

## Welcome to Roach Vale Primary School.

September 2017  
Dear Parents,

I hope you will find Roach Vale a friendly, open and caring community. You and your children are very welcome here.

If you are new to Roach Vale, or if you are thinking about sending your child here, we would welcome the opportunity to show you our school. Please make an appointment at the school office to come and have a look around.

All of us within the school community, children, staff and governors, are proud of our school and work hard to make it the best place it can be. I hope that, as you join the school community, you will feel able to fully take on the responsibility of partnership in your child's education - a partnership between home, school and child.

We all look forward to sharing in the education of your child, and we will do our best to ensure that they are able to develop to their full potential in a secure and happy environment.

I look forward to meeting you.

Yours sincerely,

*Mrs Sampson*  
Headteacher

## ROACH VALE PRIMARY SCHOOL

Roach Vale,  
COLCHESTER,  
Essex  
CO4 3YN.

Telephone: 01206 861324

Fax: 01206 869751

e.mail:

[admin@roachvale.essex.sch.uk](mailto:admin@roachvale.essex.sch.uk)

**Head Teacher**  
Mrs C Sampson

**Chair of Governors**  
Mr Andrew Johnson

A No Smoking policy operates in the school buildings and surrounding premises.

No dogs are allowed on school premises.

### SCHOOL STAFF

**Headteacher:**

Mrs Clare Sampson

**Assistant Headteachers:**

Mr Gary Tuttlebee

Mr David Harvey (SENCO)

## Admissions Policy

**Number to admit 2017/18 - 30**

All children are offered a full-time place at Roach Vale from the September after their fourth birthday.

If parents choose not to take up this place their child may attend mornings only in the Autumn Term and Full-Time from January onwards.

Children are admitted to the school using the following criteria:

- Priority admission area - there is no guarantee of a place for children living in the priority admission area. However, children living in the priority admission area who submit an application by the closing date will be allocated a place at the school. A map of the priority admission area is available for inspection at the school
- Children living outside the priority admission area with a sibling attending the school at the time of application and determination, unless the older child is in Year 6 at that time. In the case of oversubscription in this criterion, priority will be given to children in public care
- For any remaining places, priority will be given to children in public care for whom Roach Vale Primary School is the nearest school

In the event of over subscription in the second two criteria, the straight line distance between home and school will decide priority, those living closest having highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above.

Children with statements of special educational need that name this school in the statement are required to be admitted to the school.

## Visits to the School

Arrangements to visit the school may be made by appointment with the Headteacher, who will be pleased to meet parents and children, show them the school and provide further information.

## Teachers:

Mrs Sophie Churchman  
Mr David Harvey  
Mrs Lauren Hammond  
Mrs Joanne Macpherson  
Ms Jennie Stewart  
Mrs Helen Wright  
Mr Gary Tuttlebee  
Mrs Marianne Bird  
Mrs Esther Eddy  
Mrs Laura Tuttlebee  
Mrs Catriona Ambrose  
Mrs Leanne Cummins

## Teaching Assistants

Mrs Jan Douglas  
Mrs Jane Chalmers  
Mrs Robbie Chechlinska  
Mrs Marian Dutton  
Mrs Anne Sheehan  
Mrs Tracey Roper  
Mrs Tina Timms  
Mrs Peta Dee Rawlinson  
Mrs Jo Himsworth  
Mrs Claire Moseley  
Mrs Sue Bilby  
Mrs Jane Randall  
Mrs Hayley Roberts  
Mrs Chelsey Coote  
Mrs Sharon Grant

## Office Manager:

Mrs Lorraine Boutell

## Admin. Assistants:

Mrs Nicola Penwill

## Mid-day Staff

Mrs Sarah Elliott-Hearn  
Mrs Paula Howard  
Mrs Helen Tyler  
Mrs Julie Milnes  
Miss Bobbi-Ann Cooke  
Mrs Andrea Hazeltine  
Mrs Karolina Olizarowicz  
Mrs Vicky Sutcliffe  
Miss Jordan Hearn

## Kitchen Staff

Mrs Sharon Reynolds  
Mrs Denise Taylor  
Mrs Jill Ablitt

## Caretaker

Mr Terry Dennis

## Cleaner

Mrs Karen Hawes

## School Ethos and Values

### *I can, You can, We can ... Achieve*

At Roach Vale, we believe that everyone can achieve. Each child is special and all are valued equally. We aim to develop mutual respect and consideration for others with each child accepting responsibility for their own action and displaying self-discipline and self-control.

Positive attitudes and behaviour are noted and we celebrate with children who show these qualities:

- Friendship
- Respect
- Perseverance
- Making right choices
- Aiming higher

Each child is allocated to a house (currently named after trees) and housepoints are given for good work / attitude/ behaviour/ effort. Winning houses receive prizes on a regular basis.

The school has a behaviour and discipline policy which includes a section on action to be taken in the event of bullying. The school also has an anti-bullying policy. Bullying is not tolerated and a 'Tell Someone' policy operates.

The school also has a Racial Equality and a Disability Equality policy.

Parents are welcome to view school policy documents at the school or on our school website.

Good relationships between school and home play an important part in establishing discipline. If a child is not used to discipline at home, parents should not expect the school to take all the responsibility in this matter.

## Home-School Links

At Roach Vale we feel that a high degree of co-operation between the parents and the school is essential to your child's education. We try hard to keep you as informed as possible but we need your help to build up the partnership.

It is very important to your child's development that you take a positive interest in their work and progress. Parent-teacher consultations are held twice each year, giving you an opportunity to discuss your child's work, progress and behaviour. However, should you feel, at any time, anxious about your child, please make an appointment at the school office to talk to the class teacher immediately.

Parents are welcomed within the school. If you are able, and wish to help within a classroom, please do let the class teacher know. We would love to have your help, subject to necessary statutory checks.

## SCHOOL GOVERNORS

The full Governing Body of Roach Vale Primary School meets once each term, but it operates through a series of committees which also meet once each term. The committees are: Curriculum and Pupil-related Matters; Personnel; Finance and Premises; and Salary Structure. The Governors are responsible for the running of the school, its policies and procedures.

### Chair

Mr A Johnson - LA Governor

### Vice-Chair

Mrs S Taylor - Vice chair of Gov

Miss N Marshall - Co-Opted

Mrs A Hudson - Co-Opted

Mr C Orme - LA Governor

Mrs S Williams - Co-Opted

Mrs E Davies - Parent Gov

Mrs L Hammond - Staff

Mrs C Sampson - HT ex officio

Mrs C Olabooye - Associate

Mrs A Ryan - Parent Gov

Mrs S. Bilby - Co-Opted

Mrs C Olabooye Associated Member

### Clerk to the Governors

Mrs S Madell

### Child Protection

The school has a role to play in protecting children who may be at risk of abuse.

The school has the responsibility to report to Social Services on cases of suspected child abuse or neglect.

In the event of a case of suspected abuse, procedures for action are laid down in the 'SET' book kept at the school. The named person for making referrals to Social Services is the Headteacher, Mrs Sampson.

### If You Are Concerned

From time to time, many parents have a concern about their child's education. Many such concerns can, and should, be resolved at school level.

If you have a concern you should approach, in the first instance, your child's class teacher, then the Headteacher. The governing body is also there to assist you and may be contacted through the school office, where an appointment will be made for you to speak to a Governor.

If your concern relates to the curriculum, there is a statutory procedure established by the LEA for dealing with written complaints. Details of this formal process are available from the school but you are asked to discuss your concerns with us first so that we can ensure that we have done all that we can to resolve the situation.

### Freedom of Information Act 2000

Roach Vale has a publication scheme on information available under the Freedom of Information Act 2000. A copy of the publication scheme, which lists the information we publish, is available in the school entrance hall.

### School Association

The Association Committee arranges social functions and fund raising activities for the benefit of the school. All parents, and any others who are actively interested in the school are welcomed as members. Membership is free. A committee organises all the activities and members are encouraged to seek election on to the committee and also to support the activities.

### SCHOOL ASSOCIATION

#### Chair

Mrs A Batt

#### Vice Chair

Mrs K Olizariwicz

#### Treasurer

Miss N Marshall

## The School Day

School Sessions are as follows:

08:40 am	Children may come into the classrooms.
08:50 am	SCHOOL BEGINS
10:50 am	Break
12.15pm	Key Stage 1 children finish
12:30 pm	Key Stage 2 children finish
01:00 pm	Key Stage 1 children afternoon begins
01:15 pm	Key Stage 2 children afternoon begins
03:15 pm	SCHOOL ENDS

The school cannot take responsibility for children before 8:40 am. or after 3:15 pm and parents should supervise their children beyond these times. Please do not allow your child to arrive before 8:35am.

During a normal week the number of hours spent on teaching is 22.5 hours for Key Stage 1 children, and 25 hours for Key Stage 2 children. This is exclusive of the statutory daily act of collective worship, registration, breaks and lunch breaks.

## Absence from School

If your child is unwell and unable to attend school, please telephone the school office (861324) before 9:00 am. A letter of explanation should also be sent in with the child on their return.

Only the school may authorise an absence and any unauthorised absence is deemed as being **truancy**.

Absences for the following reasons are usually authorised:

- observance of a religious festival
- because of sickness of the child
- absence due to suitable transport not being provided and the school is not within walking distance
- absence due to approved sporting activity, field study or work experience.

Other reasons for absence may be authorised at the Heads or Governors discretion.

Absence for family holiday in term-time will not be authorised unless there are extenuating circumstances.

All absences, both authorised and unauthorised, are recorded on your child's end of year report and figures relating to both are collected annually by the Government. All of our registers are checked termly by the Schools Educational Welfare Officer.

## Uniform

The school encourages the wearing of a uniform and hopes that parents will continue to support this policy.

Trousers (long or short)/ skirts/pinafore dresses/culottes	Grey
Summer dresses	Red/White
Jumpers/sweatshirts/cardigans	Red or Grey
Shirts/blouses	White
Polo shirts	Red or White
Socks/tights	Grey or White

Children should **not** wear jeans or sports clothing during the normal school day.

We advise that proper school shoes should be worn, **Trainers, Boots and canvas shoes are unsuitable** to wear all day as the children find them uncomfortable when sitting on the floor.

Sunhats and school bags can be purchased through the School Office.

All items of clothing should be clearly named. No jewellery should be worn. If children must wear ear-rings, only small studs are allowed and these must be removed for PE.

## PE Clothing

Children are expected to change for physical education.

All children will need:

**For indoor use:**      Shorts              Black, Red or White (not cycle shorts)

                                 T-shirt              Red or White (plain)

                                 Plimsolls              Black

**For outdoor use:**      Tracksuit              red or grey (No logos)

                                 Socks                  Plain coloured

                                 Trainers              Black or White

All kit should be clearly named and kept in a suitable small bag. PE bags may be purchased from school.

It is the policy of Essex County Council that jewellery **must always** be removed for PE, including **all** forms of ear-rings, unless it is worn for religious/cultural reasons. Staff cannot remove or replace ear-rings for children.

Participation in PE is a legal requirement and it is, therefore, a necessity that all children are able to take part. Parents whose children are prevented from taking part due to lack of kit or inability to remove ear-rings are in breach of the law.

Children will only be excused from PE on medical grounds if a written request is received from the parents.

For all PE activities in the School Hall, children will be barefoot unless there are medical reasons for not doing so, in which case plimsolls may be worn.

### Money, Valuables and Jewellery

No responsibility can be accepted by the school for lost items so please leave all jewellery or valuables at home. When money needs to be brought to school, please send it in an envelope which is clearly labelled with name and child's class.

### Medicines

If a doctor prescribes that medicine should be administered during school hours, parents must complete a medication form at the school office. The school gives no guarantee that it will be able to administer the medication - it will depend on appropriate staff being available.

Medicines must be brought to school, and collected, by an adult **not** the child, and must be given to a member of the school staff.

Children should **not** bring throat sweets/cough sweets or non-prescription medicines to school.

### Accidents and Insurance

The Education Authority does not have personal accident insurance for pupils. If you feel such insurance cover is necessary you are advised to make your own arrangements.

Many of our staff are trained in first aid, and minor cuts, bumps and bruises are quickly dealt with. If an accident is more serious, or if the child feels unwell, we will contact the parents by telephone. It is vital that we have two emergency contact numbers on your child's records, and that these are kept up to date. Please notify us **immediately** there is any change.

### Safety out of school

Every encouragement is given at school to stress the basics of Road Safety. However, it is equally important that parents stress the Green Cross Code every time they cross a road with their children.

As parking and turning space is so limited outside the school the ideal would be for children to walk to school with their parents. However, we appreciate that some parents need to use their cars to deliver or collect children from school and so we ask those parents to park **with care and consideration** for local residents. Do not block access to any property or private parking space, and do not park on the yellow zigzag lines outside the school. Please do not park or turn in the school drive.

## Lunchtimes and Playtimes

Children may go home for dinner, bring a packed lunch or have a school dinner.

As a Healthy School Award holder, healthy eating is encouraged at all times.

Key Stage 1 children receive a free daily fruit snack through the national 'Fruit and Veg Scheme' and a healthy Tuck Shop is available each day for Key Stage 2 children. All items cost 35p. Only fruit or vegetables are allowed as snacks.

School dinners are cooked on the premises using fresh and locally sourced products. Children requiring a school dinner should pay via the Agora system, before the lunch is taken.

Application forms for free school dinners can be obtained from the school office or online.

Packed lunches should be provided in a named lunch box. Drinks must be included but there must be no hot or fizzy drinks, cans, glass containers, thermos flasks or other fragile containers. Water is provided. Waste paper from lunch boxes may be disposed of at school but we encourage children to take home uneaten food so that parents can monitor their children's diet. No swapping of food is allowed.

Children going home for dinner should not return before 1:00 pm.

Water is available throughout the day at the drinking fountains or water may be brought into school in a **clear** sports top bottle.

## Charges and Remissions for School Activities

The Governors reserve the right to charge for the following:

- a) Individual music tuition in school hours.
- b) Board and lodging in connection with education visits.
- c) Materials required for extra-curricular activities.
- d) Finished products - cooking, CDT etc.
- e) Damage and loss deliberately caused.

The school offers a wide variety of activities to children, many of which have to be paid for. Parents may be asked to make a voluntary contribution towards such activities where appropriate. There will be no obligation to contribute and no child will be omitted from a particular activity because of non-payment.

However, we reserve the right to cancel an activity if it needs a substantial subsidy from the school's own resources.

Contributions made towards the cost of swimming, educational visits, music tuition etc. are non returnable in the event of absence.



## School Organisation

There are three stages within the Primary phase of education:

**The Foundation Stage** - 4-5 year olds

### **Key Stage 1**

Year 1 - 5-6 year olds

Year 2 - 6-7 year olds

### **Key Stage 2**

Year 3 - 7-8 year olds

Year 4 - 8-9 year olds

Year 5 - 9-10 year olds

Year 6 - 10-11 year olds

## Curriculum

It is a statutory requirement, supported by the school, that all children receive a rich, broad and balanced curriculum.

We aim to:

- promote a caring environment which enables children to fulfil their educational and social potential.
- encourage self-confidence and self-esteem through encouraging independence.
- ensure the curriculum is broad, balanced and relevant, with the children acquiring a body of knowledge, a variety of skills and positive attitudes to learning.
- provide a range of teaching methods (whole class, small group, individual) using the method which best suits the child and the purpose.

### **Early Years Foundation Stage**

Children in the Foundation Stage follow a curriculum based on seven areas of learning:

The three Prime Areas are:

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

These give the children the skills they need to become effective learners in the Specific Areas:

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

## The National Curriculum

All children of compulsory school age follow the National Curriculum.

This is made up of the **core subjects**: English, Mathematics, Science, and ICT, and **foundation subjects**: History, Geography, Art, PE, Technology, and Music. RE is also part of the compulsory curriculum.

Alongside the National Curriculum the school teaches a Modern Foreign Language, (French or Spanish) and health education, personal and social education, citizenship and environmental education.(PSHCE)

Swimming is taught in Key Stage 2, using the pool at Colchester Academy.

A programme of Sex Education is followed in Year 5.

A daily act of reflection is held, usually within the daily assembly.

All areas of the curriculum are compulsory and there is no right of withdrawal. Alternative arrangements for RE and Sex Education lessons can be discussed with the Headteacher, as can withdrawal from the act of collective worship.

### Phonics

Children at Roach Vale are taught phonics using the 'Letters and Sounds' scheme. They learn to recognise the sounds that letters and letter combinations make, and use these to decode (sound out) words. They also learn to recognise irregular words (words that can not be sounded out) by sight.

Children are taught phonics in their classes, and in smaller groups and in ability groups across Key Stage 1.

### Reading

At Roach Vale we are working together to create a culture for reading, where children are encouraged to read for pleasure and develop a love of good books. We encourage parents to read at home with their children every day throughout their time at the school. In school guided reading takes place in every class and children also read individually to adults and independently. Support is given to children who struggle with reading.

Younger children may select books from several different reading schemes, although Biff, Chip and Kipper remain firm favourites! They may also choose 'real' books which are colour-coded to help with their selection.

A well-stocked library provides a variety of both fiction and non-fiction books, giving our older children a wide choice of literature.

### **Special Educational Needs**

The school has a Special Educational Needs Policy, a copy of which may be viewed at the school or on line.

Children with Special Educational Needs are identified and assessed by the Class Teacher or the School Special Needs Co-ordinator. Parents are consulted and, if necessary, the child will be placed on the Register of Concern. This is a staged system which offers children help and support according to their needs. Regular review meetings are held, to which parents are invited. Any parent concerned about their child's progress should talk to the Class Teacher or the Headteacher so that a more detailed explanation of Special Needs Support can be given.

### **Able and More Able Pupils**

A register of more able pupils is kept by the school. The Head and Deputy Head monitor the work planned and set for these children, and their progress. Children who show themselves to be particularly able may be withdrawn for brief periods to follow a separate work programme.

### **Assessment**

All children are regularly assessed throughout their time in primary school, and these assessments are used to plan future activities, ensuring that all children make the progress they are capable of.

There is a statutory requirement to assess children at the end of Foundation Stage, Year 2 and the end of Year 6. At the end of Year 6 children are assessed using SATs (Statutory Assessment Tests.)

The outcomes of all end of year assessments, whether statutory or otherwise, are reported to parents.

Throughout the Foundation Stage, the Foundation Stage profile is completed, recording the children's achievements and progress. The Foundation Stage Profile is discussed with parents at Parent Teacher consultations.

### **Extra-Curricular Activities**

These form a valuable part of a child's education, but depend on the interests and availability of the staff. Staff voluntarily arrange activities and clubs which take place either immediately after school or in the lunch hour. Parents are notified in writing of activities their children wish to participate in.

### **Access to Documents**

National Curriculum documents, LA policy documents and school policy documents are available for parents to see at the school, or on the school's website, as is the complaints procedure in respect of curriculum matters.

## Rates of Absence September 2016 - July 2017

Number of children of compulsory school age on roll: 210

Percentage of half-day sessions missed through **authorised** absence:  
2.8% of total possible attendances.

Percentage of half-day sessions missed through **unauthorised** absence:  
1.1% of total possible attendances.

## Secondary Education

At the end of Year 2016/2017 the Year 6 children moved into the following schools:

Colchester Academy	17 Children
Manningtree High School	2 children
St Helena School	2 children
The Gilbert School	2 children
Colne Community School	1 Child

### Term Dates 2017/2018

Autumn Term	starts	04.09.17
	Ends	20.12.17
Half-term	starts	23.10.17
	Ends	27.10.17
Spring Term	starts	02.01.18
	Ends	29.03.18
Half-term	starts	12.02.18
	Ends	16.02.18
Summer Term	starts	16.04.18
	Ends	20.07.18
Half-term	starts	28.05.18
	Ends	01.06.18

### Non-pupil days -

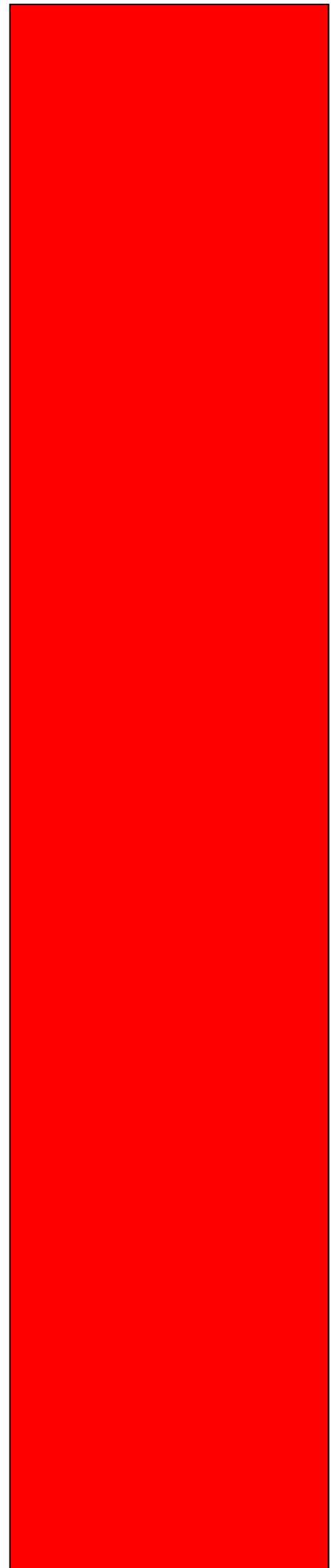
04.09.17  
20.10.17  
30.10.17  
20.12.17  
02.01.18

### Term Dates 2018/2019

Autumn Term	starts	04.09.18
	Ends	19.12.18
Half-term	starts	22.10.18
	Ends	26.10.18
Spring Term	starts	03.01.19
	Ends	05.04.19
Half-term	starts	18.02.19
	Ends	22.02.19
Summer Term	starts	23.04.19
	Ends	24.07.19
Half-term	starts	27.05.19
	Ends	31.05.19

### Non-pupil days -

To be advised



Remember this:

## A CHILD LIVES WHAT IT LEARNS

If a child lives with criticism  
He learns to condemn.

If a child lives with hostility  
He learns to fight.

If a child lives with ridicule  
He learns to be shy.

If a child lives with shame  
He learns to feel guilty.

If a child lives with tolerance  
He learns to be patient.

If a child lives with encouragement  
He learns confidence.

If a child lives with praise  
He learns to appreciate.

If a child lives with fairness  
He learns justice.

If a child lives with security  
He learns to have faith.

If a child lives with approval  
He learns to like himself.

If a child lives with acceptance and friendship  
He learns to find love in the world.