

Cockernhoe Endowed C of E Primary School



School Handbook

CONTENTS

Governors and Staff	4
School Aims and Ethos	6
School Organisation	7
Child Protection	7
Curriculum	7
Learning to Read	8
Religious Education	8
Daily Worship in School	9
Church Worship	9
PE	9
Forest School	9
Music	9
School Clubs	10
Sex Education	10
Special Educational Needs (SEN)	10
Attendance	11
Starting School	11
Parental Involvement in School	11
Communication	12
Milk	12
School Meals	12
Packed Lunch Policy	13
Uniform Policy	14
School Policies	15

Governing Body

Chair of Governors
Vice-Chair
Headteacher
Staff Governor
Salisbury & Burroughs Appointed Foundation Governor
Associate Member
Parent Governors

Clerk to the Governors

Mr Ajay Sule (Diocese)
Rev Nick Grew (Diocese)
Mr Simon Philby
Mrs Jane Williams
Mrs Helen Harris
Mrs Jill Croxford
Mrs Sarah Lange
Ms Jennifer Davey
Mrs Lisa Goodridge
Mrs Jane Banks

Teaching Staff

Mr Simon Philby
Miss Emma Dickson
Mrs Anne Kwok
Miss Amy Pritchard
Miss Claire Hipwell

Headteacher
Sapphire Class
Emerald Class
Amber Class
Ruby Class

Learning Support Staff

Mrs Jane Williams
Mrs Catherine Edmunds
Mrs Carolyn Hughes
Mrs Karen Cheetham
Mrs Caroline Guy
Mr Ashley Hard

KS2 Learning Support Assistant
KS2 Learning Support Assistant
KS2 Learning Support Assistant
KS1 Learning Support Assistant
Early Years Learning Support Assistant
Learning Support Assistant/PE

Administrative Staff

Mrs Jane Banks
Mrs Ellie Mackrell

Finance Secretary
Administrative Assistant

Kitchen Staff

Mrs Carolyn Freeman
Mrs Margaret Claridge
Mrs Sue Ayres
Mrs Angela Fleckney

Cook
General Assistant
Midday Supervisory Assistant
Midday Supervisory Assistant

Caretaking Staff

Mr Richard Hunt

Caretaker

Welcome to Cockernhoe Church of England Primary School

Cockernhoe School is pleasantly situated overlooking the village green. It is a Voluntary Aided School operating in partnership with Herts for Learning. It was founded in 1881 to provide education "according to the principles and practices of the Church of England".

The school is equipped with a good-sized playground, outdoor classroom, a range of play apparatus, a garden, pond and wilderness area.

The aim of all church schools is to provide the best possible education for each child within the context of a caring Christian community. Cockernhoe caters for children of all denominations from the age of 4 to 11.

Headteacher: Mr Simon Philby

Chair of Governors: Mr Ajay Sule

Cockernhoe Primary School

Cockernhoe Green

Nr Luton

LU2 8PY



School Aims

- To provide the best possible education for each child within the context of a caring Christian community.
- To develop skills and the will to use those skills that will enable the child to acquire knowledge independently and develop a love of learning.
- To enable each child to develop self-confidence, a sense of personal worth and to reach their true potential.
- To develop consideration for the needs of others and a sense of social responsibility.
- To develop understanding of the Christian faith, based on the teaching of the Bible and of the Church of England, and an awareness of Christian values.
- To develop personal and moral values and to foster respect for other cultures, religions and ways of life.
- To develop a concern for the environment and an understanding of the world in which we live.

School Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school sets out to provide the highest quality education for all within the context of the Christian Faith. At Cockernhoe, we encourage understanding, respect, honesty and the love of learning through a wide range of experiences we offer the school community.

Cockernhoe School Organisation

We currently admit a maximum of fifteen children each year, with a maximum roll of 120.

Our learning support assistants work alongside the class teachers to support children in their learning.

The school is organised as follows:

Ruby Class	Nursery and Reception	Early Years Foundation Stage (EYFS)
Amber Class	Year 1 and Year 2	Key Stage 1 (KS1)
Emerald Class	Year 3 and Year 4	Key Stage 2 (KS2)
Sapphire Class	Year 5 and Year 6	Key Stage 2 (KS2)

Child Protection

Parents need to understand that schools have a duty to safeguard and promote the welfare of children who are their pupils/students, that this responsibility necessitates a child protection policy and procedures, and that a school or institution may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Cockernhoe School has a Child Protection Policy and a copy of Hertfordshire Area Child Protection Procedures, both of which are available for parents/carers to see.

Mr Simon Philby is the Designated Senior Person for Child Protection and Miss Emma Dickson is the Deputy Designated Senior Person for Child Protection. They will be happy to discuss any questions or concerns parents/carers may have about Child Protection Policies and Practice.

Curriculum

The school offers a broad and balanced curriculum which is relevant to the child's individual needs. Each child will study the National Curriculum subjects with particular emphasis on Maths and English. In line with government regulations we endeavour to give all children a minimum of one hour of English and Maths each day.

The work is planned in a two year cycle of cross-curricular topics to accommodate the mixed age groups we have in all classes with the exception of Foundation. All staff work closely together to ensure continuity and progression.

A variety of teaching methods are used, depending on the type of work being done. Sometimes it is appropriate to teach the whole class, sometimes to work in smaller groups of either mixed or equal ability and sometimes to work individually.

From an early age the children are encouraged to extend their learning by doing their own research and investigative activities.

We endeavour to give the children a residential trip during their time at Cockernhoe School.

Learning to Read

We have a carefully structured reading programme which the children progress through at their own pace. It is our aim in Key Stage 1 that each child has the opportunity to read to an adult in school at least twice a week.

It is important that every child is supported at home by reading regularly to a parent or other adult. Children bring their reading book home together with a reading record booklet which parents are encouraged to complete. Advice for home reading can be found on the website.

Library

We have an extensive selection of library books, fiction and non-fiction, which are available for children in Key Stage 2 to take home and renew each week. Non-fiction books are classified by topic. Fiction books such as picture books, easy readers and more difficult books are randomly mixed, so that children are not restricted by feeling they must choose from their own age group.

Once again if you can set aside some time at home once or twice a week to look at library books together, your child will learn to value books.

Accelerated Reader Programme

The school operates the Renaissance Accelerated Reader Programme. All our books have been logged into AR Book Finder, which gives each book a rating based on difficulty, length and maturity of content. This rating enables the children to choose books from our Library that are appropriate for their reading ability.

When the children finish reading a book, they will complete a short quiz to assess their comprehension of the text. The AR programme gives immediate feedback to both the child and teacher. The feedback includes strengths and areas for development. As the children's reading ability develops, they move on to books with a higher rating, giving the children access to more complex texts.

Parents also have access to AR Book Finder, enabling them to choose appropriate books for their child at home.

Religious Education

Religious Education is based on the Hertfordshire Agreed Syllabus (SACRE) 1995 as recommended by the Diocesan Education Committee. This is a widely based syllabus and likely to be acceptable to all denominations. We believe at this school that RE both supports and strengthens what we aim to do in every aspect of school life. Our caring ethos and the value which we place on the development of the whole child; spiritually, morally, socially, culturally and intellectually is reflected in the RE curriculum. Specifically, RE at our school aims to enable pupils to acquire and develop knowledge and understanding of the principle religions represented in Great Britain.

Parents wishing to withdraw their children from Religious Education should consult the Headteacher.

Daily Worship in School

Assemblies are held in school covering a variety of topics of religious and human interest. Assembly is held each day and may include Bible stories, moral stories, including stories from other religions, or a presentation of work by the children and their teacher.

Parents wishing to withdraw their children from Assembly should consult the Headteacher.

Church Worship

We regularly visit St Hugh's Church in Cockernhoe and St Francis in Luton, where we hope parents will join us in our service.

At major festivals, all children participate in the service. We have a Collective Worship Council which meets once a week to plan and lead collective worship during assemblies and special services.

Physical Education

All children take part in dance, gym, games, athletics, and outdoor pursuits. Every class has two PE lessons per week, one of which is taken by a fully qualified sports coach from Premier Education.

In line with National Curriculum Requirements the children attend swimming lessons. Every year group from Reception to Year 6 is given the opportunity to swim.

Forest School

Forest School is an approach to learning where everyone can succeed. Children spend time exploring and learning outside in local woodlands and in the school grounds. Forest school sessions can be based on and around curriculum areas, team building and communication skills. Through these skills the children are building resilience and perseverance.

We aim to help each child to learn in their own way by encouraging independence and raising self-esteem through practical experiences in an outdoor setting. We are encouraging the children to keep themselves safe by managing their own risks and considering those of others. Children are encouraged to build relationships with each other and the outside world. Creating trust, respect and reliance that then supports emotional growth and development.

At present we are offering each child at Cockernhoe six weeks outdoor learning across the year. This includes getting to know the environment around the school and the local woodlands, identifying plants trees and wildlife. The children are also encouraged to be creative with natural resources.

Music

The school has a strong musical tradition. All classes have a weekly lesson with a specialist teacher where they can experience the many different instruments available in school and are given the chance to perform in public at assemblies, end of term services and our annual summer concert.

Our choir performs at various events during the year, in particular they take part in the annual Hitchin Festival with other North Hertfordshire schools.

Every child in Year 2 is given the opportunity to play the recorder. After Year 2, if the children wish to continue learning, they can join recorder club.

Peripatetic music teachers from Hertfordshire Music Service and The Rock and Pop Foundation visit the school weekly to offer violin, piano, drum and guitar lessons. These lessons must be paid for by parents at the beginning of each term.

School clubs

The school provides a variety of lunchtime and after-school clubs, including sports, choir, cookery and crafts. Most clubs are free of charge to parents, after-school sports clubs run by Premier Sports incur a charge of £1 per session. There is also a charge for Cookery Club to cover the cost of ingredients.

We regularly take part in sports rallies and matches with other local schools.

Sex Education

After careful consideration the Governors of the school have decided on the programme of sex education. It is appropriate to the age and experience of the pupils and is presented within a family context. It is taught in the context of Science and Personal, Social and Health Education (PSHE).

It aims to promote the spiritual, moral, cultural, mental and physical development of pupils at the school and to prepare them for the opportunities, responsibilities and experiences of adult life.

The range of material used is available for review on request. Parents are strongly advised to read our sex education policy for further information about the programme, including a parent's right to withdraw their child from the part of the programme that is outside the compulsory elements of sex education contained in the National Curriculum.

Special Educational Needs (SEN)

A child has special needs if he or she requires special educational provision.

At Cockernhoe School we believe in the early identification and assessment of children with special educational needs. It is our aim to give every pupil maximum access to the national curriculum.

To support children with learning difficulties the school has adopted a graduated response as set out in the SEN Code of Practice. Other special needs are assessed and provided for individually.

The school receives an allocation within the school's budget share for SEN. This funding is used to provide a learning support assistant to work with the children under the guidance of the class teacher.

Further information is detailed in the school's Special Educational Needs Policy which is held in school and available on the school website.

Attendance

The children are allowed to come into school from 8.45am and must be in the building by 8.55am to be ready to start work at 9.00am. The teaching staff are in the classrooms to supervise them from this time.

The morning session ends at 12 noon in Key Stage 1 and 12.15 pm in Key Stage 2. Afternoon school starts at 1.00 pm in Key Stage 1 and 1.15 pm in Key Stage 2 and school ends at 3.15 pm.

We believe that regular attendance is of paramount importance in achieving the aims of the school. It is our responsibility to monitor attendance and to investigate incidents of unauthorised absence. It is the responsibility of parents to ensure that their children attend and stay at school. In addition we request that they ensure that their children arrive at school on time, properly attired and ready to learn.

If your child is absent from school due to illness, you should contact the school by 9.20 am on the first day by telephone or by notification via the ParentMail App. If the absence is prolonged the school should be kept informed as appropriate. The school will only authorise absences other than for sickness in extenuating circumstances. There will be no authorisation given for holidays taken during term time.

Because of our belief in the importance of regular attendance, we urge parents to avoid taking holidays during term time. National Curriculum schemes of work are carefully planned, and this will ensure your child does not miss any part of it.

Diarrhoea and Vomiting

We request that a child who has suffered sickness or diarrhoea does not return to school **until at least 48 hours after the last attack.**

Starting School

Children can join the nursery from the beginning of the term following their third birthday, although application must be made to the school giving at least a half term's notice.

Children starting Reception are admitted in the September after they turn four years old.

All children admitted into Reception are offered a full-time place. However if parents of younger children feel they would prefer their child to attend part-time until the term in which they turn five, they are entitled to do so. Reception children are invited into school during the summer term prior to entry to spend time in the class, get to know the teaching team and to experience a dinner at school.

Every parent is given a booklet with information and suggested activities to assist their child in settling into school.

Parental Involvement in School

Parents are welcome partners in school. Whether your particular talents are in helping children with reading skills, or organising social events, helping with school trips, giving talks about your special hobby or profession, putting up shelves and mending leaky radiators or raising money, somewhere there is something you can help us with.

We have a lively group of parents and teachers who form a PTA (Parent Teacher Association). They organise a variety of fund raising events throughout the year. This has enabled the PTA to contribute towards ICT equipment, a school minibus, a pirate ship for the playground and most recently a bike shelter. The PTA is always grateful for help at any of these events – and your bright ideas may prove to be the best money-spinners yet!

We appreciate that many parents work full or part-time and however willing, find it impossible to help in school. We value your quiet support in other ways, perhaps a raffle donation or baking cakes for events.

Most of all we value a good relationship built on trust, mutual respect and a desire to do the best for all the children in our care.

Communication

The school keeps parents informed of what is happening in school through our website and a regular newsletter as well as emails and texts via ParentMail.

When your child starts school we will send you an invitation to register with ParentMail. This will enable you to receive emails, texts, forms for bookings, make card payments and inform the school of your child's absence.

We encourage all parents and carers to register with ParentMail to allow us to communicate with you efficiently and save paper.

Milk

Subsidised milk is available for all pupils if ordered and paid for the previous term, for the following term.

Children who will be aged four for the whole term and children of families entitled to certain benefits are entitled to free school milk (this does not include children on universal infant free school meals).

School Meals

A nutritious midday meal is freshly cooked each day by Hertfordshire Catering Ltd (HCL).

Currently, all children in Early Years and Key Stage 1 are eligible for a Universal Infant Free School Meal. In Key Stage 2, dinners are charged at £2.60 each and a half-termly invoice will be sent out. Payment for dinners can be made on a weekly or half-termly basis but payment must be made in advance. Any absences due to illness will be deducted from the next invoice.

Special Diets can be accommodated when supported by medical evidence; an online application must be made to HCL.

Alternatively parents may choose to send in a healthy packed lunch for their child, our packed lunch policy is detailed overleaf.

Packed Lunch Policy

It is important that our children develop healthy lifestyle choices at a young age, something we hope they will maintain throughout their lives. A healthy lunch gives children the energy they need to learn and concentrate until the end of the school day. With this in mind, and following advice from the NHS change4life scheme we have implemented a packed lunch policy.

A balanced lunchbox should contain:

- Starchy foods like bread, rice, pasta (wholemeal where possible) and potatoes
- Protein such as meat, tuna, beans, eggs
- A dairy item, e.g. cheese or yogurt
- Vegetables or salad
- A portion of fruit
- A drink, ideally water

At Cockernhoe we are happy for children to bring a small pudding such as a chocolate biscuit or small slice of cake (similar to those served with school dinners).

Packed lunches must not contain nuts, nut products, chocolate bars, sweets or fizzy drinks.

The NHS change4life website gives some great tips and ideas on providing a healthy lunchbox:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

School Uniform Policy

It is our policy that the correct school uniform should be worn at all times and we would request parents to support us in this matter. The school colours are grey and navy and the following is a basic list of items.

Skirt / pinafore dress – Knee length, in grey or navy.

Trousers – Long or short tailored trousers - grey or navy (NOT jeans, jogging bottoms, leggings or fashion style trousers).

Shirt – Collared polo shirt with school logo or plain white shirt/blouse with collar. *Shirts must be tucked in.*

Dress - Blue and white checked/striped simple school dress

Sweatshirt / Cardigan – Navy blue, preferably with school logo.

Shoes – Plain black, flat school shoes (no flashing lights or motifs, no trainers or boots).

Socks – plain black/navy/blue/grey/white.

Hair bands – Plain (or checked/striped) blue, navy, white, blue and white, black or grey. No large bows or decorations. This includes Nursery.

PE Kit

Pale blue T-shirt with school logo.

Navy blue shorts.

Trainers for outdoor PE lessons and for playing on the adventure playground.

Socks (a separate pair to their day to day socks/tights).

Tracksuit – a plain tracksuit to wear for outdoor PE lessons in the cooler months, as all children take part in these lessons regardless of the kit they have with them.

All of the clothing items listed can be purchased online from Mapac (follow the link on the school website).

Other Items

Ear Rings - Only single studs are acceptable in school and can only be worn if the child can remove them by themselves as they must be removed, by the child, for PE. No ear rings, of any description, are permitted to be worn on swimming lesson days. This includes Nursery.

Nail Varnish - Pupils are not permitted to wear nail varnish in school. This includes Nursery.

Watches – a traditional analogue or digital watch with a traditional strap may be worn but must be removed by the child for PE lessons and is the child's responsibility at all times. Apple Watches, FitBits, magnetic straps or other gadgets are not allowed.

All clothes **MUST** be named in a permanent way.

Shoulder length hair **MUST** be tied back.

School Policies

Please visit the policies page on the school website to familiarise yourself with the following policies:

- Accessibility
- Attendance
- Behaviour
- Breakfast Club
- Charging and Remission
- Child Protection
- Complaints
- E-safety
- Health and Safety
- Homework
- Intimate Care
- Restrictive Physical Intervention
- RE
- SEND
- Supporting Children with Medical Needs
- Teaching & Learning
- Worship