



Ford End C of E Primary School 2025 - 2026 Brochure



CONTACT:

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Proudly Part of
LIFE Education Trust



Headteacher	Mrs Sarah Tate
Hub Leader	Mrs Melissa Taylor
Chair of Governors	Mrs Gillian Howeson
Status & Character	Church of England Primary School Boy & Girls aged 4-11 years

Number of Pupils on role as of September 2025	48
Number intended to admit in academic year 2025/2026	12

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. Several alterations and additions have been made over the years.

The building now consists of 4 well equipped classrooms, a newly refurbished library and large indoor hall. Additionally we have fantastic outdoor facilities including a large playing field and playground, outdoor play equipment, an outdoor gym area and a purpose-built EYFS area.

Being a small school allows us to have very close relationships with our children and their families. We have strong links with the village and our local church, St John the Evangelist, which helps to strengthen our community-orientated views. Our children are respectful and tolerant of one another and have positive attitudes to their learning, both inside and outside of the classroom. The staff and governors work hard to ensure that the school personalises our approach to each pupil to ensure that everyone flourishes.





School Values

Our School values are **Heartfelt Compassion**,
Courageous Optimism and **Boundless Creativity**.

We live these values whilst maintaining a commitment to our Christian ethos.

Curriculum

We want all of our children to reach their full potential academically, spiritually, physically, socially and culturally.

Our curriculum takes its fundamental objectives and aims from the National Curriculum alongside a variety of planned opportunities that make up the wider curriculum. This results in a vibrant and highly enriched experience for all children, with each individual's needs being of paramount importance.

We believe that a curriculum should be broad and balanced, offering children the opportunity to achieve success across all areas, via an ethos of care, love and support, to become well-balanced, empathetic young people with a thirst for learning and respect for all around them.

Our Christian Values, alongside the Fundamental British Values, 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.

In our school, all teaching and learning is matched to pupils preferred learning styles and is differentiated to match each pupil's needs and abilities. We offer a personalised approach enabling all of our children to flourish.





Our School Team

Teaching Staff	Support Staff
Headteacher: Mrs Tate Hub Leader: Mrs Taylor Teacher: Mrs Marciano Teacher: Miss Scott Teacher: Mrs Greenberg SENDCO: Mrs Smith and Mrs Clements	Administration: Mrs Morgan Operations Manager: Mrs Monger HLTA: Mrs Fisher LSA: Miss Malone LSA: Mrs Poulteney Kitchen Assistant: Mrs Quilter Site Manager: Mr Gibson

Our Governing Body

Name	Role
Mrs Howeson	Chair of Governors
Miss Connor	Governor
Mr Goldberg	Governor
Rev Pierce	Governor





School Uniform

Winter Uniform:

White shirts (NOT polo shirts)

Green and gold striped tie (clipped or traditional)

Charcoal grey trousers/skirt/pinafore/skort

Green V neck jumper/cardigan with or without school logo

Grey tights or socks

Black leather-type shoes (not trainers)

Summer uniform:

White shirt (NOT polo shirt)

Green and gold striped tie (clipped or traditional)

Charcoal grey shorts/trousers/skirt/ skort / pinafore

Green and white checked dress or playsuit

White socks (with summer dress) or grey socks (if not wearing a summer dress)

Black leather-type shoes (not trainers)

PE Uniform:

White T Shirt with or without logo

Green sweatshirt with or without a logo Green or

black shorts/ jogging bottoms Plimsolls or

trainers (plain where possible)





Purchasing Uniform

Please ensure that all uniform is clearly named.

All logoed uniform is available from One Stop School Gear (Beehive Lane, Chelmsford): www.onestopschoolgear.com

Alternatively, pre-loved uniform is available from the PTA.

P.E. Days

EYFS, Year 1 & Year 2 - Wednesday

Year 3 & Year 4 - Monday

Year 5 & Year 6 - Wednesday

Children are required to wear their kit for the whole day on their PE days and should therefore come to school dressed in the appropriate kit.

Jewellery: Jewellery is limited to wearing a wrist watch and one small, gold or silver stud in the bottom of each ear. Jewellery will need to be re-moved for PE and sports clubs. (Plasters over earrings are not permitted.) School badges, e.g. Head Boy badge, can be worn on the school uniform. No other jewellery or badges are permitted.

Make Up: No make-up or nail varnish is permitted.

Hair: Long hair needs to be tied back. Hair should be of natural colour and not extreme styles.

Hats: Please provide a sunhat in hot sunny weather, if required.

Sunscreen: Please apply to your child during hot weather, if required.

Head Wear: Religious items, such as hijabs, should only be worn by those of faith and should be green/black/grey.





Admission Arrangements

We follow the admissions policy agreed with Essex County Council which states that children living in the priority area at the time of application and determination will be allocated a place at the school, provided 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.

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 admin admin@fordend.essex.sch.uk

Arrangements for Parents to Visit the School

At Ford End Primary School we operate an 'open door' policy; parents are welcome to speak to the Headteacher or class teacher, should they ever feel they need to. Should you wish to make an appointment, please email the school office on admin@fordend.essex.sch.uk





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.

SEND Information

The school's SEND Policy is based on The Special Educational Needs Code of Practice (DfEE581 /2001). The SENDCo, class teacher and external agencies will help identify and assess the special needs of individual children. We will use all the 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.

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 90%, you will receive a note from the Headteacher 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.





Collective worship

As we are a Church of England School, Christian Distinctiveness is evident in our vision and values. Parents have a right to withdraw their children from daily act of worship, should they feel it is inappropriate for them. Parents also have the opportunity to withdraw their child from RE lessons. Should parents wish to discuss withdrawal, they must book an appointment with the Headteacher.

Homework

Homework is provided for all children. The children are expected to read daily, as well as practice their spellings and timestables. The children will also receive a simple, weekly project. The details of each project are set out clearly on a printed sheet and will be sent home in their homework books. Children in Years 5 and 6 will also be required to complete a small amount of maths practice, as part of their homework. Homework is set on a Friday and due back the following Thursday.

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 Headteacher, if the teacher is unable to rectify your concern, followed by the Hub Leader. For more information please refer to our Complaints Policy.





The School Week

Important: Please inform the office if your child is being collected by a friend or relative not known to the staff.

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

After school clubs run each day until 4:15pm (3:30pm on a Friday). The current club offer can be found on the My Child at School app and the school website.

School Trips, Visits and Off-Site Activities

We aim to provide an enriched and varied curriculum, which can involve various visits to enhance your child's learning and cultural capital. 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 children take part in a residential visit every two years.





School Meals

Ford End Primary is a 'Healthy School'.

Our school meals are cooked at Great Waltham School which are then delivered to Ford End. They are delicious, healthy, home cooked and comply with the latest nutrition guidelines. School meals of any kind must be ordered a week in advance. EYFS and KS 1 children receive Government funded Free School Meals. For KS2 children the cost is £2.45 each. A termly menu is available on the My Child at School app, which is where meals are also booked and paid for.

Please note, we have a strict 'no nuts' policy at Ford End School.

My Child at School

We use MCAS, an online payment system, for paying for all clubs, school lunches, trips and other activities. You will also book your children's meal choices in advance through this site. We are a completely cashless school unless we are fundraising for a specific cause.

Clubs

We offer a range of clubs at Ford End C of E Primary, which have included football, tennis, running, ukulele, choir and dance. Clubs change on a termly basis following feedback from the children. We endeavour to offer a wide variety of clubs to our children

All clubs are booked and paid for through the My Child at School app.





Staff Training

Courses are identified by the teaching staff, the School Development Plan and at professional development meetings and this training has a positive impact on the teaching and learning throughout the school.

Staff work closely together, both in school and across the Trust, supporting and observing each other in their professional roles as Subject Leaders.

All the Teaching Assistants and Midday Assistants are given opportunities to attend courses that support their work in school.

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.

Please follow us on Instagram to see our weekly updates:



[fordend.life](https://www.instagram.com/fordend.life)

School Reports

As well as two progress meetings, parents will receive a school report at the end of each school term. These have a clear succinct format which clearly identifies the children's achievements, the amount of effort they put into their learning and some simple targets to support them in their next steps.





Links within the Community

We have close links with our local community and greatly value these relationships.

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 church, village and local environment.

The community are invited to school events and we make all our events public through our website and weekly newsletter.

Harvest, Christmas, and Easter 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 Celebration Assemblies at the end of each half term.

At Ford End Primary School we have a fantastic PTA , who arrange work incredibly hard to support our children and our school. Any family member is invited to become a part of our PTA. Meetings are held throughout the school year in order to plan a wide variety of different events and activities. The PTA welcome new ideas and utilise people's strengths and passions.

School Results

For our lasts school results, please see the school website.

