



Ford End C of E Primary School
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Executive Head Teacher

Mrs Melissa Taylor

Deputy Head

Miss Johanna Bailey

Chair of Governors

Mrs Mary Regan

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 Primary School. I am the chair of the Local Governance Committee, a group of highly motivated and committed volunteers, who know the school very well and have a clear understanding and support of the school's visions, aims and high expectations for all our pupils.

We have been part of LIFE Education Trust since 2020 and this has enabled us to develop and solidify our plans for the children attending our school. It has provided a high level of support in all areas of school life.

As a small rural primary we benefit from close relationships amongst staff, pupils and families, but we also have three other similar sized primaries within the Trust, with which we share planning, resources, training, expertise and most importantly fellowship. We can also count on support from our membership of the River Chelmer Primary Partnership, particularly as regards to local issues and initiatives.

We achieved excellent results in SATS this year, 2022, of which all staff, governors and trustees were very proud.

The school underwent a SIAMS inspection on 10/11/2021 (Statutory Inspection of Anglican and Methodist Schools), during which our vision "Hope and A Future" and the culture of our whole school community was recognised. One of my favourite quotes from the report is "Beneficial and wide-ranging collaborative partnerships enable staff to provide exceptional care for pupil's progress, enabling them to flourish". Our children flourish both academically and as individuals with great potential.

Mary Regan



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
Exec Headteacher: Mrs Taylor	
Head of School: Miss Bailey	Admin: Mrs Whittaker
Teacher: Miss Scott	
Teacher: Miss Bailey	Kitchen Assistant: Mrs Quilter
Teacher: Mrs Greenberg	Midday Assistant: Mrs Fisher
Teacher: Mrs Welch	
Teacher: Mrs Wilson	
Teacher: Mr Appleton	
SENDCO: Ms Fisher	
HLTA: Mrs Cluff	
Teaching Assistant: Miss Roe	
LSA/SENCO Support Manager: Mrs Fisher	

Governing Body

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



School Uniform

Winter uniform:

Charcoal grey trousers/skirt/pinafore/skort.
Grey tights or socks.
White shirt (NOT polo shirt).
School tie (Available at the uniform supplier shop.)
Green V neck jumper / cardigan with or without school logo.

Summer uniform:

Green checked dress
Charcoal grey shorts/skirt/trousers/skort
White socks with summer dress. Grey socks with normal uniform.
White shirt (NOT polo 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 with or without logo
Green sweatshirt
Green or black tracksuit bottoms
Green or black 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, Year 1 & Year 2 – Friday / Year 3 & Year 4 – Tuesday / Year 5 & Year 6 – Monday.

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

Complaints Procedure

The school places great emphasis on a home school partnership and hopes that all problems will be dealt with speedily by normal 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 2 years.

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



LIFE Education Trust