



**White Court School**  
*www.whitecourt.essex.sch.uk*  
01376 331801



# **School Prospectus**

Summer 2017



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**School website**

Please look at our school website [www.whitecourt.essex.sch.uk](http://www.whitecourt.essex.sch.uk), it is regularly updated with information regarding all aspects of school life.

Please note that the information contained in this booklet was correct as of 1<sup>st</sup> January 2017, but it should not be assumed that there have been no subsequent changes affecting the relevant arrangements or some particular matter during the academic year 2016/2017.



*We are very proud of our school and the achievements and progress of our children. We are delighted that your child may be joining us and we will be working with you to ensure that they have a successful and enjoyable time here.*

*We have a very dedicated and enthusiastic staff who will nurture and encourage your child to love learning, grow in self-confidence and to become a responsible young person. We are always willing to meet with parents to discuss any issues that arise and encourage parents to come and talk to us if they have any concerns.*

*We strongly believe the education of your child will flourish if there is a successful partnership between home and school and we look forward to working with you in the future.*

*Mrs Diane Deans*  
Headteacher

### **The Aim of White Court School**

At White Court School we aim to create an environment where all children will have equal opportunity to develop their intellectual, social, physical, moral and aesthetic qualities in accordance with their age, aptitude and ability.

### **The School Organisation**

The Senior Leadership Team is responsible for the day to day running of the school and is made up of the Headteacher, Mrs Deans, her two deputies, Mrs Brewster and Mr Pryke and the SENCO, Mrs Shambrook. They are not class based but do spend a lot of time with children, taking assemblies, monitoring teaching and learning and assessing the progress and attainment of children. They work very closely with the Governing Body to plan the strategic direction of our school.

The main school is organised into 21 class bases, with a teacher/s assigned to each class. Each class will be a balanced unit in terms of boys and girls, age and ability. Each of the year groups has a Year Manager who oversees the curriculum, assessment and progress for that year. They meet together with the Senior Leadership Team each week to ensure continuity and discuss issues as they arise.

### **Curriculum Policy and Framework**

White Court School offers a broad, balanced, relevant curriculum which is in line with the requirements of the National Curriculum and is appropriate to the age, ability and aptitude of the child at Key Stage 1 and Key Stage 2. Mathematics, English, Science, Computing, History, Geography, Design Technology, Creative Arts, Music, Personal, Social, Health and Moral Education and Religious Education may be taught as separate areas of learning, or as part of a topic. Physical Education and Swimming are taught as discrete subjects. The children are encouraged to apply the knowledge, concepts and skills they have acquired across the curriculum and to real life situations.

During your child's time at White Court School he/she will have the opportunity to work in a variety of ways. Your child will experience working with his/her peers as a whole class, where appropriate. There will be times when your child will work in a group, and the groups may be based on ability, interests or friendship, depending upon the nature of the task. Your child will also work independently and this is something that we strongly encourage. We are aiming for each child to build the resilience and confidence to take the lead in their own learning.

We aim to enable each child to achieve their full potential. The school recognises the individuality of each child, and will endeavour to develop any particular gifts the child has and help with any specific learning difficulties.

Everyone at White Court School is a valued member of the school community, and is encouraged to develop the positive qualities of citizenship.



### **Safeguarding**

White Court School takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.

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 Safeguarding Children Board. If you want to know more about this procedure, please speak to the Headteacher, Mrs Deans.

A whole school Child Protection Policy (available on the school website), is in place and the school abides by the principles of Safer Recruitment. The designated person for Child Protection is Mrs Deans. There are also 4 deputies that are also trained to be designated leads and can be contacted in her absence; Mr Pryke, Mrs Brewster, Mrs Shambrook or Mrs Hounsell.

### **Concerns and Complaints about the School**

We welcome suggestions for improving our work in the school and want to know immediately if you have any concerns. Be assured that no matter what you wish to tell us, our support and respect for you and your child in the school will not be affected in any way. If you have a concern, please let us know as soon as possible. From time to time there will be surveys or questionnaires that will seek your opinion on a range of issues. We always listen and aim to change or adapt if we can.

Most concerns can be sorted out quickly by speaking with your child's class teacher. However, if you have a concern which you feel should be looked at by the Headteacher you can contact her through the school office.

If you then feel that your concern has not been dealt with to your satisfaction, there is an agreed procedure. A copy of this procedure may be obtained from the school office or is available on our school website.



The Governing Body meet regularly and play an active role in the life of the school. They are responsible for policy decisions concerning the curriculum, finance and premises. The Governors seek to work closely with the parents, staff and the wider community. Parents can contact Governors through the School office.

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| <p><b>The Headteacher:</b><br/>Mrs Diane Deans</p> <p><b>Chair of Governors:</b><br/>Chris McCann</p> <p><b>Authority Governor:</b><br/>Mrs Angela Comfort</p> <p><b>Co-opted Governors:</b><br/>Mr Chris McCann (Chair)<br/>Mr John Reilly<br/>Mr Robert Smith-Jones<br/>Revd Beth Bendrey</p> <p><b>Staff Governor:</b><br/>Miss Fay Madden</p> | <p><b>Parent Governors:</b><br/>Mrs Alison Jezzard (Link)<br/>Mrs Melissa Mulgrew (Vice-Chair)<br/>Mr Malcolm Orton<br/>Mr Martin Blagrove<br/>Mr John Wilson</p> <p><b>Observer/Advisors:</b><br/>Mr Russell Pryke<br/>Mrs Emma Brewster</p> <p><b>Associate Member:</b><br/>Mrs Angela Wheeler</p> <p><b>Clerk to the Governors:</b><br/>Ms Kim Radford</p> |
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### **English**

At White Court School, we aim for all our children to become successful, assured and independent users of language. Language, specifically the interrelated skills of speaking, listening, reading and writing are central to a child's whole learning experience. It is a learning tool for life. The teaching of English at White Court School is lively, engaging, and involves a carefully planned blend of approaches that directs children's learning. A learner centredness approach is embedded across the school, focusing on the learning needs of the children. Children are challenged to think and to work independently when appropriate. There is a balance between adult led and child initiated activity, which helps them to use and apply their English skills across the curriculum, in and out of the classroom with a focus on independence. At White Court School, we ensure that expectations are high and progress is made by all children, whilst being sensitive to the rate at which each child learns. We aim to teach our children to build a positive attitude towards the acquisition of language and speak with confidence, clarity and fluency in a variety of situations. We encourage them to become critical thinkers, by allowing them to make choices, with guidance, about the sort of texts they enjoy which will lead to them being more successful, independent readers. We like our children to develop a love for language early on that continues through their school life and into the future. Language is at the heart of everything we do at White Court.

### **Reading**

Reading is valued and cherished and is of great importance to all. It underpins the areas we teach and we actively encourage your child to learn to read for pleasure and to deepen their understanding of the world around them. Following the National Curriculum, Reading is divided into 'Word Reading' and 'Comprehension'. At White Court School we further subdivide this into two more supplementary strands – 'Being a reader' and 'Being a researcher'. We value the importance of Guided Reading alongside individual reading and the teacher ensures the children are reading texts at the appropriate level whilst also enabling progress to be tracked. Communication with parents is through the child's blue reading record book.

Children follow a graded series of books based on the Individualised Reading Scheme when they begin reading, and older children choose, with adult guidance when needed, from books of the appropriate level in the school library.

### Guided Reading

At White Court School we aim to conduct Guided Reading sessions across both Key Stages five times a week. During Guided Reading, the children work in groups on various activities. There is an opportunity for the teacher to give individual help and to assess each child's progress and needs. There is a mix of reading aloud and a discussion on the content of the text being read, which is a significant skill to develop.

### Phonics

We have a systematic approach to the teaching of phonics and recognise the vital importance of phonics in the development of early English Skills. We use a combination of 'Jolly Phonics' and 'Letters and Sounds'. Children's phonic knowledge is assessed on entry to the Early Years / Foundation Stage and this is used to inform future planning, ensuring the children are taught systematically and teaching is differentiated according to phonic ability. Children are encouraged to apply their phonic knowledge across all areas of the curriculum. The staff at White Court recognise the importance of communication throughout the Key Stages and the need to share and review the teaching of phonics at appropriate times.



### **Writing**

Following the National Curriculum, Writing is divided into three strands, 'Transcription', 'Composition' and 'Vocabulary, Grammar and Punctuation'. At White Court School we further subdivide this into more supplementary strands. Transcription is divided into, 'Spelling' and 'Handwriting and Presentation'. Composition is further sub divided into, 'Planning', 'Composition', 'Evaluating', 'Grammar and Vocabulary' and 'Punctuation'.

Writing is planned for and delivered across the curriculum, to enable children to write for a range of purposes, organising the content and style of what is written to suit the purpose and audience. Emphasis is placed on children being taught the key features of different text types, including non-fiction and consistent approaches to planning children's writing are used across both Key Stages. This includes being a 'Talk for Writing' school where we highlight the importance of internalising different language patterns and different text structures, to give children confidence to independently apply these skills. The children have the opportunity to study different genres throughout their time in each year group. They are familiar with self/peer-assessing work using criteria they have set themselves and editing and improving work they have completed. At White Court we have a whole school approach to editing and use symbols that are familiar to the children as they are used throughout the school.

### **Handwriting**

We have a consistent approach to handwriting and letter formation across the whole school. Children are taught a cursive style of writing in groups according to their 'formation family'. This facilitates the acquisition of joining skills which children need to be secure in by the end of Year 2.

### **Spelling**

Children receive appropriate spellings based on assessments and the 'New English, Spelling programmes of study'. In Key Stage 2, following a discrete teaching session of spelling/grammar, the children are tested weekly on the pattern they have learnt. Children in Year 2 are taught spellings according to the results of their Single Word Spelling Test and their Phonics Screening Check. Spelling is differentiated according to the children's individual level.



## Mathematics

Mathematics is essential to everyday life. The teaching of Mathematics at White Court is lively, engaging, and involves a blend of approaches. Children are encouraged to think and to become independent learners. Children are appropriately challenged and are given many opportunities to practise, apply and deepen their learning. We believe that each child learns in a way that is unique for them, but that all children learn best when they are motivated and the teacher has high expectations.

Our aims in teaching Mathematics are to:

- Make the subject enjoyable so that we can foster a love of curiosity.
- Ensure the children are actively involved so that they develop a positive attitude towards Mathematics and become fluent in its fundamentals.
- Present Mathematics in meaningful contexts and use a range of practical activities so that the children develop confidence to reason mathematically.
- Provide opportunities to develop Mathematical skills and strategies and apply them to real-life situations.
- Provide a broad and balanced curriculum, in all years, in line with the 2014 National Curriculum.
- Provide continuity in our approaches to Mathematics and progression in children's experiences throughout the school.
- Introduce Mathematical language so that children use it with ease and understanding as a form of communication.
- Develop appropriate cross-curricular links.
- Stress the importance of recording neatly and accurately.

From the very first days at school we aim to give your child a wide range of mathematical experiences. From familiar starting points your child will learn to count, sort, measure and notice patterns. He/she will focus on everyday problems, look at the numbers involved and apply their knowledge and understanding. As each child progresses, essential vocabulary will be introduced and a variety of practical experiences will help to make class activities meaningful for your child. Mathematical work is so much more than sums to be set and marked right or wrong, and our teaching is organised so that each child can develop his/her thinking as fully as possible. ICT and other resources provide valuable support and can be used to solve difficult problems or to investigate in greater depth. It is important that children develop a positive attitude and resilience towards Mathematics, as it is a powerful tool with great relevance to the real world.

The children have a variety of experiences which include practical activities, discussing, investigating and problem solving. Alongside these lessons, children have short, meaningful sessions to consolidate, revise, extend or embed mathematical learning. These extra lessons (lasting for 15-20 mins) take place 3-5 times a week in each year group. Each classroom is well-equipped with a wide range of mathematical equipment.

Where appropriate, we integrate Mathematics into class topics, with teachers capitalising on the many and varied opportunities that a topic presents. We also provide opportunities for children to develop mathematical skills and strategies and apply them to everyday, real-life situations.

Children's progress is carefully monitored to ensure that suitably challenging work is given to individuals and groups. We encourage children, regardless of ability, to gain confidence in using their mathematics in contexts which are meaningful to the children themselves. All children are given the opportunity to select the level of challenge in sessions so they are able to suitably stretch themselves without fear of failing, but recognising it as a learning opportunity. Also, this allows teachers to push children on at an earlier opportunity to maximise learning and understanding.



### **Topics**

At White Court, we carefully plan Foundation subjects (History, Geography, Art, Design Technology, Music, Computing and P.E.) so that they can be taught in a cross curricular way. This allows children to develop a deeper understanding of the world they live, noticing links between their topics. In some instances, the Foundation subjects do not lend themselves to the topic, so are taught discretely. We are eager to enrich our curriculum, organising many cross curricular visits and visitors into school.

### **Science**

At White Court School, we aim to develop a positive attitude towards Science and raise the children's confidence to use scientific skills in everyday life. During practical activities, problem solving and exploration, linked with high quality teaching, we aim to increase the children's understanding of the nature, processes and methods of Science.

Within the area of 'Working Scientifically', your child will be encouraged to observe, question, measure, describe and explain a range of scientific areas. They will be encouraged to develop his/her communication skills by presenting their ideas to a variety of audiences. We will provide opportunities for your child to develop positive attitudes which enable them to work co-operatively with others as well as developing a sense of responsibility, independence of thought, self-analysis and a willingness to accept constructive suggestions from others.

By the time they leave, children will learn about three areas (Biology, Chemistry and Physics) and observe, record and evaluate different concepts. The main topics which are covered, include Living Things and their Environment, Materials, Earth and Space, Plants and Light and Sound. Throughout both Key Stages, the children will explore how Science has changed our lives and its vital role in the world's future prosperity.

### **Design Technology**

Design Technology is incorporated into all areas of the curriculum. It is the medium through which your child will creatively explore practical solutions to challenges found in everyday life. They will develop an understanding of systems and environments, work with a variety of materials and develop and communicate to others their ideas. Often this will involve your child assessing existing products, generating a design, planning in detail, making a working model, evaluating its effectiveness and making the necessary modifications. From Foundation Stage to Year 6, they will experience Food Technology, learn to use tools safely and develop a wide range of skills and knowledge which can be applied to other areas of study and everyday life.

### **Computing**

The use of technology is an integral part of the National Curriculum in England, and these key skills are essential for everyday life. At White Court School, we believe it is important for children to acquire a wide range of skills and be able to implement these in a variety of situations.

As your child progresses through the school, they will receive a high-quality computing education that encourages them to use computational thinking and creativity to understand and change the world. In addition to formal lessons, which feature within every year group, children are provided with opportunities to apply their newly acquired skills to other subject areas.

Your child's learning will be facilitated through a wide-range of technology, including interactive SMART Boards, laptops and a computer suite.



### **History**

At White Court, we aim to inspire children's curiosity to learn more about the past. Children are taught about key civilisations, dates and significant people in ancient history as well as developing an understanding of key events from more recent history. In addition, children will also study the history of our local area. We will encourage your child to question and discuss why events happened, to examine artefacts and visual sources, investigate the local environment and study specific historical periods. The teaching of History will be in line with the requirements of the National Curriculum and Foundation Stage Curriculum focusing on skills such as chronological understanding, interpreting sources and making comparisons between historical eras.

### **Geography**

In Geography, lessons are delivered throughout the school, from Foundation Stage to Year 6, to develop children's understanding of the world around them and understand what physical and social factors affect this. In line with the National Curriculum, children use maps and atlases to locate cities, countries, continents and oceans among other geographical features. Field work is used to enrich children's learning and allow them to apply the skills they learn in Geography lessons. While on residential trips, children from Years 5 and 6 are given the opportunity to compare localities; develop map skills; further their understanding of conservation and study a variety of land uses. A cross-curricular approach is taken when teaching Geography, allowing children to make connections between their Geography and History topics.

### **Creative Arts**

In Art and Design your child will be given the opportunity to experience and develop different techniques using a variety of materials including clay, paint, fabrics, sketching pencils and printing. We aim to promote a child's aesthetic awareness through working with the environment and to develop a critical eye when comparing techniques and media used by artists.

Your child will be encouraged to take an active part in Music. This encompasses singing and playing a variety of instruments. We will foster your child's enjoyment of music and we will encourage them to perform for the school, for parents and the community throughout their time at White Court School. From Year 2 to Year 6 all the children learn to read music and play a recorder.

Through drama we will help your child to develop self-confidence, to improve self-expression and interpret experiences.

### **Religious Education**

At White Court School, Religious Education enables children to investigate and reflect on some of the most fundamental questions asked by people. We develop the children's knowledge and understanding of the major world faiths, and we address fundamental questions concerning, for example, the meaning of life and the existence of a divine spirit. We enable children to develop a sound knowledge, not only of Christianity, but also of other world religions, especially those that are the main faiths of children within our school. Children reflect on what it means to have a faith and to develop their own spiritual knowledge and understanding. We help the children learn *from* religions as well as *about* religions.

### **Physical Education**

The school is well equipped for Physical Education and games, allowing your child to develop their skills in gymnastics, athletics, games and dance. We will encourage your child to take part in inter-school sports such as football, netball and athletics, often as part of an extra-curricular club.



### **Swimming**

Children are taught to swim at White Court School. Children begin swimming lessons in Year 2 and continue until they can swim 25 metres on their front or back using a recognisable stroke.

No financial provision is made towards swimming by the local authority, the sessions at the pool are funded by the school. Voluntary parental contributions support the cost of transport. The voluntary contribution is calculated at the start of each term and parents are notified in a letter. No child will be excluded from swimming as a result of non-payment.

### **Personal, Social and Health Education (P.S.H.E.) and Citizenship**

At White Court School we promote children's spiritual, moral, social, cultural, mental and physical development, to prepare all children for the experiences and challenges of life ahead. Children's health, wellbeing and safety is a priority. P.S.H.E. is a whole school policy, which is delivered through a planned and developmental programme of learning. The children acquire the skills, knowledge and understanding they need to manage their lives successfully now and in the future. A strong focus on P.S.H.E. across the school enables children to thrive as individuals, family members and informed, responsible members of British society.

Our P.S.H.E. programme provides children with opportunities to build confidence, resilience and self-esteem, to identify and manage risk and to make informed choices through a developing understanding of factors that influence their decisions. Alongside this children build an understanding of themselves, develop a tolerance of and empathy for, other people and learn to form and maintain strong relationships. They learn to understand and respect our common humanity, diversity and differences. Children learn about political and social institutions which affect their lives, as well as their democratic rights and duties as individuals and as British citizens.

### **Healthy Schools Programme**

We are committed to the on-going improvement and development of the physical and emotional health of the whole school community, recognising the relationship between health and education.

### **French**

At White Court Primary school we promote French for our study of a foreign language because of its increasing importance in the modern world. We embed language learning into our curriculum throughout Key stage 1 and follow the National Programme of Study for French in Key Stage Two. We aim to educate children about the lifestyle and culture of France through the medium of its language. Teaching of French at White Court provides children with a satisfying, enjoyable and intellectually challenging experience.



### **Pupil Task Force (School Council)**

The Task Force consists of a pupil representative from each class. The children are given the opportunity to make positive contributions to the school, environment and ethos.

### **Eco-committee**

The Eco-committee also has a pupil representative from each class. They meet to discuss and act upon important issues that affect the school and the local environment. The representatives are in charge of termly events such as the Eco Race and Waste Week.

### **Educational Visits**

Non-profit making educational visits are organised to enrich the curriculum and children's understanding of the environment. A voluntary contribution towards the cost of such visits is much appreciated. It is, of course, important that every parent who is able to contribute does so. However, it is appreciated that families are at times under financial pressure and may feel unable to pay in full. If this is the case please contact the Headteacher. No child will be excluded from an educational visit as a result of non-payment, but this may not take place if we do not receive sufficient contributions.

### **Residential Visits**

White Court School believes that residential visits provide our children with valuable experiences which enhance their learning. The benefits include developing the skills of decision making, team building, cooperation, independence and confidence. In Year 5, the children spend three days (2 nights) at Flatford Mill Field Centre in Suffolk, and in Year 6, five days (4 nights) at Kingswood Outdoor Centre in West Runton, Norfolk.

### **Forest Schools**

As a school we offer the children an opportunity to participate in Forest Schools. The philosophy of Forest School is to encourage and inspire individuals of any age through positive outdoor experiences over an extended period of time. This powerful approach enables children to be independent, self-motivated, courageous and considerate. It sets them up for life-long learning and particularly supports the development of self-esteem, self-confidence and team work.

During our school sessions, the children will learn to develop their social skills as well as working on important survival skills such as lighting fires, foraging for food, building shelters, making water safe to drink and classifying and grouping insects and lots more. Our school is proud to be a Forest School!





### **Children with Special Educational Needs and Disability**

Our school believes that all children should be able to make the best possible progress at school. From time to time a child may need support within the learning environment. This may be a child experiencing difficulties or one needing to be challenged by undertaking extension activities.

We are committed to ensuring that the necessary provision is made for any child who has Special Educational Needs and Disability (SEND). Working closely with parents, we support children with SEND to be included in all aspects of school life.

More information is available in the Special Educational Needs Information Pack which is on the school website.

### **Able, Gifted and Talented**

At White Court, staff value the individuality of all children and acknowledge the importance of supporting every child to recognise the spectrum of their capabilities in order to fulfil their potential. We acknowledge that everyone has their own strengths and areas for development, gifts and talents. There are children who are more able intellectually than others, and children who are particularly talented in certain specific areas of ability.

We believe that every child has the right to be included in a broad, balanced and relevant curriculum; and that each child is entitled to have the opportunity to be involved in appropriate education which challenges, motivates and rewards them, so they can each fulfil their individual potential and master their learning.

We distinguish between Able, Gifted and Talented using the following criteria:

1. **ABLE**- very high ability, potential or attainment in one or more subject areas.
2. **GIFTED**- exceptionally high ability, potential or attainment in core subjects, or outstanding ability in a single subject.
3. **TALENTED**- very high ability, potential or attainment in sporting or creative subjects.

White Court is heavily involved in local networks for most able children. This involves inviting children to attend Most Able sessions. These cover a wide range of subject areas (including music and sport) for children across Key Stages 1 and 2.

### **Assessment**

Assessment is an integral part of the teaching and learning process at White Court School.

Assessment of children's learning informs future planning and ensures that the learning planned builds upon previous experience, promoting continuity and progression in the curriculum offered.

White Court School has a whole school approach to assessment, which ensures consistency of practice, and continuous monitoring and evaluation of children's learning. In Early Years, the children are assessed using the Early Years Foundation Stage Profile. Then, in Year 1, the children will take part in the Phonics Screening. At the end of Key Stage 1 and 2, your child will take part in the SATs (Standard Attainment Tests), which will allow comparison to National Standards. In Years 1, 3, 4 and 5, the children will be assessed by their teachers. These teacher assessments will be shared in your child's end of year report.



### **Primary/Secondary Transfer**

The school tries to ensure that a smooth transition from primary to secondary education takes place for all children. Close liaison has been established with the secondary sector in order for this to be achieved. Details of the selection procedure for Grammar Schools are also available for those parents who may wish their children to attend a selective school. Information will be given to Year 5 parents during the Summer Term on the procedure for applying to Secondary Schools.

### **Discipline**

The school community is harmonious because there is understanding, care and co-operation between all its members. At White Court School, the rules we have promote safety, consideration and respect for others. We work with the children to help them understand and see the purpose of our Golden Rules:

- Do be gentle
- Do be kind and helpful
- Do work hard
- Do look after property
- Do listen to people
- Do be honest

We praise good behaviour, to build a positive response in most situations. Should any child be struggling with behaving appropriately, we aim to work with the child, parents or carers, to support with improving behaviours. We can draw on the County's support services to assist with this, if needed. We have high expectations for behaviour as we know that happy children learn well and make good progress.

### **House Points**

As a whole-school reward system, every child is put into a 'house'. Our houses are named after children's authors: Dahl, Morpurgo, Blyton, Lewis, Rowling and Dickens. House Points are awarded for outstanding effort, good level of work, displays of good manners etc.

### **Extra-curricular Activities**

Extra-curricular activities are part of the life of the school and vary from term to term, depending upon the interests and availability of staff. The activities are limited to children in Years 3 to 6, and occur during the lunch time break and from 3.15 - 4.00 p.m. on Wednesday evenings in the Autumn and Spring Terms. Parents are notified of specific activities and parental consent is sought before children can participate. All clubs are run voluntarily by staff.



### **Homework**

Children at White Court School are encouraged to read regularly at home to parents, and on their own as they develop their reading. We ask parents to work with their children to help them to learn phonics, spelling patterns, mathematical facts and to play mathematical games. Your child will be asked to complete work at home in line with the School's Homework Policy which is available on the school website.

### **Parent Consultation Evening**

Parent/teacher consultation evenings are held two times a year, as well as an Open Evening in the Summer Term. These give parents an opportunity to see their child's work and to discuss this with their class teacher.

An annual report is sent to parents in July, just before the Summer Term Open Evening. Any comments or observations made in the report can then be discussed more fully with the class teacher or the Headteacher. Teachers may be available to speak to parents briefly at the end of the school day. However, it is preferable to make an appointment to ensure the teacher is available if a sustained discussion is thought necessary. The Headteacher or Deputy Heads will always be available to see parents during the school day. Please arrange an appointment if the matter is not urgent as they may be teaching. In the event of an emergency the Headteacher will see parents immediately.

### **Volunteering in School**

In school, there are many ways in which volunteers can play an important role. This can vary from listening to readers, supporting Art and D.T. activities or administration. If you have some spare time and would like to share the children's learning experiences, then please complete a request form, available from the office.

All volunteers will need to be DBS checked, which can be completed through school.

### **Communication**

The School tries to keep all parents fully informed of events and activities that take place during the school year through newsletters, ParentPay, and our Web page. It is important that you read these newsletters. Our termly Curriculum Newsletter highlights the areas of the curriculum the children will be focusing on during the term, and enables parents to support their children's learning at home. At the start of each year you will be invited to 'Meet the Teacher' in the first few weeks of term. These sessions are to inform you of the running of the year group and the expectations for the children in class. If you are unable to attend, a booklet of the information will be provided.

### **Friends of White Court School**

A group of parents volunteer each year to help organise and raise funds through a variety of events at the school, such as: Quiz Nights, Summer Fair, Christmas Fair, seasonal events and coffee mornings. If you would like to volunteer then you can make contact with FoWCS via the school office or through their email address: FoWCS@outlook.com.

### **Charity**

It is important that the school fosters a caring attitude amongst children for the local community, and also the world in general. Children, staff and parents work together to support national and local charity initiatives as well as targeting a particular charity for a period of time.



### Early Years Nursery

The Nursery at White Court School aims to provide a secure and caring environment for children aged 3-4 years. There are clear routines and a structure to each session, which encourages a smooth transition into the Foundation stage at White Court School.

We follow the Early Years Foundation Stage (EYFS) curriculum, which is a National Curriculum for children from birth to 5 years of age. Learning is divided into seven areas of Learning.

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

From a variety of topics we generate activities to develop children's learning and understanding. We encourage a child initiated approach allowing each child to explore their individual interests both inside and out, with children of their own age.

At the Nursery our aim is for your child to develop a range of skills to build the foundations for many years of learning, through playing, exploring and most importantly by having fun!

To enable us to build good relationships with Parents/Carers, we offer an open morning in the Spring term prior to the September that your child is due to start with us. You will have the opportunity to meet the staff and see the current children enjoying their Nursery experiences.

During your child's time in Nursery you will be invited into school to share your child's learning journey with them, as well as being able to take part in craft afternoons. In the Autumn Term you will be offered a parents' evening appointment to discuss how your child is settling into Nursery.

We feel it is important to work closely with Parents/Carers to ensure that their child's experience at our Nursery has a positive impact on their development.

### Uniform

Blue sweatshirt with Nursery logo, which can be obtained from [www.YourSchoolUniform.com](http://www.YourSchoolUniform.com)

- Jogging bottoms or grey trousers/skirt/pinafore.
- Pale blue polo shirt.
- In warmer weather girls can wear blue/white summer dresses.
- A book bag
- A pair of Wellies
- Appropriate outdoor clothing, as they will be exploring the outside classroom at any time and in all weathers.

### **Session times:-**

Morning session: – 09:00 a.m. – 11:30 a.m.

Afternoon session: – 12:45 p.m. – 3:15 p.m.

All 3 year old children are entitled to 15 hours of Government funding which you will be able to utilise at White Court Early Years' Nursery. This can be used in a variety of different ways:

3 full days 9.00 a.m. to 3.15 p.m., 5 morning or afternoon sessions and 1 full day, 2 full days and 2 morning or afternoon sessions. These will be allocated on a first come basis and at the discretion of the Head Teacher and the Nursery Manager.

It is possible to split your 15 hours of funding between settings, but we would ask you to use **at least 10 hours** of funding with us. This enables your child to have time to form good relations with both staff and their peers, as well as being able to access the rest of the school facilities.



## **Lunchtime**

If you choose for your child to attend Nursery for full days, they will stay for lunch. You will need to provide your child with a packed lunch and a drink. There is a small charge of £3 per day to cover the cost of lunchtime supervision.

White Court Early Years' Nursery follows the whole school policy of being a nut free area.

## **Snack Time**

We ask Parents/Carers to make a voluntary contribution each week of £3. This money not only helps towards the cost of snack, but will allow us to provide ingredients for weekly cooking sessions, art and craft materials and a variety of resources to support the development of the EYFS curriculum.

During snack time your child will be encouraged to become independent by pouring their own drink (we offer milk or water), helping to prepare snack and washing up their own cups and plates. This is a social time for the children, where they can talk about home or some other news that they may like to share.

To register your child for White Court Early Year's Nursery, please contact the school office for a registration form on 01376 331801 or email:- [admin@whitecourt.essex.sch.uk](mailto:admin@whitecourt.essex.sch.uk)

In the event of over subscription for places the governing body will apply the following criteria in the order listed:-

1. Looked After Children and previously looked after children.
2. Children with a sibling attending the school.
3. Children living in the priority admission area.
4. Remaining applications.

In the event of oversubscription in any of these criteria, priority will be given to children living closest to the school as determined by a straight line measurement from the front door of the property to the Main Gate of the school.





### **Admission to White Court Primary School**

It should be noted that admission to White Court Early Years does not constitute admission to White Court Primary School. Parents will need to apply for a place at the school through the statutory Essex co-ordinated admission process preceding the commencement of the school year when the child will be admitted. The final closing date for applications is usually during the January preceding the Foundation Year. Parents will receive a letter which will direct them to the online application system.

Admission to White Court Primary School is managed by the Local Education Authority. Further details can be found in the book, Primary Education in Essex, available from Essex County Council, Planning and Admissions Department, County Hall, Chelmsford, or by telephoning 0845 603 2200.

### **Current admission Criteria:**

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 page 14 of the Primary Education in Essex 2017/2018 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.

### **Early Years Foundation Stage**

At White Court Primary School we offer the children a closely monitored transition into our Foundation Stage setting. Prior to entering Foundation in September the children have opportunities to meet their teacher for play and stay sessions. We endeavour to visit your child at their preschool or nursery setting and work closely with their key workers to ensure a smooth transition. Entry to our Foundation setting is staggered dependent on birthday. Parents will be invited into school so the induction process can be fully explained. We have an open door policy and host parent workshops and parent events to ensure you are fully supported and involved in your child's journey through Foundation.

### **Admission of Older Children**

All admissions are dealt with by Planning and Admissions at County Hall, Chelmsford. We encourage parents of school aged children moving into the area to visit the school with their child. Where possible we would like the child to spend some time in the class they will be joining prior to their admission.

We ask that parents registering their child at White Court School provide their home, work and mobile telephone numbers in case they need to be contacted during the school day. Please ensure the school has relevant details concerning any medical condition from which your child may have.



### **The School Day**

#### Morning session:

KS1 (Years F.S. - 2) 8.55 a.m. to 12.00 p.m.

KS2 (Years 3 – 6) 8.55 a.m. to 12.10 p.m.

Morning break 10.30 a.m. - 10.45 a.m.

Afternoon session: 1.15 p.m. to 3.15 p.m.

The school gates are opened at 8:45 a.m. and the children walk straight round to their classrooms, they should be in class by 8:55 a.m.

### **Leave of Absence during Term Time**

The current law does not give any entitlement to parents to take their children out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

Should you do take your children out of school where the absences has not been authorised, the Missing Education and Child Employment Service may issue a penalty notice to each parent of £60 for each child to be paid within 21 days.

### **Absences**

When a child is absent, parents should contact the school by telephone by 9.00 a.m. on the first day of absence. A letter must be sent in with your child detailing the reason for absence when the child returns to school. This is necessary for the school to complete its legal requirement on attendance. Our policy for absence is available to view on the school website.

### **Lateness**

The school gate is open to pupils from 8.45 a.m. and closes at 8.55 a.m. prompt, for registration at 9.00 a.m. Please ensure that your child arrives at school before the gates are closed. Should your child arrive late, then they must be brought in through the school office, where you will be required to sign them into the late book, giving a valid reason for lateness. Your child will receive a late mark on the register.

Occasional late arrival at school can be unavoidable; however when lateness is more frequent the child may become anxious and embarrassed and will miss valuable teaching time. A pupil's lateness also causes disruption to the entire class. Continuous lateness may be followed up by the Missing Education and Child Employment Service.

### **Appointments**

Should your child need to attend an appointment within school time, please advise the school office. We will also require a copy of your appointment letter/card or see a confirmation text. We also request, that you write a note in your child's Blue Book on the day to advise the teacher that your child has an appointment and what time you will need to collect them. Where possible we ask that non urgent doctor, dentist and optician appointments are made after school.



### **Pupil Premium**

The Pupil Premium Grant is a government initiative which was introduced in 2011 to provide funding in schools, aiming to support low income children and help narrow their gap in attainment, particularly in English and Maths.

At White Court, our aim is to accelerate the progress of children entitled to the Pupil Premium Grant, especially their English and Maths attainment. A range of strategies are used weekly in school, (see the 'Provision' document on the website for more detail), including:

- 1:1 and small group pre-teaching of concepts.
- 1:1 and small group consolidation of concepts.
- Social and emotional work.
- LSA support focusing on individual gaps across the curriculum.
- Out of school sessions (before and after school/holiday time).

The Pupil Premium Grant can also be used to contribute towards the cost of trips and Residential visits to ensure Pupil Premium children are able to take part in these extra-curricular experiences, which is a valuable part of the curriculum.

### **Breakfast Club**

Our Breakfast Club is available to children attending White Court School (including children attending morning sessions in the Nursery), once registration forms have been completed.

Breakfast Club is open from 7:45 a.m. until school starts at 8:45 a.m. The cost is £2.50 per child, per day.

### **After School Club**

After School club is available to children attending White Court School (Foundation Stage to Year 6). It runs from 3:15 p.m. to 6:00 p.m. every evening in the Main Hall. A snack and drink will be given to the children on arrival with a light tea being served later in the session. Registration forms must be completed and bookings need to be made in advance. The cost is £9.50 per child, per day.



### Equipment

From Year 2, children are encouraged to bring in their own pencil case. This can include; writing and colouring pencils, rubbers, pencil sharpeners, rulers, a glue stick and a berol handwriting pen. Biro's, Sharpies and felt tips are not permitted. However, school also provides all of the necessary stationery. Please ensure any equipment is clearly labelled with name and class.

### Valuables in School

No responsibility will be taken by staff for valuables or money brought into school. All items should be clearly labelled with name and class, so lost property can be reunited.

Jewellery should not be worn in school; the exception being a watch for older children, which must be removed for P.E. Children with pierced ears may only wear stud earrings and these must be removed by the child for swimming and P.E.

In Years 5 and 6, children who walk to and from school alone, may bring in a Mobile Phone. At the beginning of the day the children must hand this in, where it will be kept securely until the end of the day.

### School Uniform

The school encourages the wearing of school uniform, which is outlined below. Please ensure that all items of clothing and equipment are clearly named.

It is not considered appropriate by White Court School for children to have extreme hair styles, to have their hair dyed, to wear make-up or nail varnish.

For P.E. the children require a pair of plimsolls, clearly named, (preferably with elastic front rather than laces for KS1 children). Also, a clearly named draw-string bag - unfortunately there is no space in the cloakrooms for large sports bags.

All jewellery, including stud earrings and watches, must be removed for P.E. and swimming (if a child has newly pierced ears they will not be allowed to take part in P.E. and swimming if the earrings cannot be removed).

If you are considering buying new shoes, please remember –

- Heels should be a maximum of 3 cm high
- Platform soles should be only 1 cm – 1.5 cm in depth
- If trainers are worn they should be black
- Open-toed or backless sandals must not be worn

It would be most helpful if each child could be provided with a protective apron for craft work (an old shirt with shortened sleeves is ideal).

| <b>Girls</b>   | <b>Boys</b>   |
|--|---|
| <ul style="list-style-type: none"> <li>• Grey skirts / pinafore</li> <li>• Grey Trousers</li> <li>• Knee length shorts or cullottes</li> <li>• Pale blue polo shirt</li> <li>• Pale blue blouse</li> <li>• Royal blue sweatshirt</li> <li>• Royal blue cardigan</li> <li>• Pale blue gingham summer dresses</li> </ul> | <ul style="list-style-type: none"> <li>• Charcoal Grey trousers (long or short)</li> <li>• Pale blue polo shirt</li> <li>• Pale blue shirt</li> <li>• Royal blue sweatshirts</li> </ul> |
| <p>White/grey/black socks<br/>                     Plain black shoes/trainers – no branding or coloured laces.<br/>                     No open toed sandals or flip flops to be worn.</p>   |   |



### P.E. kit

| <u>Indoor Kit</u>   | <u>Outdoor Kit</u>   |
|---|--|
| Plain white round neck, short sleeve T-shirt<br>Royal blue shadow stripe shorts<br>Black plimsolls or a pair of white or black trainers (no bright colours) | A pair of white or black trainers (no bright colours)<br>Plain dark blue jogging bottoms<br>Plain dark blue sweatshirt |

*Clothing should be plain (no obvious branding or stripes).*

Most of these items are available in our online shop: <http://www.yourschooluniform.com>



### Meals at School

The meals served in school are cooked on the premises and are of a high standard. Packed lunches should be sent to school in a named lunch box. Our aim is to reinforce the importance of eating a varied and balanced diet and establish healthy eating habits. In school we have children who are allergic to nuts. In order to minimise risk to these children please do not put peanut butter in sandwiches or shelled and unshelled nuts into packed lunches. We also ask that for younger children, you cut grapes and cherry tomatoes in half to avoid choking hazards.

The majority of the dishes on the menu are made using fresh ingredients in our kitchen and meet the government's nutritional requirements for primary school children. Should your child require a special diet due to medical reasons please call into the office and discuss this with us. The school website contains useful information regarding menus and allergens.

If you are receiving one of the following benefits, your child may be eligible for Free School Meals:

- Income Support,
- Income based Jobseekers' Allowance,
- Child Tax Credit, with an annual income of below £16,190, provided you are not also entitled to Working Tax Credit.
- Pension Guarantee Credit,
- Employment and Support Allowance, income related,
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit,
- Support under part VI of the Immigration and Asylum Act, 1999.

Please contact the school office for further details.

All menus and allergen information are available on the school website.  
School dinners cost £2.00 per child, per day.

### Break-time Snacks

Key stage 1 children are provided with a piece of fruit or vegetable each day through a government scheme. Key Stage Two children may choose to bring in a piece of fruit or vegetable to eat at playtime. All children are encouraged to bring in a bottle of water each day.

### Dinner Money

To minimise the amount of cash in school and to reduce the time to collect and record money we now use a system call ParentPay.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

### Booking meals online

The ParentPay system will allow you to book your menu choices for the following week, deadlines will remain the same as they currently are in school (choices needed by the previous Wednesday).

### Making payment by cash or cheque

We will continue to accept cash and cheque payments in school for those parents who do not wish to sign up to ParentPay. Please make cheques out for the correct amount and make payable to White Court School. Cash and cheque payments are also recorded in your ParentPay online account, giving you a record of all payments you have made to school regardless of which method you use.



### **Health Issues**

Children are screened by the school nurse for vision, height and weight in Foundation Stage and Year 6.

### **Medicine**

In the exceptional cases when medicine has to be taken during the school day, parents are welcome to come to school at a suitable time, usually during the lunch break, to give medicine to their child.

This is not always possible for parents, and there may be exceptional occasions when a child needs to take prescribed medicine during school hours, for example if the medicine has been prescribed four times a day. In these circumstances please contact the school office and complete a consent form so that staff can administer the medicine.

For children with long term illnesses or allergies where immediate or regular medication is required, the Office Staff will keep the medication or inhaler in the School Office. Please ensure any medication is clearly labelled with the child's name, prescription name, dosage and doctor's name. In the interest of safety all medicine must be brought to school by a parent and not a child and given to the school office. A medical form will be required to be completed to accompany the medication.

Just like any other school we are sometimes affected by head lice. Please inform the school if you find your child is infected. Please do not worry; there is nothing for you or your child to be ashamed of or worried about.

Advice on health and wellbeing is available on the school website.