Little Chalfont Primary School

Ready. Respectful. Resilient.

School Brochure, 2024-25

Contents

Vision & Values

Safeguarding & Equality
School Organisation
- Daily Timetable
- Before & After School Club
- Lunchtime
- Medical Concerns, Absence, Travel

The Curriculum
Curriculum Enrichment
Communication with Parents
Uniform
School Team
Governing Body
PTA
Calendar

Vision & Values

At Little Chalfont Primary School we are: **Ready. Respectful. Resilient.**

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

As a school community we agreed on our key curriculum values: integrity, courage and empathy.

We are trying very hard to reflect and adhere to these values in everything we do both at school and in our time away from school. We have combined these values into our statement: Ready. Respectful. Resilient. This helps us to remember and work by our values everyday across the school.

We ensure, to the best of our ability, to make the opportunities for learning, play, sports and social development available to each and everyone of our pupils. We encourage and support all pupils to take part in all learning and activities on offer, in a safe, happy and caring environment.

We hope and trust that all of our pupils are enjoying their time in school this year and are working hard to be the best they can be. The school community is working hard to bring out the best in us all.

Aims

- To provide high quality education for every child by offering a broad, balanced and stimulating curriculum and by motivating every child to learn as well as possible.
- To help children to develop the best in themselves and to appreciate and respect other people.
- To provide a happy, secure and supportive environment in which children will develop the confidence, responsibility and flexibility to face the challenges they will meet within the school and in the wider community.
- To encourage staff by providing opportunities for professional and personal development and by promoting a mutually supportive atmosphere in the school.

Safeguarding & Equality

- Safeguarding

At Little Chalfont Primary School the health, safety and wellbeing of every child are key priorities. We work in partnership with all stakeholders within our community together with external agencies to ensure all children enjoy their time with us and achieve their potential.
In accordance with 'Keeping Children Safe In Education' we have a Designated Safeguarding Lead (DSL), Mr Hacking, who is supported by Mrs West and Mrs Abadee as deputy DSLs. All staff are trained every two years to ensure they fully understand how to keep children safe.
To promote a safe learning environment for pupils, our recruitment policy includes Disclosure and Barring Service checks on all staff and regular volunteers.

The school has invested significant time and resources into online safety working with Bucks County Council to educate children, parents and staff about keeping safe online. Many great resources are referenced on the school website.

The school gates will be locked throughout the school day with access granted by the School Office via intercom.

- Equality

We believe that all children have a right to be educated in a safe, fair and caring environment where they feel encouraged and confident to succeed. Through our values, our assemblies and teaching we promote a culture of respect and tolerance for all members of our community.

Children's happiness, confidence and progress are carefully monitored on a half-termly basis by their class teacher and the school leadership team. Children are rewarded for their individual achievements, taught how to understand their feelings and encouraged to make decisions as part of the community through the school council.

School Organisation

The Classes

Year N (Nursery)	3-4 years old	Early Years Foundation Stage Curriculum
Year R (Reception)	4-5 years old	Early Years Foundation Stage Curriculum
Year 1	5-6 years old	Key Stage One National Curriculum
Year 2	6-7 years old	Key Stage One National Curriculum
Year 3	7-8 years old	Key Stage Two National Curriculum
Year 4	8-9 years old	Key Stage Two National Curriculum
Year 5	9-10 years old	Key Stage Two National Curriculum
Year 6	10-11 years old	Key Stage Two National Curriculum

The Daily Timetable

8.30am	Gates opened by a member of the school leadership team.
8.40am	Teachers on the playground to meet the class.
8.45am	School starts.
9.00am	Teaching Session 1
10.15 / 10.30am	Break time KS1 / KS2
10.45am	Teaching Session 2
11.45am	Lunchtime
12.45pm	Assembly
1.00pm	Teaching Session 3
3.15pm	End of the school day – teachers walk their classes out.

Before and After School Club

Little Chalfont Primary School is pleased to offer flexible 'Wrap around Care' for its pupils before and after the school day.

We have an early morning breakfast club open from 7.30am until the start of the school day offering a light healthy breakfast. The after school provision runs until 6.00pm each evening and includes a tasty snack. The club is run by Premier Education. Children take part in varied and exciting play opportunities both in and outdoors, engage in organised activities or can choose to spend quiet time relaxing after the school day. Our aim is to provide a friendly and fun environment for the children, with a family atmosphere where older children help the little ones and all of them are able to unwind after a hard day at school. There are creative indoor activities and games, use of the PE resources and also an outdoor playtime, weather permitting.

- Bookings

To ensure we have sufficient staff and resources, families must book children into the clubs termly in advance. To guarantee regular places we offer an Annual Family Registration Fee for all members of your family covering Breakfast & After School clubs. Ad hoc bookings may also be possible providing we have available space. A registration form and fee must have been completed beforehand, then phone the school office (01494 762109) or e-mail bursar@littlechalfont.bucks.sch.uk.

- Fees

· https://www.premier-education.com/schools/wraparound-care/

Lunchtime

Lunch is served from 11.45am until 12.45pm. Children are called to the dining room one class at a time beginning with Reception and finishing with Year 6.

- Hot Lunch Provision

Hot meals are provided by Chartwells who offer a range of tasty and appealing dishes that the children will recognise and want to eat. There will be 3 different hot meal options to choose from each day together with a sandwich choice.

Meal choices and payments are made through Parentpay. Menu choices must be made in advance. If your child is in Reception, Year 1 or Year 2 they qualify for Universal Free School Meals which you must opt in to.

Chartwells have a dedicated customer service line to deal with any queries: 0121 457 5455.

- Packed Lunches

Some families prefer to send their child to school with a packed lunch. A healthy lunchbox could contain:

- Sandwiches or a filled roll
- Fruit or vegetables
- A small biscuit or cereal bar
- A thermos flask containing pasta, rice or soup
- Water is provided in the dining hall but a carton of fruit juice can add nutritional value

We ask families to avoid including unhealthy items such as crisps, chocolate bars and sweets which are high in fat and sugar.

- Allergens

Many members of our school community have severe allergies and therefore certain items are not permitted in lunches:

- nut-based snacks or bars
- Peanut butter
- Sesame products, including humus

Medical Concerns & Sickness

If your child is unwell and unable to attend school, parents are expected to ring (leaving a voicemail option #1) or email the School Office before 9am on the first day of absence and any subsequent days thereafter.

If your child has suffered with sickness or diarrhoea they must stay off school for **48 hours** after their last bout of illness. This is to protect the school community and limit the spread of sickness.

Some conditions may require medication after the child has returned to school. Should the school be required to administer any medication, a green request form must be completed and handed to the School Office with the medication. The medication must be prescribed by a doctor and clearly labelled with the child's name and the dosage.

Absences

No child may leave school during regular hours without permission from the school. Requests for absence must be put in writing to the Headteacher explaining the circumstances. In exceptional circumstances authorisation may be granted. Families should refrain from taking holidays or birthday treats during term time and such requests will be marked as unauthorised absence.

Travelling To and From School

The school reviews its Travel Plan on an annual basis. Member of the school community are encouraged to walk, bike or scoot to and from school. Those who must drive, are asked to park sensibly outside of the school being respectful of our neighbours properties and driveways. There is currently an unofficial one-way system in place during busy times along Oakington Avenue to improve traffic flow.

Parents are expected to follow the Highway Code at all times around the school and should model road safety to the children. Within school, members of Year 6 are trained annually as Junior Road Safety Officers to help educate the children.

The Curriculum

At Little Chalfont Primary School, pupils have access to an enriched knowledge-engaged curriculum. We provide a practical and challenging approach to maths and science to complement the exciting and detailed English provision. Specialised teachers provide unique opportunities in DT and French. Enrichment is at the heart of what we do: we use Chromebooks to code; we enjoy sport competing against other schools; we utilise our school grounds managing the pond and planting trees and we immerse our community in British Science Week; we have curriculum-linked sessions in the edible garden and all children in KS2 learn 4 musical instrument taught by a specialist music teacher.

Our curriculum is sequential and spiral designed to develop secure knowledge. It is linked to our core values: ***Ready. Respectful. Resilient.*** alongside our curriculum values: courage, empathy and integrity. We combine detailed subject knowledge with the appropriate skills to provide a rounded education for all of our pupils. Children at Little Chalfont Primary School experience practical, purposeful learning that promotes creativity and independence.

- Early Years

The learning in Nursery and Reception is child initiated. Staff guide the children using their interests an passions to cover the seventeen areas of learning and instil the characteristics of effective learning.

- Key Stage One

Children are taught subject specific lessons covering the national curriculum. Each morning consists of phonics, English and maths before exploring other subject areas in the afternoons.

The Curriculum

- Key Stage Two

Children are taught the full range of subjects as required by the national curriculum. Every day starts with reading, maths and English. French lessons are included in the timetable at Key Stage Two and taught by a specialist language teacher. Djembe drums, violin, keyboard and ukulele are taught by a specialist music teacher.

- Special Educational Needs (SEN)

Our SEN provision is coordinated by the SENDCo who overseas the specific support given to individual children to help them succeed across the curriculum. Children are helped in a variety of ways: teachers may be given strategies to apply in lessons; some children may complete specific programs during intervention sessions and others may benefit from input from external specialists. Mrs Abadee is the SENDCo and can be reached at sendco@littlechalfont.bucks.sch.uk

Curriculum Enrichment

At Little Chalfont Primary School, we believe in providing children with a broad and engaging learning experience. We strive to deliver immersive opportunities both in lessons and as part of the wider development of our pupils.

- Within Lessons

Little Chalfont Primary School has invested in a range of resources to provide practical opportunities across the curriculum. We use respected schemes including White Rose Maths, Jigsaw PSHE, Discovery RE and PE planner. In Science, we have engaged with the wider community participating in British Science Week in March and sending groups of children to undertake science lessons at St. Clement Danes School. The school owns a full set of Chromebooks and Micro:bits to enhance the computing provision and give children access to a range of online resources.

The school has invested in specialist rooms and teachers to provide a high level of provision. We have a Design Technology (DT) workshop for children to enjoy weekly lessons using a range of resources and tools. There is a children's kitchen used by all classes to create a range of delicious cakes, soups and meals every half term. The school employs music specialists to deliver lessons to Key Stage Two classes. Currently, children learn drums (Y3), violin (Y4), keyboards (Y5) and ukulele (Y6).

- Outdoor Learning

In recent years, the outside spaces have been improved allowing learning to move outside of the classroom. The pond area, bug hotels, tunnel and play corner and incredible edible garden project are the highlights of the school grounds.

The children visit the garden weekly to plant, harvest and maintain the garden. All sessions are closely linked to the curriculum. Further information can be found here.

Curriculum Enrichment

- Offsite Experiences

Pupils in Year 5 and Year 6 experience residential trips as part of their personal development learning independence, organisation and teamwork. Our teaching team are keen to take the children into different environments to strengthen their learning. Recently, our children have visited: the Chess Valley, Bhaktivedanta Temple, Sky Studios, the indoor rainforest, a bakery, Verulamium, Ashridge Estate, the Roald Dahl museum, Green Dragon farm and the Houses of Parliament.

- Sports

At Little Chalfont Primary School children participate in a range of internal competitive fixtures through House Matches. We also compete locally in a range of sports including football, netball, cricket and hockey.

- Clubs

Staff and external providers offer a wide range of clubs for children to participate in during their lunchtime or after school. The provision is refreshed each year and includes: chess club, gymnastics, dance, cricket, netball, tennis, cross country, cheerleading, musical theatre and mini-tennis.

Communication with Parents

Website
The school website is a hub for all information regarding events in the school. It is updated daily including the school calendar, newsletters and letters. Class pages also include information about homework and any items required in the class. http://www.littlechalfontprimaryschool.co.uk/

Email / Text Messages
Information about imminent events, changes to plans, letters and reminders are sent out via text or email. Parents can register with Schoolcomms to receive all these communications into one app.

Newsletters
Sent out each Friday, the newsletter contains an interesting and engaging summary of events that happened during the week together with dates of upcoming events. The newsletters are stored on the school website and can be found here.

Behaviour
Children are recognised for their efforts with 'dojo points'.

Consultations with Staff

Consultations are held in the Autumn and Spring Terms when the general progress of the children is discussed. Time is limited at these meetings and parents are requested to make an additional appointment, if they anticipate that the discussion of a problem may prove lengthy. Teachers will discuss with parents the individual learning goals and targets for their child. There is no consultation in the Summer Term as a detailed written report is provided explaining the progress of the child over the academic year.

Information Evenings
Various meetings during the year may well be arranged to keep parents informed and updated. These meetings address such issues as curriculum changes, assessment procedures, school residential trips, etc.

Celebrations

The school holds a "Walkabout Afternoon" in the Summer Term, when children's work is displayed. Parents and visitors are welcome to attend. Parents are also invited to attend a yearly class open morning and other curriculum events such as British Science Week.

School Uniform

Nursery

Black trousers, shorts or leggings
Red sweatshirt or cardigan with school logo
Red and white checked dress in summer
White polo t-shirt
Black or grey socks
Black shoes

Whole School

Black trousers, shorts, skirts or tunics
Red and white checked dress in summer
White shirt, polo shirt or blouse
Red sweatshirt or cardigan with school logo
Red school fleece
Black or grey socks
Black, red or white tights
Black shoes

P.E. Kit

Black shorts
T-shirt in house colours
Black plimsolls
Grey school sweatshirt (KS2)
Black jogging bottoms (KS2)
Trainers (KS2)

Uniform can be ordered here https://beatschooluniforms.co.uk/schools/little_chalfont_primary_school/

Our School Team

Leadership Team

Mr Hacking, Mrs West and Ms Malton

Teaching Team

Mrs Abadee, Mrs Chester, Mrs West, Mrs Rowley, Mrs Platt, Ms Malton, Mr Kilcoyne, Miss Redmond, Mr Attwell, Miss Higgs, Mrs Cook, Mrs Nowlan & Mrs Worthington.

SCITT Trainee teachers

Miss Hawkins and Mrs Dommett-O'Driscoll

Administrative Team

Mrs Board & Mrs Kendal

Premises Team

Mr Ditta & Mr Cox

Learning Support Assistants

Mrs Blunden, Mrs Wojcik, Mrs Ward, Mrs Rawal, Mrs Jones, Mrs Elderfield, Mrs Botwright, Mrs Paranjape, Mrs Khan, Mrs Jones, Mrs Bradshaw & Mrs Davies

The Governing Body

The Governing Body plays a vital role to play in making sure every child at Little Chalfont Primary gets the best possible education.

The Governing Body has three core functions

- to ensure the clarity of vision, ethos and strategic direction
- to hold the Headteacher to account for the educational performance of the school and its pupils
- to oversee the financial performance of the school and making sure its money is well spent.

The role of the Governing Body is to also provide support to the head teacher and offer constructive challenge to ideas and decisions. However, it is important to understand that Governors do not have an operational role within the school and are not involved in day-to-day decision making.

- Governing Body Members

Rob Hacking	Headteacher
Simon Barrett	Chair of Governors
Heather Pentney	Vice Chair of Governors
Sarah Geary	Parent Governor
Mike Dear	Co-opted Governor
Sunny Dosanjh	Co-opted Governor
Caroline Osborne	Co-opted Governor
Ravi Shah	Parent Governor
Terri Abadee	Staff Governor
Sara West	Associate Member
Jo Pearce	Clerk to the Governors

Parent Teacher Association (PTA)

A thriving and supportive association which helps with fund-raising and, equally importantly, organises a variety of social occasions to give everyone an opportunity to get to know each other.

Co-operation between home and school is of the utmost importance to all concerned. In recent years the parents have raised funds to help the school on several major projects. These include the maintenance of the children's kitchen; the outdoor wooden huts; activity trail; playground games and equipment; computer equipment; upgrade to the children's library system; established 'Willow Corner' - a planted garden area for children to spend quiet time; The Incredible Edible Garden; and the outdoor space for the new Reception classroom.

The PTA endeavour to spend their funds in ways that will benefit all children across all areas of the school and curriculum. They also have special larger projects, such as providing a full class set of new iPads, which involves setting aside money over a few years to make a major improvement to the pupil's learning experience.

Further details about the PTA can be found on the website:

http://www.littlechalfontprimaryschool.co.uk/pta

Voluntary Helpers in School

We are fortunate in the help we receive from parents and others on a regular basis and in a variety of ways. These include:

- Listening to children read
- Taking small groups for cookery or sewing
- Helping in the library
- Helping with games
- Helping with ICT

Other help may be very welcome, such talking to a class about your job or an area of expertise, help with projects or craft work, as well as help with supervision on school trips. There is a legal requirement that all volunteer helpers are subject to a Disclosure and Barring Service (DBS) check.