

Terling Church of England (Voluntary Aided) Primary School Prospectus



Flourish and Shine in all that we do
"Those who are wise will shine like the brightness of heavens"
Daniel 12:3

**New Road,
Terling,
Chelmsford,
Essex,
CM3 2PN**

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The School's History

Terling CofE Primary is a small village school which holds our vision, "**Flourish and Shine in all that we do**" at its heart. Our vision is underpinned by our Christian beliefs. We celebrate the uniqueness of every child within our Christian community while we work to support and challenge our children. We support them to flourish and shine in all they do, preparing them for life's journey. We build upon our Christian values of respect, trust, courage and truthfulness.

We are ambitious about what we want our pupils to achieve, and strive to provide the very highest standards of education. Our staff are highly committed, hardworking and motivated. The school is a unique place, set in beautiful surroundings with strong links to the church and local community.

The school was built by the second Lord Rayleigh in 1851, to provide education according to the principles and practices of the Church of England. It was enlarged by the addition of two new classrooms, a hall and kitchen in 1965.

The children are central to everything we do as a fully inclusive school. We expect all our children to achieve to their full potential by means of a challenging and exciting curriculum that develops a passion for life-long learning.

Church schools are part of the nation's maintained system of education and are operated in partnership with the Local Authority. Each Church school has a Governing Body constituted in accordance with its instrument of government which is responsible for the school and on which the Church, Local Authority, Parents, Teachers and Staff will be represented.

Terling's Christian Distinctiveness Values

The gifts of **courage, trust, respect** and **truthfulness** are the values of Terling Church of England Primary School.

We chose the value respect because the Bible encourages us to value difference, our school environment and our community.

We trust in God to guide us, we trust each other to do the right thing, to look after each other and care for each other. We trust our friends to support us.

We have the courage to try new experiences, to face challenge and to get things wrong, building our resilience.

We build our beautiful rural setting into our curriculum. Our unique, close-knit community helps us build excellent relationships with individual families and children.

We support and challenge our children – academically, spiritually, socially and emotionally – preparing them for the next stage of their education. We equip them with the confidence and life skills to reach their God-given potential.

Our children flourish and grow with a caring, respectful Christian ethos that includes responsibilities around the school. Our children shine as we celebrate their many successes.

Status and Character: Church of England [Aided] Primary

Primary: Girls and Boys 4 - 11 years

Headteacher: Mrs Sarah Meares

Chair of Governors: Mrs.S McNamara

Number of Pupils on Roll September 2020: 101

Published Admissions Number 2021/2022: 17

Arrangements for Parents to Visit the School

Prospective parents are most welcome to visit by booking onto a planned tour of the school. Please contact the school office.

We value and respect the knowledge each parent has of their own child and we endeavour to work in partnership with them.

Parent consultations are held every term, when parents and teachers will discuss children's progress. Parents are also invited into class, to whole school/class events and to look at their child's work and talk to the class teacher.

We hold regular Parent Forum meetings throughout the year, where parents and staff meet together to discuss a range of topics.

We also have an 'open door' policy for parents, so that they can meet with the class teacher.

Class Organisation

All our children in the Foundation Stage start school at the beginning of September. They complete one week of part-time schooling and from the second week they are in full-time.

The children are placed into classroom groups according to their age. Our classrooms are named after local Terling farms.

Foundation Stage (Taylors)	Mrs Stephanie Roberts/Mrs Rachel Vincent
Years 1 & 2 (Sandypits)	Miss Alicia Ellingham
Years 3 & 4 (Leylands)	Mrs Maxine Partridge
Years 5 & 6 (Fardings)	Ms Julia Bacon

School Day

The school is open for the children from 8.40am. The teachers have prepared early morning work for all children and they focus on this until the register is taken. This time of day is very important for the children as the early work often links to the main activities of the day.

Monday

8.55	Registration
9.00 - 9.20	Assembly
9.20 - 11.00	Lesson 1 (Including Read Write Inc and Spellings)
11.00 - 11.15	Break
11.15 - 12.15	Lesson 2
12.15 - 1.15	Lunch Time
1.15 - 3.10	Class Time
3.10	Finishing Time (KS2 finish at 3.15)

Tuesday - Friday

8.55	Registration
9.00 - 9.30	Read Write Inc and Spellings
9.30 - 11.00	Lesson 1
11.00 - 11.15	Break
11.15 - 12.15	Lesson 2
12.15 - 1.15	Lunch Time
1.15 - 2.30	Class Time
2.30 - 2.45	Assembly
3.10	Finishing Time (KS2 finish at 3.15)

Holidays

Holidays in term time will always be unauthorised. We ask parents to book holidays during the school holidays, even though we understand that this is more expensive. It is important for children to be in school during term time.

Inclusive Term Dates 2020/2021

Autumn	September 3rd – October 22nd November 2 nd – December 17 th
Spring	January 5 th – February 12 th February 22 nd – March 26 th
Summer	April 12 th – May 27 th June 7 th – July 21 st
<i>The following non-pupil days have been agreed by the Governing Body:</i> September 2 nd , October 23 rd , December 18 th , January 4 th and May 28 th	

Inclusive Term Dates 2021/2022

Autumn	September 1st - October 22nd November 1st - December 17th
Spring	January 4th - February 11 th February 21st - April 1st
Summer	April 19th - May 27th June 6th - July 22nd
<i>Non-pupil days to be arranged</i>	

Absences

If a child becomes ill or is injured during the school day, the school will attempt to contact a parent. If a parent cannot be contacted, an injured child will always be taken to a hospital Accident & Emergency Department by two school staff members, if necessary. School staff are only permitted to administer medication to children during the school day if it has been prescribed by a doctor and the relevant consent form has been completed by a parent/guardian. If children are suffering from sickness and diarrhoea they must be kept at home for 48 hours after the final bout of sickness. All prescribed medicines are kept in the school office and a register of any dosage taken is recorded.

All school staff are qualified in basic emergency first aid and several members of staff are qualified in first aid at work. Two members of staff hold a paediatric first aid certificate.

Children with Special Educational Needs

Every effort is made to input resources to children who, at certain periods during their school life, benefit from a little extra help. Should this need occur with your child we will obviously consult with you regarding how we can work together for the benefit of your child. If your child needs extra support, they will be placed on an intervention programme, usually to support some aspect of literacy or mathematics.

Some children may have an Education Health Care Plan, which provides further support for the child during the school day. As a school, we are fully inclusive and all children thrive and fulfil their potential regardless of their differing needs.

The school follows the code of practice on the Identification and Assessment for Special Educational Needs issued by the Department for Education.

Visits

At Terling Church of England Primary School, we try to include many local environmental visits and educational visits linked to class topics. This makes the work more interesting and realistic to your child. It should also help him or her to get to know the local area which is rich in heritage and woodland.

Most visits are arranged to link with curriculum work being covered. Recent visits have included:

- Colchester Castle
- Ipswich Museum
- Colchester Zoo
- Terling Farms

Every other year the school runs a residential visit for Year 5 and 6. This is always a visit which gives opportunities for individuals to participate in new and exciting experiences – canoeing, night hiking, abseiling, climbing, archery.

For any trip other than local, we will contact you with the necessary information in advance. If the activity does incur cost to the school, you will be informed as to the total cost and we will ask you for a contribution. Whilst the contribution is voluntary, if we are unable to raise the necessary money for the trip, it will be cancelled and a valuable educational experience missed.

Please help us to keep this essential part of the school alive. The Governors have adopted the LA policy on charging and remissions.

School Uniform

We believe that school uniform gives a sense of community and purpose which is essential for future success. Therefore, the school encourages the wearing of uniform.

The uniform comprises :

White/blue shirt or blouse or polo
Grey trousers or skirt
Pale blue/white checked dress (summer time only).
Royal blue sweatshirt/cardigan with school name.

Footwear should be comfortable and practical. Pointed heels, training shoes or training boots are not suitable for school. Shoes should be of a dark colour and worn with socks.

Children are also expected to be suitably dressed for the variety of indoor and outdoor activities, which they will be pursuing during the day.

Clothing for Physical Activities

The infant P.E. kit is black shorts, Royal blue T-shirts and plimsolls.

The junior P.E. kit is black shorts, Royal blue T-shirts, PE socks and training shoes (not plimsolls, these are not suitable for junior sports).

All children also need a sweatshirt and jogging bottoms for outside games during the winter months.

Contact:
Schoolwear Plus
Unit 1 The Bringy Centre

Church Street

Great Baddow

CM2 7JW
Tel. 01245 491170
www.schoolwearplus.com

The Curriculum

The children are central to everything we do as a fully inclusive school. We expect all our children to achieve to their full potential by means of a challenging and exciting curriculum that develops a passion for life-long learning.

Themes are changed every half term/ term depending on the content and theme letters are put on the website, updating parents on the up and coming topic. Our curriculum is under constant review to ensure it meets the needs of our pupils.

Past topics have been:

- ❑ Super Special Me
- ❑ Super Heroes
- ❑ Rock On
- ❑ Progress Smogress

Religious Education

Terling Church of England Primary School is a Voluntary Aided School and therefore the Governors of the school are responsible for the Religious Education taught in the school.

Teaching Objectives

The Teaching Objectives are for pupils to learn about people, places, writings, worship, festivals and fasts, rites of passage, individual and community, relationship with the natural world in the study of Christianity and other faiths.

Religious Education is normally taught as a separate subject although there may be occasions when cross curricular links are used. Planning is based on the Norfolk Syllabus linked with concepts from Understanding Christianity.

Time Allocation

The Scheme of Work is designed to provide course material for 36 hours per year in Key Stage 1 and 45 hours per year in Key Stage 2. As a Church School, there are occasions when this is exceeded.

We value cultural experiences and, whenever possible, arrange visits to Chelmsford Cathedral, visiting theatre groups and drama/dance workshops.

Physical Education

Physical Education is essential for every child and its value is recognised by its inclusion as a foundation subject within the National Curriculum. It offers opportunities to experience a wide range of activities that can form an important part of our leisure time, promoting a feeling of well-being and enjoyment of life. Physical Education also supports the development of important social values; healthy lifestyles, determination, co-operation, honesty, loyalty, self-discipline, self respect and respect for others.

Practical areas of work covered are gymnastics, dance, athletics, game skills and swimming. Children develop and improve co-ordination and motor skills through individual and small group activities, using a variety of equipment in a variety of situations. We plan for invention, co-operation, understanding of and the need for rules, decision making and mini games. Children are given an opportunity to officiate and coach.



Extra Curricular Activities

At Terling Church of England Primary School we operate an extensive programme of out of school hours learning which we feel enhances children's social skills, personal development and self esteem. It enriches and adds breadth to children's education giving them opportunities to achieve in areas outside the curriculum.

It also gives our school a chance to maximise the talents and expertise of people in our school community and we are most grateful to all those staff, parents and friends who help us to run our clubs.

We are continuously evaluating and reviewing our provision and uptake in order to maximise participation. Clubs that are scheduled to run this year include:

- Basketball, Rugby, Netball, Tennis, Golf, Football, Dance, Fencing
- Explorers: a Christian Club
- Music Club
- Lego Club
- One to One Tuitions and Study Groups
- Guitar Lessons
- Piano Lessons

Meals

We have a fully-equipped kitchen with two members of staff who cook well-balanced, healthy school meals, which pupils enjoy. Dinners are ordered via ParentMail on a weekly basis or children may bring in a packed lunch.

As a "nut free" school we would request that no foods containing nuts are put into lunch boxes. Please ensure that your child's lunch box is clearly named.

Friends of Terling School

The school has a very active, supportive Friends of Terling School, which arranges functions, entertainment and fund-raising activities for the benefit of the children in the school. All parents are, by definition, members and we actively encourage parents to become involved. There is no subscription. The annual general meeting will be held each year in September/October.

Expressing Your Concerns

From time to time, parents may have a concern about their child's education. Such concerns can, and should, be resolved at school level, particularly as they often arise out of misunderstandings.

Should you have a concern in the first instance could you please approach your child's class teacher. If you are then still concerned, an appointment with the Headteacher should be made. The Governing Body is also there to assist you and Mrs S McNamara, the Chair, may be contacted via the school.

If your concern relates to the curriculum, there is a statutory procedure established by the Local Authority for dealing with written complaints. Details of this formal process are available from the school but you are asked to discuss your concerns with the school in the first instance in order that we can ensure that we have done all that we can to resolve the situation.

Documentation Produced by the School

The school produces the following documentation:

- ❑ Terling C of E Primary School Prospectus;
- ❑ Home/School Agreement;
- ❑ Newsletters, information letters, invitations to meetings, etc., at regular intervals;
- ❑ Separate policy statements on a range of educational issues;
- ❑ The summary of the most recent OFSTED report. [March 2019].

Any document relating to school policy is available to parents or prospective parents, free of charge, on request to the school office or on our website, www.terling.essex.sch.uk.

Any parent may also, by request to the Headteacher, inspect the academic record currently held on their own daughter or son.

ADMISSIONS POLICY – 2021/2022

Subject to the availability of places within the published number intended to admit, it is the policy of the Governors to admit children of all parents who express a preference for their children to be educated at this school.

The Published Admissions Number (PAN) for the academic year 2021/22 is 17.

Parents who wish their children to attend the school should make an application to Essex County Council in accordance with the co-ordinated admission arrangements. Applications can be made online at essex.gov.uk/admissions and must be made by the National Closing Date detailed in the Primary Education in Essex booklet, which is available from the Local Authority. Late applications will be dealt with as detailed in this booklet. In addition, parents must also complete a Supplementary Information Form (SIF) which will enable the school to rank your application in accordance with the criteria. The SIF is available from the school and must be returned directly to the school.

The school will admit all children in the September following their fourth birthday, without reference to aptitude or ability. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can request that their child attends part-time until the child reaches compulsory school age (part-time would be mornings only). Further details if required are available from the school.

Summer-born children – 2022 Entry

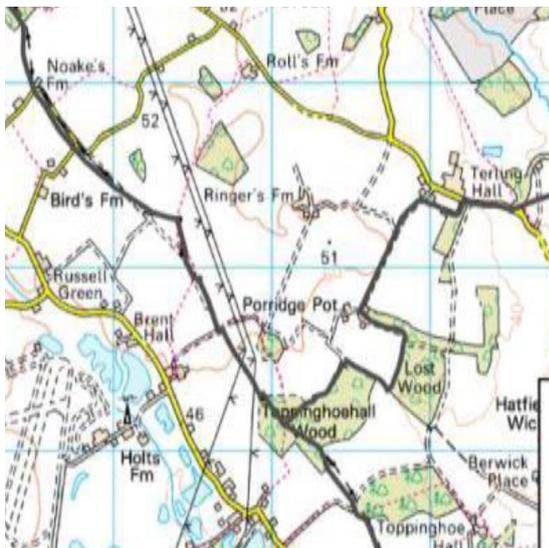
If your child is summer-born i.e. born during 1 April 2017 and 31 August 2017 and you want him/her to start in Reception in September 2022 (instead of starting in the 2021-22 academic year), this is what you will need to do:

- Send an email to admissions@essex.gov.uk stating that you want a Reception place from September 2022 and explaining why you would like your child to start school from then, rather than starting in the 2021-2022 academic year.
- Name up to 4 schools that you are interested in.
- Attach with the email any supporting evidence.

Where more applications are received than places available, within the published number intended to admit, Governors will consider applications according to the following criteria **in order of priority**.

1. All Looked After Children (LAC)* seeking a place at our school.

2. All children residing within the parishes of Terling and Fairstead.



3. Children who have siblings' (brothers or sisters/step siblings, foster sibling and adopted siblings) attending the school who are not in Year Six.

4. Children who have a parent who joins in the worship of the parish Churches of Terling and Fairstead. (At least once a month for a year). Supplementary Information Form (SIF) to be completed. “ In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.

5. Children whose parents join in the worship of another Christian Church for whom this is the nearest Church School. (At least once a month). Supplementary Information Form (SIF) to be completed. “ In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.

6. All remaining applications.

(When taking Church ties into account, documentation from the incumbent of the family's local church will be required).

In the event of over subscription within the above criteria, priority will be decided by straight line distance from home to school, with the nearest having preference**.

Governors are aware that children with Statements of Special Educational Needs/Education Health Care Plans that name a school in the statement are required to be admitted to the school that is named.

Unsuccessful applications have a right to appeal to the Statutory Independent Appeals Committee.

The school maintains a waiting list for entry into all classes. This is initially held only for one term. If parents wish their child to remain on the waiting list once this period of time has expired, they should contact the School Office and request this.

The Published Admissions Number (PAN) for the academic year 2021/22 is 17.

*** Definition of Looked after Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

****Definition of Straight Line Distance**

For admission purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. Straight line distance is measured from the address point of the home address to the address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home.

Terling Church of England Primary School

New Road - Terling - Chelmsford - Essex CM3 2PN

Headteacher: Mrs Sarah Meares

Telephone: 01245 233206 - Fax: 01245 233612

Email: admin@terling.essex.sch.uk - Website: www.terling.essex.sch.uk

SUPPLEMENTARY INFORMATION FORM

This Supplementary Information Form should be used if you are applying for a place at Terling CE (VA) Primary School. If you are applying under criteria 4 or 5, your priest, minister or spiritual leader should also complete the relevant sections.

This form is not an application form. It will be used in addition to the Local Authority's official application form and will allow the School Governors to place applications in order, according to the school's admission criteria.

Name of Child Date of Birth

Name of Parents/Guardians

Address

..... Postcode

Under which criterion are you applying? Tel No:

Signature of Parent/Guardian Date

If you are applying under criteria 4 or 5, please complete this section:

Name of church or place of worship

Name of Priest/Minister/Other

How often do you attend?

Weekly Fortnightly

Monthly

Occasionally

Other

How long have you been attending this place of worship?

Less than a month

1-6 months

6-12 months

more than a year

If less than 12 months, have you been attending another place or worship regularly prior to joining this congregation?

Yes, for at least 6 months

No

Don't Know

Name of previous place of worship

If you are applying under criteria 4 or 5, please now pass this form to your Priest, Minister or Spiritual Leader and ask them to complete this section and return the form to the school.

I confirm that this family belong to our congregation and, to the best of my knowledge, the information on this form is accurate.

Name Signature

"In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".