



# Horndon on the Hill Church of England Primary School

*We are all part of God's family. Through trying our best in all that we do,  
we find a sense of belonging.  
1 Corinthians 12:27 'All of you together are Christ's body and each of you is a part of it'.*

## PROSPECTUS 2020-2021

*Working in partnership with The Osborne Co-operative Academy Trust*



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# Welcome to our School

## Our Vision Statement:

We are all part of God's family. Through trying our best in all we do, we find a sense of belonging.  
*1 Corinthians 12:27 'All of you together are Christ's body, and each of you is a part of it.'*

Welcome to Horndon on the Hill Primary School, which together with St. Peter and St. Paul's Church, provides the focal point for life in our ancient and beautiful village.

Here at Horndon on the Hill our community of enthusiastic children, dedicated staff, and supportive parents and governors value the importance of the Christian ethos of our school. We believe in fostering a lifelong love of learning for all and aim to encourage and inspire our pupils to express their thoughts and feelings with courtesy and confidence. We are proud of our children and want them to develop resilience and independence by giving them opportunities to reflect and talk openly about a range of issues. The sense of belonging that permeates our school goes far beyond the classroom.

We have an experienced and committed staff who work in partnership with parents to give our children the best possible education so that when they leave us, they are prepared to take full advantage of every opportunity their future lives offer them. Our main aim is to enable our children to be successful by ensuring that they are developing the skills and attitudes needed to support them as they move through the school. The children are given many opportunities to celebrate their learning, share their talents with an audience and engage with people of all ages. Using oral skills confidently to be able to communicate effectively is an important life skill for all of our children. High quality teaching in maths and literacy, carefully planned and coordinated across the year groups, and practised across all subjects allows the children to confidently express themselves, reason and solve problems. A broad and balanced curriculum ensures that our children develop a good understanding of the world while enjoying exciting and inspiring learning opportunities. The children are encouraged to stretch and challenge themselves in all areas of their learning and are taught to be able to cooperate effectively to succeed.

High standards of behaviour and excellent manners are expected from all children and all adults in our school - these are never taken for granted and are promoted at every opportunity. We are proud that our children have an excellent reputation for politeness and good behaviour on the many offsite visits they take part in and when out and about in the local community. All pupils are encouraged to take on a variety of responsibilities, both in class and for the whole school. For example, leading play at break and lunchtimes, helping supervise younger children at mealtimes, supporting the local community and working collaboratively within their Family Group. This instils in them an ability to nurture and care for others.

Our 'Children's Voice' is of great importance. The children are encouraged to speak out about their experiences at Horndon on the Hill Church of England Primary School and they know that their ideas will be listened to and acted upon.

This prospectus is designed to provide Parents and Carers with useful information about our school and how it operates. If you would like to apply for a place for your child at Horndon on the Hill Church of England Primary School, please contact the school office for more information or to make an appointment to visit in person.

We look forward to seeing you and your children.

Mrs D Bradley  
Head of School

## Osborne Co-operative MAT

We are part of the Osborne Co-operative Multi-Academy Trust, which consists of twelve member schools within the Essex area.

### About the Trust

*Trust values: self-help, self-responsibility, equity, equality, democracy and solidarity.*

The Trust's vision is to provide first class schools for the local community. It will bring steep change and transformation to the education outcomes for pupils based on raising aspiration, the pursuit of excellence and high ambitions, all found in the Co-operative values. This transformation will end the cycle of low aspiration expectation, achievement and transform the progression prospects for all. Our schools' pupils are competent and confident young people with high self-esteem, high levels of skills and a clear sense of their personal responsibilities both for themselves and to others. Our schools are a place of progression, inspiration and safety where pupils learn about themselves, learn how to learn, learn how to work with others, and learn how to define and achieve their personal goals. Our schools are places where they belong and "Aim High!"

Horndon on the Hill Church of England Primary School chose to join the Co-operative Trust and become an Academy in April 2019.

The Trust's Chief Executive Officer is Paul Griffiths. Further information about the Trust can be found on the website: <http://www.osborne.coop/>

### About the School

#### Our School Buildings and Grounds

The school originally opened in 1847 in a small Victorian building, which is still part of our premises and is now the home of our Nursery. Our main school buildings are modern and set in attractive playground and field areas.

**Nursery:** The Nursery, housed in the old school building, has one large open plan room and a large outdoor area. We have a smaller room located next to the entry door which is used for parents' meetings and any small group work. There are nappy changing facilities along with children's toilets located next to the main Nursery room. A large enclosed kitchen area in the centre of the nursery is used to prepare snacks for the nursery children.



**Classrooms:** We have seven classes, six are in the main building and one is placed in a very well equipped 'demountable' building. All classrooms have practical areas and are carpeted and fitted with modern furniture, computers, and interactive whiteboards and display boards.



**Hall:** This is central and well equipped for physical education activities, music and drama. At lunchtime the area is used as a dining room as it is in close proximity to the school kitchen. All whole school Collective Worship also takes place in this main hall.

**Library:** Our school library is organised under a Dewey system. Each class has a timetabled session in order to develop the children's research skills. We have an electronic lending system so that we can monitor what the children are reading.

**Learning Zone:** This room has been designed to accommodate a wide variety of activities. It is primarily used to support the learning of various groups of pupils either individually or in small groups. The school nurse holds a termly health drop-in session here. It is also used as the place the children can learn to cook as it houses a modern oven and hob, and is home to a variety of school clubs.

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### Music Room:

This room is equipped with a range of tuned and un-tuned percussion instruments (many which have been bought through donations from parents and the local community). It is used for music lessons including brass, guitar, strings and vocals delivered by Thurrock Music Services.

### Sensory Room:

A sensory room is a special room that employs sensory-controlled techniques to bring about positive effects in children who struggle with sensory-overload. Our sensory room provides a soothing, calm space for children who may have difficulties with over-stimulation.

### Outside play area:

Our school grounds, though small, are used well. There is a rubber and asphalt playground marked out for an assortment of games including hopscotch and four square and it is used not only at playtimes, but also as a valuable PE resource. We have an attractive field, marked with a small football pitch, and a running track (summer only). A sandpit has been installed along with refurbished gym equipment. When the weather permits children enjoy playing on the field during the lunch hour and at morning play. We also have an adventure play area constructed of wood, used on a rota basis.



Alongside the playground is a fenced wild area, which contains a pond used for environmental study and several bug houses that are maintained by the children. The south side of the building is shaded by a wooden veranda, which has a wild flower roof. Children use this as a shaded play and picnic area. An eco-garden gives the children the opportunity to plant a variety of flowers, vegetables and herbs, as well as providing different habitats for children to study. All play areas are protected by security fencing. 2015 saw the opening of our Prayer Garden, giving the children a place to reflect in calm surroundings. There is a large wooden cross in the middle of the Prayer Garden and the children can write a prayer and leave in one of the drilled holes in the cross.

### Christian Vision

We are all part of God's family. Through trying our best in all that we do, we find a sense of belonging.

*1 Corinthians 12:27 'All of you together are Christ's body and each of you is a part of it'*

Our whole school community understands the relevance of our Christian Vision and how following it supports us to live our lives in a caring and fulfilling way.

### Schools Core Values

Respect, Responsibility, Courage, Honesty, Thoughtfulness.

### School Local Governing Body

Governors have particular responsibilities laid down by law and share the task of leadership and management with the Head of School. Governors are volunteers who play a vital role in making sure every child receive the best possible education.

Our current Governing Body consists of:

Mrs D Mummery	Chair of Governors
Mr P Griffiths	CEO of the Trust
Mrs J Clark	Trust Chief Operating Officer
Mrs L Coates	Executive Headteacher - Primary
Mrs D Bradley	Head of School

Rev. W Mott	Community Governor
Mrs L Fergus	Governor
Mr B Higgins	Governor

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Mrs S Georgiou Parent Governor  
 Mr J Tree Parent Governor  
 Mr A Hales Teaching Staff Governor  
 Mrs E Phillips Support Staff Governor

Mrs D Tyrrell Clerk to the Governing Body

Term dates 2020-2021



**Term and holiday dates for schools 2020/2021**

September 2020							October 2020							November 2020							December 2020							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
														30														
January 2021							February 2021							March 2021							April 2021							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7					1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30			
May 2021							June 2021							July 2021							August 2021							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	31	1	2	3	4	5	6				1	2	3	4							1	
4	5	6	7	8	9	10	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
																					30	31						
(3&4/9)	= Non-pupil days (all schools). Staff training						(4/1)	= Non-pupil day (all schools). Staff training						(25/3)	= Trust conference (additional non-pupil day)						(26/3)	= Non-pupil days (all schools). Staff training or twilights						
(22/7)	= Non-pupil days (all schools). Staff training or twilights							= 1 <sup>st</sup> week Thurrock schools' autumn half-term							= School Holidays							= Bank Holidays						

Brentwood County High School and Doddinghurst C of E Junior School: **October half term runs from Monday 26 October to Friday, 1 November 2020.**

Six non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions (one additional non-pupil day granted to support the introduction of collaborative working across the Trust). Where appropriate, the School day has been lengthened to compensate the additional week's holiday at October half-term

**Autumn term:** Thursday 5 September 2020 to Friday 18 December 2020 **Half term: Monday 19<sup>th</sup> October # to Friday 30 October**

**Spring term:** Monday 4 January 2021 to Friday 26 March 2021  
**Half term: Monday 15 February to Friday 19 February**

**Summer term:** Monday 12 April 2021 to Thursday 22 July 2021  
**May Day holiday: Monday 31 May to Friday 4 June**  
**Monday 3 May 2021**

## The School Day

We expect children to arrive at school in good time; being late is upsetting for pupils and disrupts the learning of the whole class. The school gate opens at 8:40am. Registration is 8:40-8:50am. If a child is persistently late a letter will be issued to parents reminding them of expectations.

KS1 and Reception Class:	8.50am – 11:50pm 1.00pm - 3.00pm
KS2:	8.50am – 12:00pm 1.00pm - 3.05pm
Nursery:	8.50am - 11.50am morning session 11.50am - 2.50pm afternoon session 8.50am - 2.50pm whole day session

## School organisation

We are a single form entry school and our classes are organised into key stages. We have a nursery and seven separate year groups.

EYFS	-	Nursery (children aged 2, 3 and 4) Year R (children aged 4 and 5)
KS1	-	Years 1 and 2 (children aged 5-7)
KS2	-	Years 3, 4, 5 and 6 (children aged 7-11)

House Captains are elected to represent each house. Children in Year 6 have the opportunity to be selected as play leaders which involves various responsibilities and training in minor first aid. Each class has two school council members and children in year 3, 4, 5 and 6 have representatives in the WOW group (Worship our Way). We also have Road Safety Officers in year 5 and Eco-warriors in KS2.

## Applications for Nursery

We welcome applications for Nursery places for children who are 2, 3 or 4. Please come to the office and staff will provide you with an admissions pack. We welcome visits to the Nursery all year round. We do accept 2-year-old funding and will have some spaces available for 30-hour funding from September 2021. We do accept childcare vouchers as payment for sessions if required. Any additional sessions not covered by funding must be paid for half termly in advance using the school's online payment system.

## Wrap Around Care

The school offer a breakfast and after school club which is currently based in the Nursery building. We offer flexible pick up and drop off times and fees are adjusted accordingly. We also offer a 10% sibling discount. An application pack can be obtained from the school office.

## Additional Educational Needs

We believe in equal opportunities and are committed to high-quality education for all pupils. All work is planned to match the ability and needs of the pupils and those who need extra help are given support by class teachers or by a Teaching Assistant under guidance of the class teacher. Some learning support is planned to take place within normal class lessons but some children do benefit from individual teaching. An individualised programme is then planned, carried out and monitored. If after this there is still a cause for concern, it is decided, together with the parents whether it is appropriate to consult with the relevant advisory services so that their needs are met. Our SEN policy is available on the school website.

## Safeguarding/Pastoral Care

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff and volunteers have received Child Protection Training and we have a team of Designated Safeguarding Leaders, including an Early Years Designated Lead. This team deals with all concerns raised

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and will liaise with external services and families to ensure excellence in safeguarding. Our governors and The Trust also monitor the school's Safeguarding procedures.

Staff members have a duty to safeguarding and promote the well-being of all children in their care. If staff members have concerns about any child, this will be passed to the Head of School/Safeguarding Lead who may contact you to discuss the situation. Please tell you child's teacher if your child has suffered any injury at home or if there are any circumstances which may result in a change of behaviour.

Where staff have a serious concern about a child's welfare, the school has a legal obligation to make a referral to Social Services at the Local Authority.

### Behaviour and Discipline

Parents and visitors often remark that they are impressed with the atmosphere in school and the courteous, co-operative way in which the children behave. The school is a community where behaviour is based on mutual respect and consideration for others. Our values, standards and attitudes are made clear by example and discussion, as set out in our Positive Behaviour policy, which includes clear guidance for dealing with any instances of bullying.

### Reward System

In support of positive attitudes to work, attendance and behaviour we operate a reward system. Achievement certificates are presented to children for following the school rules and good work. We also present attendance badges and certificates to individual children at the end of each term and at the end of year. Children thoroughly enjoy gaining 'house points' for their own school team, which are counted and displayed in the hall at the end of each week. In this way we aim to encourage high self-esteem and a sense of responsibility. Teachers award certificates weekly for the 'Star of the Week' and nominate pupils who they feel should receive a 'Head Teachers Award'.

### Sanctions

Unfortunately, there will always be times when poor behaviour needs to be challenged, sanctions such as a 'loss of playtime' may be imposed as a consequence. Parents are consulted quickly if anti-social behaviour persists. Where inappropriate behaviour leads to loss or damage of property, parents will be asked to contribute to replacements. In exceptional circumstances, persistent problems could lead to exclusion. (See our Behaviour Policy).

### Collective Worship

The school meets daily for an act of collective worship which is broadly Christian. This is either as a whole school or within the classrooms. Hymns and prayers are included and each child is able to contribute to a class prayer book which is used in whole school and class worship. The school celebrates the festivals of the Christian year in a variety of ways including Harvest, Christmas and Easter Services at St Peter's and St Paul's, the local church in Horndon village. We use the resource iSingPOP for our collective worship, which includes unusual and different ways to engage the children. Our WOW (Worship our Way) group also hold termly collective worship, which they write and present to the whole school. Parents who do not wish their children to take part in collective worship are asked to contact the Head of School.

### Maths Basic Skills

The National Curriculum emphasises the requirement for children to be able to use numbers effectively and to practically solve problems. Children will use apparatus and real situations such a cooking, costing, measuring and comparing to practise and reinforce the accurate understanding, manipulation and operation of numbers. Mental arithmetic, including multiplication tables and number bonds, is taught systematically with emphasis on accuracy and speed. All KS1 and KS2 children will have number bonds and times tables to practise at home and will be tested weekly and we encourage parents to support this learning. Children have access to Times Table Rock Stars and Sumdog that they can use at home as well as in school. Understanding is developed through direct experience and by written consolidation work. Children are taught to collect and analyse data, preferably in investigative situations, which are meaningful and part of problem solving. We take advantage of whole school events that are used to raise

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funds, to involve children in 'real-life' maths. Each classroom has a Maths equipment area and the children also have access to laptops, tablets and Chrome Books to support their learning. Maths Number Days are organised termly to engage all children, regardless of their ability.

### English, Spellings and Phonics

We value clear, fluent spoken English and create opportunities for the children to become confident in a variety of situations and purposes, including drama. All children participate in weekly assemblies, work for religious festivals and the end of year whole school production.

Both reading for pleasure and for information is given a very high priority. Reading is taught both carefully and systematically to all children so that they develop the skills they need to read with fluency and understanding. The school uses a phonics-based approach to teach the sounds that children will need to learn to read fluently. All children enjoy daily 'guided reading sessions' when teachers are able to work with individual children on a rotational basis. We have also set up a system of "Reading Buddies" so that KS2 pupils can support the younger pupils on a regular basis.



Children have access to the library and each classroom also has its own selection of books ranging from non-fiction, plays, poetry and fiction. The children are encouraged to read as wide a variety of books as possible to increase their vocabulary and appreciation of a variety of styles of writing. The school uses SORA - an on line resource - which the children can access at home and at school. Parents are encouraged to take an active part in the selection of these books and to hear their child read on a regular basis.

Children are taught to develop a comfortable and joined-up style of writing as soon as possible and frequent practice is encouraged. A copy of our handwriting letter formation guidance is given to Reception class parents and is available on request. Children are given spellings each week to learn at home and are often asked to write sentences that incorporate the spelling so that they are not learnt in isolation. As in other areas of language development, our young writers are encouraged to compose for a variety of purposes and audiences and develop their ability to spell, punctuate, revise and redraft work accurately.

### Religious Education

We aim to develop the children's understanding of Christian beliefs and values, through whole school assemblies and class lessons. This is linked to personal and social development and learning about other world faiths: Judaism, Islam and Hinduism. Pupils have a good level of understanding of Christianity as a living world faith, whilst also having a respectful understanding of other religions. Christian Festivals are celebrated in the village Church of St. Peter and St. Paul. We believe it is important to celebrate the rich diversity of faiths and beliefs within our community and beyond. An emphasis is placed on valuing one another and welcoming the opportunities that the curriculum offers in this area.

### PE and Sport

At Horndon on the Hill Church of England Primary School, we excel in PE and sport both in school and within the borough. A variety of sporting clubs are organised where pupils can enhance their skills and knowledge of sports, work as a team socialising with other students and above all enjoy themselves. We affiliate with the Thurrock SSP so that we can compete against other schools in the borough at various competitions such as Gymnastics, Athletics, Netball, Football, Dodge ball, Cross Country and many more. The daily mile is an initiative our school have taken on board and teachers choose when it is the best time for their class to take part in this form of exercise. Sometimes this maybe within their PE lesson, other times included during the afternoon sessions. We also take part in many fund-raising events and national school events organised by the British Heart Foundation, Sports Relief and the Big Pedal.

## Homework

Throughout their time at Horndon, parents are asked to support their children's learning by:

- Developing a homework routine and setting aside a quiet place for homework to be completed,
- Allocating time at home for reading,
- Taking them to the local library,
- Encouraging them to learn their spellings and times tables,
- Encouraging them to look up words they don't know in a dictionary and find information on their own,
- Involving them in activities which support the maths curriculum e.g. shopping and baking,
- Taking them to interesting places that stimulate conversation and discussion, for example; parks, beaches, museums etc.
- Taking time to discuss their work with them,
- Google classroom is used to set the majority of homework.

Parents, children and teachers are asked to sign a Home School Agreement at the start of each academic year. All children are given a Reading Record Book and a Homework Book, these form part of the essential exchange between parents, teachers and children. In KS2 children may also be required to finish work at home if they have not completed a task in a given time at school.

## Assessment

Teachers use assessment in order to set appropriate work and targets for the children. Assessment takes many forms, teachers will make informal assessments as they listen to children and work with them during the day as well as when they mark their written work. More formal assessments take place at the end of units of work. Children are informed of their progress through targets and the marking procedures. Assessments also help teachers to identify children that need support and may require special needs support, as well as highlighting more-able children who may benefit from additional challenge. At the end of the Foundation Stage, the Foundation Stage Profile informs teachers and parents of where a child is working at on the Foundation Stage Curriculum. At the end of Year 2 and Year 6, Statutory Assessments (SATs) are taken which is a National requirement. End of year assessments are also undertaken for each year group.

## National Test Results

### EYFS at the end of Reception

	GLD	School	National
2019		77%	72%
2018		77%	72%
2017		76%	71%

### KS1 Phonics

	School	National
2019	82%	82%

### KS1 Results

	School	National
2019		
Reading	69%	75%
Writing	80%	69%
Maths	79%	76%

## KS2 Results

KS2 Results 2019	Expected - School	Expected - National	Exceeded - School	Exceeded - National
Reading	7%	73%	13%	27%
Writing	83%	78%	20%	20%
Maths	80%	79%	20%	27%
Combined R/W/M	63%	65%	13%	11%

## Termly Learning Conferences and School Reports

Termly Learning Conferences (TLCs) take place in November and March and are designed to inform parents how a child is working and progressing. They also provide an opportunity for you and your child to talk about their learning with the class teacher. In preparation for these conferences, the children work on targets detailed in a "Termly Learning Agreement" which encourages them to review prior learning and set new targets with their teacher.

A written report on each child's achievements is sent home to parents during the Summer Term. The report includes brief details of achievements in all subjects along with comments on general progress, including attendance. Parents consultations help inform parents of how a child is working and progressing in School, against National standards

## Break and lunch times

### Break Time snacks

Pupils in Foundation and KS1 classes are given a piece of fruit or vegetable to eat before break time as part of the Government's "Healthy Schools" initiative. Pupils in KS2 can bring a piece of fruit or raw vegetable to eat at break time. Children will be responsible for any item of food brought into school and are expected to sit down either on the picnic benches or the pergola to eat it.

### Lunchtime



We have a well-equipped kitchen where meals are served 'cafeteria' style. Meals are eaten in the hall and we encourage good manners and considerate behaviour at all times. Children are reminded of the expectations that would be followed in any restaurant. Our school meals are provided by Thurrock Catering Services who have been awarded the Silver Mark for their quality of food. Meals need to be paid for in advance through our online payment system Sims Pay. School meals are priced £2.20 per day. Where there are dinner money arrears the school will be unable to provide a hot meal for your child until the arrears are paid. Children can select from our colour coded menus which

include a vegetarian option and we encourage them to make healthy and balanced choices. The current menu can be found on our website.

### Packed Lunch

We ask parents who are providing their children with a packed lunch to support us by making sure their child's meal contains a healthy range of food. Packed lunches may be eaten outside at our picnic tables, when the weather is good. Please ensure that **no products contain nuts**. No glass bottles or fizzy drinks are to be sent into school and sandwich boxes are to be clearly labelled with your child's name.

### Home Lunch

Children can be collected and taken home for lunch.

Lunch times are 11.50am to 1:00pm (Years R, 1 & 2) and 12:00pm to 1:00pm (Years 3-6).

## Nursery

Nursery children have lunch at 12.00pm. Children staying for a full day or attending for the afternoon may bring a packed lunch with them or you can purchase a school lunch from the kitchen. These will be brought across to the Nursery in a catering trolley and children will eat within the Nursery.

## Drinks

There are drinking fountains in each of the KS1 classes and children in KS2 classes also have access to indoor water fountains. Children are permitted to bring a plastic bottle of water from home which can be refilled during the day. We also have outdoor water fountains for children to use during their break and lunch times.

## Universal Infant Free School Meals

In September 2014 the government introduced free school meals for all children in Reception, Year 1 and Year 2. This means that all these children are entitled to receive a hot meal at school and a packed lunch for school visits. We understand that some children are fussy eaters and may prefer a packed lunch however the school is happy for children to make their choices daily to encourage them to take up the opportunity of a hot meal occasionally if there is a choice on the menu they enjoy. Parents/carers have the option of providing packed lunches from home for school visits if they do not wish their child to have a school packed lunch which consists of a sandwich, carton of drink, piece of fruit and a dessert. Fun, themed lunches are arranged to encourage the children to have school meals. If Parents/carers of any children in EYFS and KS1 receive certain benefits they should still apply for free school meals online through Thurrock council's website as this will entitle the school to receive further funding known as Pupil Premium Grant.

## Pupil Premium Grant

Families who are on low income or in receipt of certain benefits may wish to register for Pupil Premium. Any child who is entitled to receive free school meals (this does not include Universal Infant Free School Meals) will automatically receive pupil premium funding.

Your child may be entitled to free school meals if you receive any of the following:

Income Support

Universal Credit

Support under Part VI of the Immigration and Asylum Act 1999

Entitlement to free school means that your child may receive music lessons through Thurrock Music Services at a discounted rate.

Pupil Premium money can be used to support your child's education in many ways including support towards payment of educational visits and additional tuition in school. The school will plan the use of this money at the start of each academic year.

## Payments

The School operates a cashless system. All payments for school meals, educational visits, music tuition etc. should be paid electronically using Sims Pay. <https://www.sims-pay.co.uk/Home>

Charity donations and FOHS activities can still be paid in cash to the school. Any money sent in for these activities must be in a sealed envelope, clearly labelled with your child's name and the name of the activity.

## Home School Links

All of our systems are designed to ensure that the children lead happy, well-adjusted lives in school and that their progress is monitored. We strive to operate an open door policy and encourage parents to share any concerns that may have. We have opened extended lines of communication through Twitter, our Parent Voice Facebook page and Google Classroom.

We produce fortnightly newsletters on a Friday, where we celebrate the children's successes both inside and outside of school and provide information about forthcoming events and key dates. You will find all newsletters on the school website.

Parents and carers can make an appointment to meet and speak with a class teacher privately after school during our half-termly drop in sessions. If this is not possible we may be able to arrange alternative communication to discuss any concerns. Please be aware that teachers may not be able to respond immediately.

### Attendance

If children are too ill to attend school, we expect them to be kept at home. If your child has diarrhoea or a sickness virus, we would ask that you keep them home for 48 hours following the last bout of illness.

All non-attendance must be reported to the school office before 9:00 am every day your child is absent. If a message is not received the school office will telephone to ascertain the whereabouts of the absent child. Where there is a persistent absence the school may request to see medical evidence.

At Horndon on the Hill Church of England Primary School we expect all children to achieve at least 97% attendance for the whole academic year. Pupil attendance is closely monitored by our Attendance Officer and our Trust Welfare Officers who are there to support you and your child should you have any problems ensuring your child's attendance at school.

Reward certificates are handed out to children who achieve 100% each term, with a special celebration for those children who achieve 100% for the whole academic year.

### Lateness

The school gate opens at 8:40am. Registration is 8:40-8:50am. Any child arriving after 8:50am must report to the school office where they will need to be signed in on the Inventory electronic system and their lunch preference noted.

### Sickness and Medical or Dental appointments

Routine dental and doctor's appointments should ideally be made after school or during the school holidays. We do however understand that occasionally there are emergencies or hospital appointment when it may be necessary to take your child out during school times. Please send a note or copy of the hospital letter/appointment card to the office, via email, advising of the date and time of the appointment and when you will be collecting your child. Children must be signed out and in of school via the Inventory electronic system. If your child will not be in for morning registration and requires a school meal, please telephone the school office before 9:15am to place the lunch order.

### Administration of Medication

We are unable to administer medication in school unless it is for a long term illness; parents/carers are welcome to come to school to administer medication themselves or to send a nominated adult. The school office must be informed in writing if anyone other than a parent/carer will be administering medication to a child. Children with Asthma must have a labelled inhaler in school in case of an emergency and parents/carers should complete a health care form. Children with AAI Pens must also provide the school with two pens in the event of an emergency.

### Medication kept in School

If it is necessary for your child to take medication during the school day or have an AAI pen/asthma pump in school, parents/carers must ensure that this medication is in date. A health care plan should be completed and returned to the school office to be signed by the Senior Leadership Team. All medication must display the child's name and dose as advised by the GP. Please ensure the school is aware of any medical conditions that your child may have including allergies and that all medication kept in school is in date.

## Accidents and Emergencies

Forms are provided for parents to give us details of emergency contact numbers. We do ask to be informed immediately if there are changes so our records can be updated. This is vital in case children are taken ill during the school day. If medical treatment at hospital is needed, pupils have to be accompanied by an adult and of course this should be a parent or guardian. We would always try to make contact prior to calling an ambulance, except in extreme cases. A member of staff would accompany the child if parents cannot be contacted. We do have appointed First-Aiders, who attend to children with minor mishaps.

## School Uniform

We expect all children, including those within the Nursery, to wear uniform in the school colours: red, black, grey and white. We believe wearing school uniform echoes our school vision by helping the children to feel part of the school community. It also looks smart, is economical and wears well. Please ensure all uniform is clearly labelled; it may be necessary to check that the name has not faded after washing.

### **KS2 and KS1 (if they wish to wear a tie)**

White shirt with a red and silver striped tie	Red V-neck jumper with school logo.
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### **Whole School**

White polo shirt with the school logo	Red crew neck jumper with school logo
A red cardigan with school logo	Black or grey trousers or shorts
Black or grey skirt/pinafore	Black, grey or white tights or socks,
Sensible black shoes – not trainers	Red and white gingham summer dresses

### **PE**

T-Shirt in school House colour	Black Shorts or Black Jogging bottoms
Black tracksuit top	Black plimsolls/Trainers

Storage space is limited in classrooms so we ask children to come to school with just a school book bag. PE kits will be kept in school in a PE Kit bag and returned each half term.

We offer a purchasing service through the school via Sims Pay. Orders are placed monthly and distributed via the children. Uniform wise and Uniforms by Niki are both recognised uniform suppliers for the school.

Pupils are not permitted to wear jewellery or watches to school. The only exception are small gold or silver coloured stud earrings (maximum of one in each ear) which must be removed for PE and swimming. It is the responsibility of the pupils to remove their own earrings, school staff are not permitted to remove a pupil's earrings or apply tape to a pupils' ears. Make-up, nail polish and henna style tattoos are not permitted.

Hairstyles are expected to be neat and tidy without extremes of style or design. Hair colours should be natural and conventional with no dyed colours. Very short hair, shaved or partly shaved heads are not acceptable. Long hair should always be tied up in a neat ponytail or plait with plain hair accessories that follow the school's colours of red, white, grey and black.

## How can Parents/Carers help children to be ready for the school day?

- Ensure that their child is in school on time every day. Children arriving late are often embarrassed walking into class when lessons have already started. This interruption also affects the learning of other children.
- Homework must be completed and submitted by the due date.
- Children should be equipped correctly, i.e. swimming or PE kit, coat in cold weather, sun hat in the summer.
- All aspects of required school uniform should be adhered to, including jewellery.

- Any collection arrangements must be shared beforehand. If arrangements change, the office should be notified as soon as possible.
- Children must be collected promptly at the end of the day.
- Dogs are not allowed on the school site at any time.

### Other school activities

#### The School Council

All children have a voice on school matters via the School Council. Two representatives are elected annually from each class and meetings are held half-termly. The School Council elect their own Chair, Secretary and Treasurer and a member of staff oversees the meeting to offer advice where appropriate. Minutes of the meetings are circulated and reported back to the whole school and the Governing Body.

#### Church Services

We celebrate the festivals of Harvest, Easter, Ash Wednesday, Christmas and end of key stages at our parish church, St. Peter and St. Paul's and at school. KS1 and KS2 Parents are invited to share Christmas celebrations. Year 2 are presented with prayer books at the end of the year to take into KS2. Year 6 pupils take part in a special leavers service at the church to reflect on their time at the school.

#### Road Safety and Bikeability

In conjunction with Thurrock Borough Council we carry out "Road Safety Initiatives" for all children. For pupils of 10+ we organise a course of Bikeability lessons for which there is no charge. We strongly advise participation, as children must hold a certificate in order to cycle when they transfer to the local Secondary School. Helmets must be worn and bicycles should be securely padlocked in the cycle shed.

#### Charity Fund Raising

Each year we choose to support a local and a national charity by arranging simple fund-raising activities to involve the children. Harvest links are made with appropriate charities, e.g. Thurrock Foodbank. We also support the work of Operation Christmas Child during the Autumn term and a National Children's charity in the Spring term.

#### Competitions

We encourage children to take part in local and national competitions and are delighted when we are able to celebrate success.

#### Sports Day

Parents are welcome at our Sports Day which takes place in June. This is a whole school event and the Nursery children also participate. Year 6 children organise and run a 'mini sports day' for the very youngest of our pupils.

#### Whole School Production

We believe that all of our children should take part in our School Production. The confidence and pride shown by all of the pupils as they perform on the school stage to a hall packed full of adults is extremely rewarding for all of the staff. This takes place annually at the end of the Summer term.

### Extra-Curricular Activities

Children have wide and varied talents. We recognise how important it is that they are given an opportunity to find a variety of ways in which they can achieve success and raise their self-esteem. At the time of going to press, after school clubs include: football, tag rugby, craft, Infant and Junior choirs, computing, pottery and the Omlet chicken club. There is an opportunity to take part in a Multi Sports Club organised by an external agency called Star Sports; charges apply.

Children in KS2 also have the opportunity to learn a musical instrument with peripatetic tutors from Thurrock Music Service. Instruments offered are brass, woodwind, strings, guitars and keyboards. Vocal lessons are also offered and charges apply. In years 5 and 6 all children have the opportunity to learn the clarinet as part of the school curriculum.

### FOHS (Friends of Horndon School)

All parents are automatically members of "Friends of Horndon School". The group aims to foster co-operation between parents, governors, teachers, pupils and the wider community by organising social events to raise money to provide vital resources for the school. Past generous donations have funded our very own stage, computers, books, library and PE equipment. FOHS run termly children's disco, cinema nights and an annual May Fayre – all of which are greatly appreciated.

### Education Visits

There will be occasions when we offer the opportunity for children to enhance their learning outside the classroom by arranging an off-site visit to a suitable venue. Occasionally we may have a visiting workshop, depending on the topic that the children are studying. We will aim to give parents/carers as much notice as possible of such trips and a letter will be sent home seeking parental consent. From time to time your child may visit the church or go for short walks around the local area. As consent for this can be given when children are admitted to the school, we may inform you of the visit either in the newsletter or by sending a letter home via parent mail.

The school has an established pool of parent volunteers, who are willing to accompany children on educational visits as well as supporting in class. These volunteers are DBS checked, regarded as unpaid ambassadors for the school and expected to conform to all school policies relating to issues of child protection, emergency procedures, dress code etc. Volunteers have an induction session delivered by Mrs Bradley. No parental volunteers will be allocated to their own child's group on any trips.

### Risk assessments

If your child has an injury that will affect their day to day school life i.e. has a cast/injury that means they are unable to participate in PE or other activities, it may be necessary for an individual risk assessment to be carried out. Please contact the office prior to sending your child into school if you think that an assessment may be necessary.

### Complaints Procedure

At Horndon on the Hill Church of England Primary School the emphasis is on partnership and we hope that all problems concerning any child will be dealt with speedily. However, if there are any complaints about any aspect of the School, we ask that you follow the procedures detailed in the school's complaints policy that can be found on the website.

### Contact Information

**Address:** Horndon on the Hill Church of England Primary School  
Hillcrest Road  
Horndon on the Hill  
Essex SS17 8LR

**Telephone:** 01375 673260

**Nursery:** 01375 677434

**Email:** [admin.hps@osborne.coop](mailto:admin.hps@osborne.coop)

**Website:** [www.horndononthehill.org.uk](http://www.horndononthehill.org.uk)

**Twitter:** @HOTHSchool