

Cockernhoe Endowed C of E Primary School



School Handbook

INDEX

List of Governors and Staff	4
Overview	5
School Aims and Ethos	6
Cockernhoe School Organisation	7
Child Protection	7
Curriculum	8
Learning to Read	8
Library	8
Accelerated Reader Programme	8
Religious Education	9
Daily Worship in School	9
Church Worship	9
Physical Education	9
Forest School	10
Music	10
After School Clubs	10
Sex Education	11
Special Educational Needs (SEN)	11
Attendance	12
Sickness	12
Midday Meals	12
Milk	13
School Uniform	13
PE Kit	13
Starting School	14
Parental Involvement in School	14
Communication	14
School Policies	15

GOVERNORS

Chair: Mr Ajay Sule (Diocese)
Vice-Chair: Rev Nick Grew (Diocese)
Mrs Lisa Goodridge (Parent Governor)
Associate Member: Mrs Jill Croxford
Mrs Moira Shrosbree (PCC Governor)

Mr Simon Philby (Headteacher)
Mrs Helen Harris (S&B Governor)
Mrs Sarah Lange (Parent Governor)
Mrs Jane Williams (Staff Governor)
Clerk: Mrs Jane Banks

STAFF

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

Administrative Staff

Mrs Jane Banks
Mrs Ellie Mackrell

Finance Secretary
Administrative Assistant

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

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

COCKERNHOE CHURCH OF ENGLAND PRIMARY SCHOOL

Cockernhoe is a small village to the east of Luton but lies in the County of Hertfordshire.

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 aim of all church schools is to provide the best possible education for each child within the context of a caring Christian community. As Cockernhoe is a village school, it caters for children of all denominations from the age of 4 to 11. Although primarily for children from the village, children from other areas are most welcome, providing there are spaces.

Headteacher: Mr Simon Philby

Chair of Governors: Mr Ajay Sule

Cockernhoe Primary School

Cockernhoe Green

Nr Luton

LU2 8PY



SCHOOL AIMS

The 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 and with eight year groups in the primary (Nursery – Year 6) this gives us a maximum roll of 120.

The school is set above the village green, with a good sized playground, outdoor classroom, play apparatus, garden and wilderness area.

The school is organised as shown in the table below:

Coral Class Ruby Class	Nursery Reception	EYFS
Amber Class	Year 1 and Year 2	Key Stage 1
Emerald Class Sapphire Class	Year 3 and 4 Year 5 and 6	Key Stage 2

The Key Stage 1 and 2 classes all have approximately thirty children. Our learning support assistants work alongside the class teachers to support children in their learning.

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 a club. There is a recorder club for Years 3 and 4 before school and a lunchtime club for Years 5 and 6.

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 are classed as private lessons and therefore need to be paid for by the parents at the beginning of each term

After school clubs

The school provides a variety of lunchtime and after-school clubs, ranging from sports clubs, drama, choir, cookery, crafts and maypole dancing. A new selection of clubs is offered each term. After-school sports clubs run by Premier Sports incur a small charge of £1 per session. There is also a charge for Cookery Club to cover the cost of the ingredients.

As we are a small school, the children are able to join the school teams from an early age. We regularly take part in rallies and matches with other local schools.

Sex Education

After careful consideration the Governors of the school have decided on their 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.

Sickness

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

Midday Meals

A hot, nutritious midday meal is freshly cooked each day and is provided by Hertfordshire Catering Ltd (HCL). There is a meat and other protein dish (fish, egg or cheese) with a selection of hot fresh vegetables and salad, there will always be a vegetarian option available. The second course is a choice between a traditional hot pudding, yoghurt, fresh fruit, home-made cake and biscuit. Special Diets can be accommodated and online application must be made to HCL.

Alternatively parents may choose to send a healthy packed lunch for their child/children. Packed lunches must not include nuts or any nut products, fizzy drinks, chocolate bars or sweets.

Currently, all children in Early Years and Key Stage 1 are eligible for a universal free school meal. In Key Stage 2, dinners are charged at £2.40 each and a half-termly invoice will be sent out. Payment for dinners can be made on a weekly or half-termly basis but it is Hertfordshire Catering Ltd's policy that payment is made in advance at the beginning of each week or half term. Any absences will be deducted from the next half-termly invoice.

Milk

Subsidised milk is available for Infants and Juniors. This needs to be ordered and paid for at the end of each term for the following term.

Nursery aged children, Reception children who will not be five until after the end of the term, and children with Pupil Premium are entitled to free milk (this does not include children on universal free meals).

School Uniform

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.

Starting School

Children can start in 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 in the Reception class are admitted in the September of the academic year in which they are four or five years old.

All children admitted into the Reception class 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 the child is five, they are entitled to do so.

Parents and children are invited into school three times during the term prior to entry to spend a little time in the class, to get to know the teacher 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 cycle 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 our fayres.

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 credit card payments and inform the school of your child's absence.

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

School Policies

For the following policies, please visit the policies page on the school website:

- 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