



# Engayne Primary School Prospectus 2018-2019

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

## Ofsted 2018

**Parents praised the strong relationships between pupils and staff. They appreciate that staff are always willing and available to discuss how well pupils are doing, both academically and socially. As one parent commented, 'Engayne sets a platform for a good healthy culture, promoting self-esteem, values and confidence in its children.'**



## Contact Details

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

**Telephone:** 01708 223492

**Facsimile:** 01708 225820

**Email:** [contact@engayne.co.uk](mailto:contact@engayne.co.uk)

**Website:** [www.engayne.co.uk](http://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 by 9.15am; 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](http://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](http://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 15 minutes, 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 R Mansell

Mr P Harris

Mrs N Holland

Mr S Murphy

### **Teacher Governor**

Mrs K Ramduth

### **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 2018/2019

<b>TERMS</b>	<b>INCLUSIVE DATES</b>
AUTUMN	3rd September 2018 - 19th December 2018
SPRING	7th January 2019 - 12th April 2019
SUMMER	29th April 2019 - 24th July 2019

<b>HOLIDAYS</b>	<b>INCLUSIVE DATES</b>
<b>Autumn Half Term</b>	22nd October 2018- 26th October 2018
<b>Christmas</b>	20th December 2018 - 4th January 2019
<b>Spring Half Term</b>	18th February 2019 - 22nd February 2019
<b>Easter</b>	15th April 2019 - 26th April 2019
<b>May Day</b>	6th May 2019
<b>Summer Half Term</b>	27th May 2019 - 31st May 2019

**Non pupil days:**

Monday 3rd September 2018

Monday 29th October 2018

Monday 22nd July 2019

Tuesday 23rd July 2019

Wednesday 24th July 2019

## Appendix 2a

<b>KS1 results May 2017</b>			
<b>subject</b>	<b>indicator</b>	<b>school data</b>	<b>national data</b>
<b>READING</b>	% pupils attaining the national standard or above	80	76
<b>WRITING</b>	% pupils attaining the national standard or above	75	68
<b>MATHS</b>	% pupils attaining the national standard or above	83	75

<b>KS2 results May 2017</b>			
<b>subject</b>	<b>indicator</b>	<b>school data</b>	<b>national data</b>
<b>READING</b>	% pupils attaining the national standard or above	85%	72%
<b>WRITING</b>	% pupils attaining the national standard or above	92%	76%
<b>MATHS</b>	% pupils attaining the national standard or above	93%	75%

<b>subject</b>	<b>indicator: average scaled score progress from KS1 to KS2</b>
<b>READING</b>	+1.2
<b>WRITING</b>	+2.2
<b>MATHS</b>	+2.2

## [Privacy notice for parents/carers](#) – use of your child’s personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Engayne Primary School, are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Sarah Rowe (see ‘Contact us’ below).

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

Contact details, contact preferences, date of birth, identification documents

Results of internal assessments and externally set tests

Pupil and curricular records

Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs

Exclusion information/ Racial & Bullying incidents

Details of any medical conditions, including physical and mental health

Attendance information

Safeguarding information

Details of any support received, including care packages, plans and support providers

Photographs/ Digital recording of school performances

CCTV images captured in school

Behaviour Records

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about pupils with:

*Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*

*The Department for Education— to meet our legal obligations to share certain information with it*

*The pupil's family and representatives-to protect the individual's legitimate interests*

*Educators and examining bodies- to perform official tasks in the public interest*

*Our regulator [specify as appropriate, e.g. Ofsted, -- to perform official tasks in the public interest]*

*Suppliers and service providers – to enable them to provide the service we have contracted them for*

*Financial organisations-to meet our legal obligations*

*Central and local government--to meet our legal obligations and share vital information*

*Our auditors--to meet our legal obligations*

*Survey and research organisations*

*Health authorities-to protect the individuals vital or legitimate interests*

*Security organisations-to protect the individual's vital interests*

*Health and social welfare organisations-to protect the individuals vital or legitimate interests*

*Professional advisers and consultants- for the legitimate interests of the school*

*Charities and voluntary organisations- for the legitimate interests of the school*

*Police forces, courts, tribunals--to meet our legal obligations or protect vital interests*

*Professional bodies- for the legitimate interests of the school*

## National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

Give you a description of it

Tell you why we are holding and processing it, and how long we will keep it for

Explain where we got it from, if not from you or your child

Tell you who it has been, or will be, shared with

Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer, Sarah Rowe, [dpo@engayne.co.uk](mailto:dpo@engayne.co.uk)

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Sarah Rowe, [dpo@engayne.co.uk](mailto:dpo@engayne.co.uk)

Please be aware that a subject access request made immediately after the last day of the summer term may not receive a response within the prescribed 30-day period.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

Object to the use of personal data if it would cause, or is causing, damage or distress

Prevent it being used to send direct marketing

Object to decisions being taken by automated means (by a computer or machine, rather than by a person)

In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** via e mail

Sarah Rowe: [dpo@engayne.co.uk](mailto:dpo@engayne.co.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*

## **Engayne Primary School**

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