



Ford End C of E Primary School  
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**Executive Head Teacher**

Mrs Maire O'Regan

**Head of School**

Mrs Sarah Cottee

**Chair of Governors**

Mrs Jane Jee

**Status & Character**

Church of England Primary School  
Boy & Girls aged 4-11 years

### The School

Ford End School was opened in 1872. It was originally established by the Church of England to educate the children of the parish of Ford End. The Victorian building was a large hall next to the Head Teacher's house. Several alterations and additions have been made over the years. The premises now consist of 4 well equipped classrooms, including our amazing EYFS play area for outside learning. A learning hub, library and a hall equipped for PE and school assemblies. The playing field has a football pitch and there is a well-equipped playground area, two climbing frames, climbing wall, a tunnel and a gazebo.



The primary aim of our school is to provide a safe, welcoming and caring environment so that children can

learn to enjoy a creative and challenging curriculum. We have strong links to the village and our local church, St John the Evangelist, which helps to strengthen our family orientated approach.

Being a small school allows us to have very close relationships with our children and their families. We expect the children to be respectful and tolerant of one another and to have a positive attitude to their learning. The staff and governors work hard to ensure that the school reaches out to every individual child and their needs.



## Message from our Chair of Governors

Welcome to Ford End Church of England Primary School where children are inspired to perform at their best, achieve outstanding personal development and maximise their potential. Here 'Pupils develop the sense of security needed to become confident learners. They are polite, eager and co-operative' - Ofsted report, February 2018.

We are a close-knit community of children, staff, parents and governors with a welcoming and nurturing atmosphere and a Christian ethos, located in a rural village setting. 'This school is just like one big family', a child remarked to the Ofsted Inspector. Being a small school, we have an unusually high teacher to pupil ratio. Our dedicated teachers and teaching assistants know the children well; they take pride in ensuring that each child's individual educational needs are continually understood and met as they develop and progress through the school.

Our facilities are excellent and our buildings and equipment are constantly being improved to provide a great environment with which to promote our children's learning and growth. We help the children to develop their interests with a range of after school clubs. We welcome parents' participation in school life and help them to support their children's learning. We encourage parents to discuss their children's progress with staff and the Head of School. Our Governors are dedicated and supportive.

We concentrate on addressing the needs of the whole child; our children develop their social skills throughout their time at the school; they absorb and make the most of the Ford End experience to become well-adjusted, valued citizens. The Secondary schools who take our pupils have often commented on their confidence and capability.

In our latest Ofsted report of February 2018 ([www.gov.uk/ofsted](http://www.gov.uk/ofsted)) we were graded a 'good' school.

**Jane Jee**

***Chair of Governors***



## Curriculum

We want all of our children to reach their full potential academically, spiritually, physically, socially and culturally, with the individual's needs being of paramount importance.

Our Curriculum Plan takes its fundamental objectives and aims from the National Curriculum 2014 document and also provides planned opportunities that make up the wider curriculum, resulting in a vibrant and highly enriched curriculum. We believe that the School Curriculum should be broad and balanced, offering children the opportunity to achieve success across all areas and via an ethos of care, love and support to become well rounded, empathetic young people with a thirst for learning and respect for all around them.



Our Christian Vision and British Values also support the development of the cultural aspects of school life.

We believe passionately in giving the children ownership of their learning. We support our children in becoming 'aspirational' – aiming high – in order to make the most of their learning opportunities. Teaching and Learning is matched to pupils preferred learning styles and is differentiated to match ability.

HOPE AND A FUTURE



## **Mission Statement**

We are fully committed to the beliefs of LIFE Education Trust: Courageous Optimism, Boundless Creativity and Heartfelt Compassion, which we believe support our Christian foundation and our distinctive Christian ethos and build great learning communities.

Our expectations are high for both pupils and staff and we believe in being aspirational. Our motto is “Hope and a Future” and we aim to give all our children the tools they need to flourish and prosper. Our Vision, “ *For I know the plans I have for you declares the Lord, plans to prosper you and not to harm you; plans to give you hope and a future.*” Jeremiah 29:11, support us all in our endeavours to achieve this.

Ford End is a wonderful school with delightful children who are a joy to teach and support, and together with LIFE Education Trust, we will continue to serve our community and give all our children the hope they need for a fulfilled and successful future.



## The Staff

Teaching staff	Support
Executive Headteacher: Mrs O'Regan	Admin: Mrs Whittaker
Head of School: Mrs Cottee	
Teacher: Miss Scott	Kitchen Assistant: Mrs Quilter
Teacher: Miss Bailey	Midday Assistant: Miss Ridsdale
Teacher: Mrs Greenberg	
Teacher: Mrs Welch	
Higher Level Teaching Assistant: Mrs Cluff	
Teaching Assistant: Miss Roe	
SENCO: Mrs Rudkin	

## Governing Body

Name	Role
Mrs Jane Jee	Chair of Governors
Mrs M Regan	Vice Chair of Governor
Mr T Pass	
Mrs H Hounsom	
Mrs G Howeson	
Mrs A Sedina	
Mrs S Webb	
Mr R Bristow	



## **School Uniform**

### **Winter uniform:**

Grey trousers/skirt/pinafore/shorts.

Grey tights or socks.

White shirt.

School tie (Available at the uniform supplier shop.)

Green V neck jumper / cardigan with school logo.

### **Summer uniform:**

Green gingham dress / grey shorts / skirt

White socks.

White shirt and school tie.



**Shoes:** Black shoes (not trainers or trainer type shoes or boots)

**Bookbag:** Green with school logo

**Hair:** Long hair tied back at all times

**Jewellery:** A watch and one pair of small stud earrings, the child must be able to remove these earrings independently before P.E.

### **PE Kit:**

White T Shirt

Dark tracksuit bottoms and sweatshirt

Green PE shorts

Trainers

**Logo uniform available to buy from**

<https://www.onestopschoolgear.com/find-your-school/ford-end-primary>



## The School Week

Day	Time
Monday	08.30 to 15:00 KS1 15.05 KS2
Tuesday	08.30 to 15:00 KS1 15.05 KS2
Wednesday	08.30 to 15:00 KS1 15.05 KS2
Thursday	08.30 to 15:00 KS1 15.05 KS2
Friday	08.30 to 14:30 Whole school

## The School Day

The school opens daily at 8.30-8.40am. Registers are taken at 8.45am. Your child will receive a late mark after that time. Children arriving after 8.45am are required to come in via the front of school accompanied by a parent/carer to sign them into our 'Late Book' and provide a reason for their lateness which is recorded.

**PE Days:** EYFS – Wednesday & Friday / Class 1 – Friday / Class 2 & 3 - Tuesday  
Children are required to wear PE kit for the whole day on their PE days.

## Attendance information

Government regulations require schools to keep a detailed record of pupil absence and to distinguish between authorised and unauthorised absences. For this reason, it is important that you **phone the school office by 9am** to notify the school on the first day of absence. In the case of a medical or dental appointment a written note must be given to the class teacher. If a child's absence falls below 95% you will receive a note from the Head Teacher to discuss the reason for the absences and to see if the school can help and support your child.

A leave of absence form can be requested for extenuating circumstances; however, the school are unable to authorise absence for a family holiday.



## **Admission Arrangements**

We follow the admissions policy agreed with Essex County Council which states;

Children living in the priority area at the time of application and determination will be allocated a place at the school, providing the application is received by the closing date. In the event of over subscription any remaining places will be allocated using the following criteria in the order given:

- Looked after children
- Children with a sibling attending the school
- Remaining applications
- In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above.

Girls from our school get automatic entry to our LIFE partner secondary school, Frances Bardsley Academy for Girls. Ford End School is also part of the River Chelmer School Partnership and therefore boys and girls from our school get automatic entry to Chelmer Valley High School.

Early Years Admission - Spring and Summer born children are admitted in Autumn, full time. These admissions are dealt with by Essex County Council.

Mid-year Admission – All mid-year applications are dealt with by the school. Please email [admissions@lifeeducationtrust.com](mailto:admissions@lifeeducationtrust.com)

## **Complaints Procedure**

The school places great emphasis on a home school partnership and hopes that all problems will be dealt with speedily by informal means. The first person to consult is the child's teacher and then the Head Teacher.



## **The School Organisation**

Classes in our school are grouped vertically. The EYFS children are taught in a group. Year 1 and 2 are taught as a class, Year 3 and 4 are taught as a class, as are Year 5 and 6. Each child is taught at his/her own level of ability within the boundaries of the National Curriculum.

The Schools SEND Policy is based on The Special Educational Needs Code of Practice (DfEE581/2001) The SENCO, class teacher and external agencies will help identify and assess the special needs of individual children. We will use all the available resources available to the school, in order to meet the needs of every child and will attempt to make full use of external facilities where appropriate. The school's SEND policy is updated annually and has regard for the Education Act 1993 and the Code of Practice on Special Needs.

## **School Houses**



Children are divided into four houses: Oak, Ash, Chestnut and Willow. Each house has a House Captain and a Vice House Captain. The children are awarded house points. Each week a house is awarded the house cup trophy. We also have our Sports Captains.



At Ford End we are proud of our pupils and take their views seriously. We have an established School Council comprising one pupil from each year group, our Ambassadors and Head Boy and Head Girl. The members are all voted for by their peers.



## **Lunches and Snacks**

Children may purchase school lunches or bring a packed lunch. Our school meals are cooked at Great Waltham School and transported in. They are delicious, healthy, home cooked and comply with the latest nutrition guidelines. They must be ordered in advance. EYFS and KS1 children receive Government funded Free School Meals. For KS2 children the cost is £2.20 each. A menu is sent out weekly via ParentPay and payment is made online.

If your child brings a packed lunch, please include fruit/vegetables every day in order to comply with government health standards and help us achieve our Healthy Schools accreditation. In addition, sweets are not allowed for lunches or snacks.

Children may bring in healthy snacks to be eaten at break time. These can be fruit, vegetables or plain biscuits in a recyclable container. Crisps, sweets and chocolate biscuits are not suitable at snack-time.

We have a 'No Nuts' policy at Ford End School. Please do not allow your children to bring any foodstuffs containing any type of nut onto the site, including chocolate spread.

## **Homework**

Homework is provided for all children. The children are expected to read, learn spellings, learn tables and complete a maths/literacy activity per week. Children have one week to complete this homework.



## **Clubs**

A range of clubs have been made available including drama, gymnastics, football, lego and dance. See full list of clubs as they change on a termly basis. All clubs are paid for through the ParentPay or via any external organisation running them.



## **School Trips, Visits and Off-Site Activities**

We aim to provide an enriched and varied curriculum at Ford End C of E Primary School, which can involve various visits to enhance your child's learning. We endeavour to keep the cost of these trips as manageable as possible and plenty of notice is given before the educational trip takes place. Year 5 and 6 visit an activity centre on a residential trip and take part in outdoor pursuits with an overnight stay. This trip is held every 2years.

## **School reports**

As well as two progress meetings, parents receive a school report in the summer term. This has a clear succinct format which clearly identifies what the children can do and the amount of effort they put into their learning and targets for the following year.



## **Communication with Parents**

We regularly communicate with parents electronically. When children join the school parents are asked to join ParentPay - This system is used to order school meals and make trip payments. Parents are encouraged to come and talk to the class teacher after school if there are any problems or concerns.

## **Links with the community**

We have close links with the community. As a church school, we work closely with St John the Evangelist church in Ford End. We are dedicated to introducing projects that will support our local church and our local environment.

The community are invited to school events and we make all our events public through our website and weekly newsletter. Harvest, Christmas, Easter and Leavers services are held at St John the Evangelist, Ford End or the school hall and everyone is welcome to attend. We also invite parents to our Friday Celebration Assemblies each week.

At Ford End Primary School we have a very active PTA (Friends of Ford End School), which arranges social events and fund raising activities. These benefit the life of the school and the children. All parents are members of the Association and are encouraged to take part in this important part of school life.

Please follow us on Twitter to see our weekly updates:



@FordEndPrimary