



Engayne Primary School Prospectus 2017-2018

Committed to Excellence and Enjoyment



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Welcome

Dear Parents/Carers,

Welcome to Engayne Primary School.

We have high expectations of what our children can achieve and strive to innovate and inspire all children, through a broad and balanced curriculum, so they attain their very best and become confident and successful individuals in our changing world.

We provide exceptional learning environments and experiences for our children that will create life-long learners and academic success.

We are proud of our commitment to 'Excellence and Enjoyment' in all walks of learning and warmly welcome the partnership that commences even before your child begins school.

I look forward to working with you and your child.

 Yours sincerely,

Mrs S Sankey, Headteacher

'The entire atmosphere around the school is one of harmony. Pupils and adults alike work together with a common purpose and respect, so all can learn and thrive'. Ofsted 2014.



Contact Details

Engayne Primary School, Severn Drive, Upminster, Essex RM14 1SW.

Telephone: 01708 223492

Facsimile: 01708 225820

Email: contact@engayne.co.uk

Website: www.engayne.co.uk

Headteacher: Mrs S Sankey BA Hons NPQH

Chair of Governors: Mrs J Deacon

Correspondence should be addressed to the Headteacher



Engayne Primary School is a Local Authority Maintained School. Our PAN (Published Admission Numbers) are 630 (90 per year group)

Aims of the School

At Engayne Primary School the children are at the centre of our school community. We value them as individuals and aim to:-

- Establish a secure, attractive and stimulating learning environment;
- Through appropriate challenge and high expectations, enable all children to achieve their potential;
- Provide a wide variety of academic, artistic, physical and cultural experiences;
- Equip children with the skills to access rapidly developing technology;
- Foster a lifelong enthusiasm and enjoyment for learning;
- Develop the citizens of tomorrow as responsible members of the community;
- Develop self-confidence, self-discipline, perseverance and integrity;
- Enable children to experience success and learn from mistakes;
- Develop an understanding of the world and respect for other cultures, traditions and people
- Work closely with parents/carers and the wider community to promote children's learning.



Engayne Values

These are the values that pupils, staff and governors of Engayne think are important to develop in order to be a successful community.

Our school is one in which the teaching and learning, achievement, attitudes and well-being of every person matter.

Respect

We treat all individuals, groups of adults and children in the school, as we ourselves would like to be treated.

We consider the feelings and opinions of others.

We are honest and truthful at all times.

Perseverance

We are able reach our goals allowing us to have high aspirations,

We are able to have a go, make mistakes and try again without feeling we are wrong.

We put effort into all the things we do that will help us achieve our personal best and experience success.

Enjoyment

We are able to share our experiences and successes with others without feeling inhibited.

To have friendship and respect throughout the school.

Responsibility

We allow everyone to do their best by listening, concentrating and showing good learning behaviours.

We value our environment keeping it clean and tidy.

Belonging

All that are part of the Engayne community will feel they belong and feel included and safe, that they are encouraged to work as a team with commitment and determination.

Our School

Engayne is a large community primary school situated in a residential area close to the eastern boundary of the London Borough of Havering, serving Cranham in Upminster. The area comprises both private and local authority housing and pupils' backgrounds reflect a broad social and ability range. The school currently has twenty-one mixed ability classes housed in three separate buildings.

The grounds are attractively laid to lawn, enhanced with flower beds, trees, an allotment area, a large playing field and a covered heated swimming pool, used all year.

New technologies, innovative learning

A wide range of resources are available, to support the teaching of the curriculum. This includes a whole-site wireless computer network, with state-of-the-art ICT equipment providing pupils with exciting opportunities and innovative approaches to learning with extensive use of multimedia software and websites.



Admissions

A friendly welcome awaits

Engayne Primary School is a local authority maintained school, catering for boys and girls aged from 4 to 11 years. It admits up to 90 pupils every year and follows the Local Authority's (LA) criteria for admissions to schools.

Children can be admitted at the beginning of the autumn term of the academic year in which they become 5 years of age. Prospective pupil forms (found on our website) can be completed anytime after birth, and parents are then contacted by the school in the November before the child is due to start school. Visits are arranged before parents have to apply for a school place with the Local Authority. All admissions are dealt with by the Local Authority.



The School Day

School Times

Infant children start at 8.55 a.m. and finish at 3.10 p.m. (Reception 3.05pm)

Junior children start at 8.50 a.m. and finish at 3.20 p.m.

The lunch break is for one hour. KS1 11.45-12.45 and KS2 12.15-1.15. Children going home for their dinner should not return to school any earlier than 10 minutes before the end of lunchtime. If children leave school for appointments they unfortunately cannot return during the lunchtime due to fire regulations.

All children have a morning break and infant children may have an additional break in the afternoon.

Infants must be collected from school at the end of the day. Junior children may have parents' permission to go home alone. Please let us know by telephone if, because of exceptional circumstances, you are going to be late collecting your child from school.



Procedures for changes to arrangements for collection of children at the end of the school day

Should it be necessary to change the normal arrangements for collection of your child at the end of the school day the following procedures must be followed:

1. If you know in advance of any changes then please inform your child's class teacher in writing.
2. Occasionally it may be necessary to change arrangements suddenly, due to unforeseen circumstances. In this instance please telephone the school office as soon as possible. You must inform them of your child's name and class, the name of the person who will be collecting them as well as the relationship of this person to the child (eg Grandmother). If the person collecting is another parent then their name and the name and class of their child will also be required. For KS1 children the person collecting the child will also be required to know the password.
3. If a parent telephones the office after 3.00pm KS1 and 3.10pm KS2 the office staff will take the usual details but the child will need to be collected from the office.

The School Term and Holidays

For school term and holiday dates see Appendix 1. In addition, there are a number of staff training days when teachers are in school, but the children are not. We will let you know in good time when these days will occur.

Absence During Term Time

Taking children out of school during term time has a detrimental effect on their learning and school relationships. A leave of absence during term time is rarely granted and should only be requested in **exceptional circumstances**. A leave of absence form can be requested from the school office.

Please note that while we understand that holidays are cheaper during term time, this does not come under "exceptional circumstances". In addition, permission will not be given for holidays taken by children in Year 2 and Year 6 during the period of statutory testing which takes place in May.

If your request is not granted then your child's absence will be recorded as unauthorised and you may be issued with a Penalty Notice by the Local Authority.

Attendance and Punctuality

All children are expected to attend school except when they are ill, in which case the child should be fully recovered before returning. Please telephone the school on the first day of absence; messages may be left on the answer phone. **A written note explaining a child's absence should be provided immediately upon a child's return to school.** Please note that children should not attend school for **48 hours after vomiting or diarrhoea** (Guidance on infection control in schools and other childcare settings).

No child will be permitted entry into school during lunch time due to fire register regulation guidelines from the Local Authority.

Written permission should be sought from the Headteacher for a child to be absent for any other exceptional circumstance.

Children's attendance is monitored by the school and the local authority. The school will contact parents/carers to discuss concerns about attendance.

100% attendance is rewarded termly with certificates. Class/Year group and House attendance is also rewarded on a regular basis. Our overall attendance is consistently high at 96.5%. Our unauthorised absences are very low at 0.5%.

Punctuality

Being on time is important as the teaching day begins straight away. Children arriving after the electronic registration receive a late-mark. Children's lateness is monitored by the Local Authority. Please ensure your child has enough time to unpack their kit into lockers etc and arrive in class in time for the start of the day.

Uniform

Creating a smart and orderly community

All children like to identify themselves as closely as possible with their school. A uniform helps with this identification, makes the pupil feel a closer member of the community and makes for a greater feeling of equality. It can be said that school uniform directly and advantageously affects the tone and general conduct of pupils. We would draw your attention to the fact that there is a school uniform which all children are expected to wear.

School colours - Light blue and dark blue.

Girls

Shoes - black (in sensible style) i.e. no high heels or slingbacks.

Skirt/pinafore dress/tailored school trousers - navy

Blouse - light blue

Socks/tights - white or dark blue

Cardigan/v-necked jumper - navy

School tie (with a top button)

Blazer (optional) - navy

Engayne Book Bag



Boys

Shoes - black (in sensible style, not trainer style)

Trousers (short or long) - grey

Shirt - light blue

V-necked pullover/v-necked school sweatshirt - navy

Socks - grey

School tie

Blazer (optional) - navy

Engayne Book Bag

The E.P.F.A. organises a “nearly-new” uniform sale from time to time.

In warm summery weather girls would be encouraged to wear a blue gingham dress and boys school shirts with short sleeves. Navy or black sandals may also be worn, but open toes and sling-backs should be avoided for safety reasons. Our requirements are usually stocked by all large stores. Badged items are stocked by M&S and can be purchased on line at www.mandsyourschooluniform.com.



Clothing worn for Physical Education

All pupils should change for PE and wear appropriate clothing. No watches or jewellery are to be worn including earrings and long hair is to be tied back. Children with long hair should have a hair tie with them every day in case of PE days changing or extra physical activities occurring. For outside PE children should wear trainers and during the cold season wear warm clothing, such as tracksuits (navy colour, no hoods for safety reasons). Inside, children do not need footwear and the outfit includes navy shorts and a plain white t-shirt. Each child should have a plain coloured t-shirt of their house colour. A PE bag will be required to keep in school. **Swimming** boys should wear trunks, no swimming shorts are allowed and girls a one piece swim suit, no bikinis.

Protective Clothing

Each child should have an overall to protect their clothing during art and design technology activities. An old shirt, with elastic at the cuff and the collar removed, is ideal for this purpose.

Jewellery

Only watches are permitted but no SMART watches are allowed. Under no circumstances should jewellery be worn for P.E., swimming or such activities. Children should NOT have their ears pierced within school terms. Earrings cannot be worn even for a short period.

Hair Styles

Extreme hair styles are not permitted (e.g. no Mohawks, designs cut into hair or shorter than a No. 3). Girls headbands must be blue/white gingham or navy blue without large bows/flowers. Long hair should be tied back due to nits.

Lost Property

Please make sure that your child's clothes and belongings are clearly named and remember to do this each time you have to replace any of these items. If anything is lost, please inform the teacher. There is a lost property cupboard at the entrance to the main block.

Unnamed lost property will only be kept for one half-term. Neither the Local Authority nor the School can accept responsibility for any losses incurred on our premises.



Instrumental Music Teaching

The school has a strong music tradition and makes every effort to foster this. Havering Music School is the preferred provider of instrumental tuition to schools in the London Borough of Havering. All music packages include a weekly instrumental lesson, a theory lesson and an ensemble rehearsal. If you are interested in your child learning a musical instrument, please contact the Havering Music School. www.havering.gov.uk



Charging for School Activities

Schools may invite parents and others to make a voluntary contribution towards any aspects of the school's work e.g. educational visits, materials for cooking or craft work, short tennis, etc. but no pupil may be left out of an activity because his or her parents are not able, or do not wish to make a contribution.

At Engayne the Governing Body have adopted the policy that parents will be asked to make a contribution towards the cost of an educational visit but, although there is no compulsion, if there are insufficient contributions the trip is unlikely to go ahead. Cases of particular hardship should be discussed with the Headteacher.

A parent may be required to pay for or supply any materials or ingredients for making an item where the parent has indicated in advance that he or she wishes to own the finished product.

A charge may be made in respect of individual or group tuition in playing a musical instrument, even if such tuition takes place during school hours.

Discipline

Nurturing an atmosphere of mutual respect

At Engayne we aim to promote self-discipline in our pupils and a proper regard for authority. Rules are based on consideration for safety, concern and respect for others and the environment, good manners and courtesy.

Our policy is based on encouraging and recognising good behaviour. When necessary children may be reprimanded and reminded about the appropriate way to behave. They may, for example, be deprived of some playtime.

Where a child's behaviour gives us cause for concern, parents would be consulted. Parents' understanding and support are essential at such times, if we are to help the individual child.

The ethos of the school is that control of pupils should be based on good personal/professional relationships between the staff and pupils. However, if extremely exceptional circumstances arise in which staff have to use reasonable force to control or restrain pupils they will do so. Members of staff will only use reasonable force to control or restrain pupils when all other alternatives have been or cannot be tried.

Pastoral Care

Caring for the 'whole' child

At school we are concerned with the "whole" child and not just academic achievement. If your child is not happy at school or at home, then it is likely that she/he will not do very well. For this reason each class teacher will be concerned with how children are getting on with each other and with adults. If a child appears to be unhappy or unsettled, the class teacher will probably raise the matter with the Headteacher and in turn the school may contact you to discuss the matter.



Child Protection

The staff in all maintained schools have a responsibility to promote the welfare of the children in their care. The Local Authority also requires that staff safeguard the welfare of children by referring any serious concerns that they might have about any children to the Headteacher or a senior member of staff.

To enable staff to monitor the welfare of your child you are asked to keep the school informed of any unusual or serious injuries which your child has suffered, and of any circumstances at home which might cause a change in your child's behaviour at school.

Staff may, on occasion, wish to speak with you to discuss and clarify the cause of a particular injury; to seek a reason for a sudden change in your child's behaviour, or raise other concerns they may have.

In those instances where staff have serious concerns about the welfare of a child then schools are under a duty to make a referral to staff to the Social Services Child Protection Team. If this happens, please remember that the staff concerned have a responsibility to promote and safeguard the welfare of the children in their care.

Curriculum

Excellence and enjoyment

The curriculum of the school is structured to meet our aims and the requirements of current legislation, September 2014.

Key Stages 1 and 2

The National Curriculum (2014) for primary school children includes:

English, mathematics, science, computing, history, geography, design and technology, art, music, foreign languages and physical education. Personal, social and Health Education and Citizenship is also taught throughout the curriculum. Religious education is also an additional compulsory subject. This is available in more detail on our school website.

At Engayne we follow the Letters and Sounds phonic teaching programme. We believe in giving children the widest possible reading opportunities to use a combination of real books, Oxford Reading Tree, Collins Big Cat, Floppy's Phonics and Rigby Star books to become enthusiastic and reflective readers through contact with the broadest range of reading materials.

Foundation Stage

Children who are not yet of statutory school age follow a foundation curriculum designed particularly for early years education.

Classes are of mixed ability. The organisation for individual lessons varies between whole class sessions, group work and individual work. Every effort is made to meet the individual needs of each pupil.



Sport

Developing ability, fulfilling potential

At Engayne we aim to enable the children to achieve their full potential in Physical Education through the teaching of the National Curriculum programme of study and by providing a range of extra curricular activities. Sports currently taught at school include football, netball, cricket, rounders, short tennis, athletics, ballet, fencing swimming and gymnastics.

Learning to swim - in our own pool

Children from Year 1 to Year 6 have the opportunity to swim once a week in our school pool all year round. Tuition is provided by a professional instructor. Reception children have taster swimming lessons during their 1st year.

Children must wear a swimming hat which can be purchased from the school office. It is local authority policy not to allow goggles of any kind to be worn during swimming lessons. If you wish for your child to wear goggles you must complete a permission letter which is available from the school office.



Religious Education

Nurturing interest, fostering respect

Religious Education complies with legal requirements and is taught in accordance with the agreed syllabus for the London Borough of Havering. The content of the syllabus reflects the fact that the religious traditions in this country are, in the main, Christian.

Account is also taken of the teaching and practices of other principal religions. The content is not based on the teachings of any particular denomination. A copy of the agreed syllabus is available for inspection in the school office. If you have any concerns about this aspect of the curriculum, you should talk to the Headteacher. You have the right to withdraw your child from Religious Education lessons. If you wish to do so, you are asked to put your request in writing to the Headteacher.

Collective Worship

Collective worship is carried out in accordance with statutory requirements. All children attend an act of worship at some time during the school day. This may be as a whole school or in groups. The content of the majority of these acts of worship reflects the broad traditions of Christian belief. You have the right to withdraw your child from collective worship. If you wish to do so, you are asked to put your request in writing to the Headteacher, but you might wish to discuss the matter first.

Sex Education

The sex education policy of the school aims to give the children relevant information in a balanced manner, taking due account of the value of family life. Parents have the right to withdraw their child from all or part of the sex education offered. The policy is available for inspection at the school office or on our website. (Future Government changes 2017-2018).

(Inclusion

SEN - Special Educational Needs

All children may experience some difficulties in learning from time to time. Some children may need to have additional support provided for them. Provision is made in a variety of ways.

The SENCo works closely with class teachers. Initially the class teacher supports children in the classroom by, for example adapting the work to suit their needs. Some children may still experience difficulties. The SENCo and the class teacher will then plan a series of targets and individualised education programmes for those children. These children may also require additional support which will be monitored and reviewed regularly.

Some children's difficulties are greater than others and it may be that they require specialist help. The SENCo will then seek the appropriate advice and support.

Engayne's 'local offer' is available on our website.

Although parents are consulted on a regular basis and kept fully informed of their child's progress, appointments may be made to see our SENCo, should further advice be required.

If you have any queries about the special educational provision we make for your child please speak, in the first instance, to the Headteacher. The Headteacher will investigate and will contact you within 5 school days. If she has not resolved the matter to your satisfaction it will be referred to the Governing Body who will consider the complaint at their next meeting and will contact you within 5 school days from the date of that meeting.

More/most able and Talented

Some children will be identified as being the more/most able/talented in their year group. The Inclusion Manager/SENCo will work with teachers to ensure the needs of these children are being met. Some children will be nominated for courses that are organised by the borough.

Equality Policy/Accessibility Plan

Our Equality Policy/Accessibility Plan is available on our website. Our school is committed to improving access and promoting the involvement of disabled pupils/people.

How to complain about the curriculum

As a requirement of the Education Reform Act, the Authority has developed formal procedures which specify how complaints about the curriculum and collective worship are to be handled. (These procedures are not concerned with complaints about the actions of individual members of staff and the Headteacher, or matters other than curriculum and collective worship). When a complaint about such matters is made, it should be dealt with, in the first instance, through informal discussions with the Headteacher, as is the established practice in the school. In the rare instances where a matter cannot be resolved informally, the next stage is for it to be considered by the Governing Body as a formal complaint, if the complainant wishes to pursue the matter. A copy of the complaints procedure is available on the school website.

Medicines

Children should not be in possession of any medicines. Asthma related equipment can be kept in the school medical room and children can use it whenever required. Please contact the school if you would like to discuss any medical conditions/issues.

In some cases a health care plan will be written with the school nurse.

Accident and Emergencies

If your child is taken ill at school or has an accident, it may be necessary to contact you urgently. Please keep the school office informed of any change of address/telephone number/place of work/hours of work/alternative contact etc.

Dangerous Objects

We do not permit children to bring knives, sharp instruments, bottles or indeed any dangerous object to school. Any such object, or other unsuitable material, found with a pupil would be removed and kept until collected by a parent.

School Meals and Packed Lunches

Any child who is in full-time attendance can stay in school for a midday meal. KS1 children can receive a Universal Free School Meal.

Provision is made for those children whose parents wish them to bring packed lunches. These lunches should be securely packed in named lunch boxes (no glass containers, knives, sweets, chocolates, fizzy or hot drinks please).

Proper standards of behaviour are expected during the lunch break.

Please see the schools food policy.

Infant children are provided with a healthy fruit snack at morning break.

Junior children may bring in a piece of fruit for a snack during morning break.

There is a healthy tuck shop available for KS2 children at break time.

Milk

Milk is available for children in infant classes from company 'Cool Milk'. Cool Milk will provide free milk to all pupils up to their 5th birthday. From the age of 5 it is offered to parents at a subsidised rate. Parents pay Cool Milk direct.



Links between home and school

Mutual communication and understanding

At Engayne we feel that the education of a child is a partnership between the family and school, and that understanding between parents and teachers about the aims of education will enhance the child's ability to succeed. Parents are kept informed in a number of ways about the curriculum and their child's progress, including two parent evenings per year.

A written report for each child is issued at the end of every school year. This is in addition to consultation meetings with children about their child's progress.

Parents are always welcome in school and teachers are very willing to discuss any matter of concern. Please contact the school office to arrange an appointment, as teachers are not generally available in session time because of class commitments. There is a Parent Council Meeting each half term.

Parents helping in school

A key part of the learning cycle

Helping in school during the school day is a good way of becoming involved in school activities. There are a variety of activities where additional help is particularly appreciated. However any parents wishing to give a little of their time will need an Enhanced DBS in place.



Emergency procedure for Uncollected Children

Unfortunately we cannot supervise children in reception at the end of the day. If within 15minutes, they are not collected the school office will make every effort to contact the parent, carer or named alternative carer.

If the child has not been collected by 4.00(or within 30 minutes of the end of the school club or activity) and the Head teacher or staff member in charge is unable to contact a parent or named carer, she/he will phone the duty social care team for the school area. Arrangements will then be made for the safe care of the child.

The school follows the Local Authority protocol for these incidents

Engayne Parents and Friends' Association

Excellent support, providing fun events and welcome funds

Engayne has a very active parents and friends' association (the EPFA), dedicated to promote and enhance the facilities offered to our children. All parents of children at the school are automatically members of the EPFA. Newsletters are regularly sent home to inform parents of social and fund raising events and to invite involvement and support. All funds raised by the EPFA are used to enhance the facilities or activities of the school.



Road safety precautions

Road Safety is very much a family matter but we try to support your efforts by arranging for the children to receive informal talks and lessons on this topic. The school receives help from the Road Safety Officer and Police in this respect. A cycling proficiency course is organised for older children where possible. Bike shelters and scooter storage are available.



PSPO

Any vehicle seen stopping to drop off or pick up pupils during the school run within the designated zone will be monitored by cameras and Fixed Penalty Notices (FPNs) of £100 will be issued. There will be no prosecution if paid within 14 days of being issued. People who do not pay FPNs, and those who offend persistently (more than three times), may be prosecuted and face a fine of up to £1,000 and a criminal record. For more information on this please see our website.

It would be helpful if parents were to consider seriously the following:

- Is it necessary to drive to school?
- Can you walk instead?

Pedestrians, please wait in a safe, sensible position at the school gate/fence so that no child is compelled to walk in the road.

Consider how you would feel if as a result of carelessness, or lack of consideration, one of our children was hurt?





Documents available for inspection

There are a number of documents and policy statements which are on our website should you wish to have a paper copy, please contact the school office. Alternatively, please download these from our website.

Equality of Opportunity and Entitlement

All children are entitled to receive the school curriculum. As a school we are committed to including and educating children irrespective of any physical, intellectual or cultural differences, and will seek to meet their individual needs.

In exceptional circumstances a temporary disapplication of the National Curriculum may be made by the Headteacher. This means no child will be discriminated against on the grounds of: race, colour, gender, religion or social status.

The Governing Body

The Governing Body oversees the conduct, curriculum, standards and budget of the school and has a duty to monitor the way the school is developing.

Authority Governor

Mrs D Whalley

Parent Governors

Mrs L Gunther

Mrs N Francis

Co-opted Governors

Mrs J Deacon (Chair)

Mr D Jones

Mrs D Ross

Mr R Mansell

Mr P Harris

Mrs N Holland

Teacher Governor

Miss K Smith

Head Teacher Governor

Mrs S Sankey

Vision Statement

At Engayne we aspire to give every pupil the opportunity to reach their full potential in a safe, enjoyable and stimulating environment which prepares them for the ever changing world.

The Governing Board is committed to supporting the school in achieving this vision through its Aims and Values.

Conclusion

We hope that the information contained in this brochure is helpful. If you have any queries about the school please do not hesitate to contact the Headteacher who will be pleased to assist.

TERM AND HOLIDAY DATES 2017/2018

TERMS	INCLUSIVE DATES
AUTUMN	4th September 2017 - 20th December 2017
SPRING	2nd January 2018 - 29th March 2018
SUMMER	16th April 2018 - 20th July 2018

HOLIDAYS	INCLUSIVE DATES
Autumn Half Term	23rd October 2017- 29th October 2017
Christmas	21st December 2017 - 1st January 2018
Spring Half Term	12th February 2018 - 18th February 2018
Easter	30th March 2018 - 15th April 2018
May Day	7th May 2018
Summer Half Term	28th May 2018 - 3rd June 2018

Non pupil days:

Monday 4th September 2017

Monday 30th October 2017

Tuesday 2nd January 2018

Thursday 19th July 2018

Friday 20th July 2018

Appendix 2a

KS1 results May 2016		
subject	indicator	school data
READING	% pupils attaining the national standard or above	76%
WRITING	% pupils attaining the national standard or above	66%
MATHS	% pupils attaining the national standard or above	76%

KS2 results May 2016			
subject	indicator	school data	national
READING	% pupils attaining the expected standard or above	77%	66%
WRITING	% pupils attaining the expected standard or above	75%	74%
MATHS	% pupils attaining the expected standard or above	83%	70

Progress in 2016 from KS1 to KS2

subject	indicator (scaled score)	school data
		2016
READING	average progress in reading from KS1 to KS2	+0.3
WRITING	average progress in writing from KS1 to KS2	-1.4
MATHS	% of pupils working at the national standard based on test results	+1.4

Foundation Stage Profile headlines July 2016

Percentage of pupils achieving GLD	69
Percentage of pupils attaining at least one exceeding	41

Phonics Screening Check (PSC) Results June 2016

proportion passing PSC	by end of Y1	by end of Y2*
	89%	100%

PRIVACY NOTICE

for

Pupils in Schools, Alternative Provision and Pupil Referral Units

and Children in Early Years Settings

We, **Engayne Primary School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

Support your teaching and learning;

Monitor and report on your progress;

Provide appropriate pastoral care, and

Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the **School office**.

1 Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department of Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

London Borough of Havering:

<http://www.havering.gov.uk/Pages/Services/Privacy-notice.aspx>¹ and

What the department (DfE) does with pupils and children's data:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

Who the department (DfE) passes pupil data to:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause/sharingdata>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

London Borough of Havering Council
Social Care and Learning
Performance and Policy
Mercury House
Mercury Gardens
Romford RM1 3SL
Website: www.havering.gov.uk
Email: simon.jolley@havering.gov.uk
Telephone: 01708 433887

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform **the School Office** if this is what you or your parents wish.

¹ Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.

Engayne Primary School

Severn Drive, Upminster, Essex RM14 1SW

Telephone: 01708 223492

Facsimile: 01708 225820

Headteacher: Mrs S Sankey BA Hons NPQH

Email: contact@engayne.co.uk

Website: www.engayne.co.uk

