue receiving support to achieve these in Year 1. Pupils in year 1 and 2 will be working on Key Stage 1 of the National Curriculum and those in years 3, 4, 5 and 6 will continue through Key Stage 2. The school provides a broad and well balanced curriculum in line with the requirements of the National Curriculum and develops the work of individual children according to their age and ability.

The following paragraphs give a brief outline of the Governing Body's statements of curriculum aims. These curriculum statements comply fully with the DfE policy and complete copies of all school curriculum policies can be obtained from the school office on request. Any question regarding the curriculum should first be addressed to the Head Teacher and then if necessary, will be passed on to the Governors. There is an official Complaints Procedure for complaints in respect of curriculum.

## **English**

Reading is taught carefully and we follow a school-wide programme to ensure key skills are developed throughout their primary education. We begin the Letters and Sounds programme in reception and continue until the children are confident readers and spellers in Key Stage 2. They are taught a new letter sound on a regular basis while revisiting those already learnt. Methods will be demonstrated to you during the first term, to enable you to feel confident when working at home with your children.

Children take reading books home regularly and we would encourage parents to take an active part in the process of learning to read. Included in the home school reading pack is a reading diary to facilitate communication between parents and teachers, so that parents can enjoy helping their children to learn to read. In reception, children will also receive a word pot containing all the letters they have been taught and tricky words for them to practice reading.

A clear and legible style of handwriting is taught. Children write on a wide variety of topics and develop the ability to spell and punctuate. They are encouraged to discuss ideas and to communicate clearly with others in both speech and writing.

## **Mathematics**

In Mathematics we take great care to teach children basic number skills using the programmes of study from the National Curriculum. Pupils will also learn how to measure length, weight, capacity, volume and time; to represent and interpret information on graphs; the properties of shapes and the manipulation of money and above all, understand mathematics through a process of enquiry and experiment.

## **Science**

The National Curriculum requires that all children look at and explore life processes and living things, materials and their properties and physical processes. The emphasis is placed firmly on practical work and investigating and drawing conclusions. Children are encouraged to explore their world in many ways, which we hope will encourage them to develop an enquiring mind and a scientific approach to problem solving. Evaluation of their work also forms an important part of the process.

## **Religious Education (RE)**

The County's policy statement, 'Religious Education in Essex', forms the basis for the school's own curriculum. Regular assemblies in various groups are held when worship, as required by the Education Reform Act, 'of a broadly Christian nature', takes place. Parents who wish to withdraw their children from Religious Education and Assembly should consult the Head Teacher and alternative arrangements will be made.

## **Computing**

All children have access to computers, using a range of devices including Chromebooks and iPads within the classroom using them as a learning tool through the means of simple word processing, the use of databases, spreadsheets and graphics programs. Coding and computer control is very much part of the new Computing curriculum and this is a very exciting development. We have had growing access to a range of other ICT hardware and software, including use of the Internet.

## **History**

Here the children look at British, European and international, as well as local history. In Key Stage Two they study the Ancient Greeks and Egyptians, the Mayans, Invaders and Settlers, looking specifically at the Stone Age, Iron Age, Anglo Saxons and Scots. In Key Stage One, the children look at Kings and Queens, Weather, Festivals and famous people including Florence Nightingale and Mary Seacole.

## **Geography**

In geography the children learn to use skills to help them to find out about different places, physical and human features in the environment, changing environments and the ways people and the environment affect each other. They study places and themes, sometimes going on trips, or using secondary sources of information.

## **Art**

In art children learn to look at things carefully and develop an awareness of colour, pattern and shape. They learn to use materials of all kinds including paints, inks, dyes, fabric, wood and clay. They are encouraged to choose the appropriate media for the work in hand at the time. We encourage all our children to take great pride in their work and always display it carefully throughout the school. When possible we take part in initiatives led by Epping Forest Arts and local groups, such as the annual Lower Swaines Lantern Walk.

## **Design & Technology**

Children are encouraged to develop designing skills, including generating and developing ideas, clarifying a task, creating design proposals, communicating ideas, planning and evaluating. They are required to acquire and refine practical skills as well as apply skills learnt in maths, science, art and ICT. They are also encouraged to pay particular attention to health and safety issues as they arise.

## **Music**

Children have opportunities to listen to and enjoy good music and to take part in singing and group music-making with a wide range of pitched and unpitched percussion instruments. We offer brass, woodwind and keyboards lessons weekly from peripatetic teachers. Our children take part in national initiatives, as well as local music festivals and singing in the community.

## **Physical Education (PE)**

The school hall is well equipped for gymnastics and in addition the children play a wide variety of indoor and outdoor games. Dance also forms an important part of the curriculum. Swimming is taught during Key Stage 2. During the winter, the curriculum includes football, tag rugby and netball and in the summer, rounders, cross country, athletics and kwik cricket. Children take part in local inter-school matches, rallies, festivals and of course our own annual sports days.

## **Personal, Social and Health Education (PSHE)**

PSHE is now taught as a subject on the timetable, however, many strands are taught through other subject areas. Children learn to reflect upon their own experiences and understand how they are developing personally and socially. In fact, many issues that encompass 'growing up'.

## **Gifted and Talented**

We have a Gifted and Talented register, on which we note children who are much more able or show an exceptional gift or talent. These children are extended and provided for both within the National Curriculum as well as having many opportunities for extra curricular activities, to develop and build on their individual

strengths. Children develop at varying rates and it is possible for a child to be on the register one year and not the next.

### **Sex and Relationship Education (SRE)**

This is dealt with naturally as it arises within the normal curriculum. Children's questions are answered sensitively and honestly at an appropriate level. Year 6 teachers use videos for SRE, which are available for parents to borrow from school to preview or to use at home with their children. Parents have the right to remove their children from this subject on request.

### **SPECIAL NEEDS**

Our school has an excellent reputation for its work with children who have any kind of Special Educational Need or Disability (SEND). On our website is the SEND Information Report which explains the services and support the school offers to our local community. There is also a link to the Essex Local Offer which has a lot of information about how to access local services for children and their families who may have a SEND. This is in line with the new Code of Practice.

If a teacher has concerns about a child, they will discuss their concerns with the SENCo. If a parent has a concern about their child then they would discuss their concerns with their child's class teacher in the first instance who then may pass the concerns on to the SENCo.

The following procedures would then take place depending on the type or level of need a child has:

#### **Concern**

A pupil is raised as a concern by the class teacher or parent who gathers together all relevant information using the school's "Concern" form before consulting the SENCo. Early targeted intervention is put in place. This is discussed with the child and their parents and is reviewed.

If a child continues to make slow progress the child will be placed at Class Action or SEND Support.

#### **Class Action**

At class Action, the pupil's progress will be closely monitored by the class teacher and any interventions they are undertaking will be reviewed regularly to determine whether they have had any impact. If it is felt that no progress has been made or that further investigation is needed then the class teacher will discuss this with the child, parents and SENCo.

#### **SEND Support**

If a child requires support that is greater than or different to other children in their class then they will be placed on SEND Support. A graduated response is

implemented which consists of the Assess Plan Do Review cycle as documented in the SEND Code of Practice. The child's needs are assessed and planned for. Outcomes are agreed by the child, parents and school staff. Evidenced based interventions are then put in place and their impact on the child's progress reviewed regularly at the child's One Planning meeting or Person Centred Review. (At least twice a year). By this stage it would be expected that Outside Agency advice would have been sought. This is also reviewed regularly.

### Education and Health Care Plan

For a small number of children, An Education Health and Care plan may be required.(EHCP). An assessment of a child's education, health and or social care needs is carried out and then agreed by a multi- agency group of professionals. This plan is reviewed annually to consider any changes or whether it is still needed. These plans are available from birth to age 25.

We often engage with professionals and specialist teachers from outside the school for advice. These may include any of the following:-

- Speech Therapist
- Physiotherapist
- Educational Psychologist (EP)
- Child's GP
- Community Paediatrician
- Educational Welfare Officer (EWO)
- Occupational Therapist
- Emotional Well Being and Mental Health Service (EWMHS)
- Child and Family Consultation Service
- Social Services
- Health Visitor
- School Nurse (where a problem may be developmental, the School Nurse may have already been involved)

### **LEARNING CONFERENCES (OPEN EVENINGS) & REPORTS**

Parent/Teacher consultation times are arranged (via Parentmail) and Learning Conferences are held each term. During these times teachers can advise parents on ways in which they can help their children at home, thus ensuring that parents and teachers work together for the benefit of the children. If parents feel the need to talk to the Class Teacher at any other time concerning the child, they may call in after school, or telephone, to arrange a mutually convenient appointment. A written report on all areas of the child's progress is sent to parents at the end of each school year, together with National and school test results as and when appropriate.

### **HOMEWORK**

Children are given "homework" in line with Government requirements. In the younger classes this is more properly described as "work to be done at home".

Weekly spelling lists are introduced from Year 1 and also systematic learning of number facts/tables etc. If a child wishes to continue an interest from school to home and vice versa, this is encouraged and in Key Stage 2 children will be given assignments to complete from time to time. Homework will increase, particularly in Years 5 and 6, in order to prepare children for the secondary stage of their education. Reading books are sent home regularly and children are encouraged to read at home as often as possible.

## **EXTRA CURRICULAR ACTIVITIES**

Such activities take place mainly after school, but sometimes during the lunch break. Children are able to take advantage of music tuition in woodwind and brass. Lunchtime and after school clubs include art & craft, crochet, basketball, netball, tennis, fencing, football, rounders, gymnastics and dance as well as other activities, which may be appropriate at certain times. An updated termly list is sent via Parentmail and can be accessed on our website. A hard copy can be requested from the office.

## **EDUCATIONAL VISITS**

Much valuable work which goes on in the classroom may be as a follow-up to a school educational visit. These visits may be of a local nature or may be further afield. In the final year we arrange a five-day residential School Journey to a suitable centre in another part of the country and we have found that these expeditions are of particular educational value.

Parents may be asked for a voluntary contribution towards the cost of school trips during the year, as without parental input these activities could not take place. No child is ever excluded from an activity because of the parent's inability to contribute. However it may be necessary for a trip to be cancelled if there is insufficient funding from contributions.

## **HOME SCHOOL AGREEMENT**

This document sets out what is expected of pupils, parents and staff and is signed by you, your child and the Head Teacher. When your child joins Ivy Chimneys you will be asked to sign two copies, one for you to keep and the other is returned to school.

## **GDPR and INTERNET USE**

At Ivy Chimneys we are using a growing number of online tools to further enhance home-school communication. We achieve this in a variety of ways using our website, Class Dojo, Google Classroom, YouTube, newsletters and Twitter. We will also be taking part in collaborations with schools in other countries and will use internet technologies such as blogging, YouTube, Skype and Twitter to facilitate this.



Safeguarding children is our top priority and we ensure that our online presence never puts children at risk. We also talk to children on a regular basis about online safety so that they are fully informed about how to stay safe when using the Internet. Our intention is to arm our children with the knowledge and understanding of how to use the internet safely and effectively to support their learning both at home and at school, now and in the future. We believe that teaching children how to be safe when using the internet is a key feature of our curriculum and this will stand them in good stead in the years to come.

Whilst we do still have a school blog site, we are using Google Classroom and tools more and more. Children in Year 3 onwards have their own Google accounts which are protected with a complex password that your child and the class teacher knows. We encourage the children to share these with parents if needed, but not with anyone else. Of paramount importance is the protection of your child's identity and therefore we will be using first names only in any of the online spaces.

As a child joins Ivy Chimneys we seek written permission from parents for their child to be photographed or videoed during school events and will also provide more information regarding our GDPR obligations.

I can assure you that we take safeguarding extremely seriously and we have taken the best advice to ensure that your child is not put at any risk.

## **MEDICAL**

If your child needs to take any medicines, which have been prescribed by the Doctor, you are asked to hand these into the school office. It is not necessary for antibiotics which are to be taken three times a day to be brought to school; these can be administered by the parent just before school, immediately after school and last thing at night. Any other prescribed items, including antibiotics, which are to be taken **four** times a day, should be clearly marked with the child's name and handed into the office by the parent/carer, not the child. A medical form should then be completed by the parent/carer.

If you wish your child to take medicines not prescribed by your Doctor, we will be happy for you to come to school to administer these yourself, as we are not able to do this for you. **Under no circumstances are children allowed to keep medicines of any type in the classroom.** There are special arrangements for those children prone to asthma or any other chronic conditions - please discuss this with us.

## **HEAD LICE**

From time to time outbreaks of headlice infestation will occur in all schools! The Health Authority has now decided that schools should no longer have the responsibility of dealing with this. We ask all parents to check their child's hair regularly and if lice are found, to consult their GP practice. Periodically, particularly

at holiday times, we will remind you to do this and also encourage the children to learn how to groom their own hair properly, but it must be stressed that responsibility for this now lies with the parent.

## **EMERGENCIES**

Each year you will be asked to confirm that your emergency contacts are up-to-date to enable us to contact you quickly in an emergency. We require **two** emergency contacts. If your circumstances change during the course of the year, please notify the office immediately.

## **PASTORAL CARE AND DISCIPLINE**

The school is a community in which behaviour is based on mutual respect and consideration for others. The Class Teacher, who knows each child well, is responsible for the care of the children in his or her class. Particular problems should be referred to the Phase Leader, Deputy Head Teacher or Head Teacher.

The values, standards and attitudes of the school community are made clear to the children by example and discussion so that they are absorbed by them and made their own. The older children are encouraged to take an active interest in the care of the youngest and lead them by good example.

If a child displays persistent anti-social behaviour, consultation is arranged between the Head and the parent in order that the matter can be corrected. Our Behaviour Policy permits, in the rare case of serious and persistent indiscipline, exclusion from school. A detailed statement of our Behaviour Policy in respect of this matter is available at school.

## **TRAINEE TEACHERS**

Our school has a long history of being involved with the training of the next generation of teachers. We are involved with Forest Independent Primary Collegiate (FIPC) and St John's Buckhurst Hill SCITT Programme. From time to time students from other colleges also work with us.

## **FRIENDS OF IVY CHIMNEYS**

Ivy Chimneys School has a very active and supportive parents and friends group and every parent is automatically a member. Social functions and fund raising activities are regularly arranged throughout the year.

The Friends of Ivy Chimneys have a dedicated website [www.foics.org](http://www.foics.org) and we hope that all parents will feel able to become involved in some way, however small. The committee is always looking to welcome new members. Without your support, a great number of the 'extras' would not be available to all our children.

## **CHILD PROTECTION/SAFEGUARDING ISSUES**

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Essex Child Protection Committee. If you want to know more about this procedure, please speak to one of our designated safeguarding officers. They are:

Jonathan Furness, Head Teacher (Designated Safeguarding Officer)  
Rebecca Sigston, Deputy Head Teacher (Deputy Designated Safeguarding Officer)  
Clare Cooper, Inclusion Leader, SENCO (Deputy Designated Safeguarding Officer)

## **SECONDARY EDUCATION**

Details about secondary transfer are sent to parents at the beginning of academic year by Essex County Council. We are a feeder primary school for St John's School, Epping. Application forms, or on-line submissions must be returned to Planning and Admissions (0845 6032200), <http://essex.gov.uk/admissions>

In recent years children have transferred to the following schools:

Epping St John's School  
Davenant Foundation School  
Debden Park High School  
The Ongar Academy  
The Leventhorpe School  
Bishops Stortford High School  
St Mark's Catholic School  
Anglo European School, Ingatestone  
Brentwood County High School  
Bancrofts  
West Hatch High School  
Roding Valley High School  
Forest School  
Mark Hall School  
St Nicholas School

## **DOCUMENTS**

School Policies and County & DFE Documents are available from our school website and the school office.

This information was correct at the time of going to print (October 2018).