



Engayne Primary School Prospectus 2022-2023

Committed to Excellence and Enjoyment



Index

| | |
|---|------------|
| Index | Page 2 |
| Welcome | Page 5 |
| Contact Details | Page 6 |
| Aims of the School | Page 7 |
| Values of the School | Page 8 |
| Our School | Page 9 |
| Admissions | Page 10 |
| School Times | Page 11 |
| Procedures for changes for collection of children | Page 12 |
| School Terms and Holidays | Page 12/31 |
| Attendance and Punctuality | Page 13 |
| Uniform | Page 14 |
| PE clothing | Page 15 |
| Protective Clothing | Page 16 |
| Jewellery | Page 16 |
| Hair Styles | Page 16 |
| Lost Property | Page 16 |
| Birthdays | Page 16 |
| Instrumental Music Teaching | Page 17 |
| Charging for School Activities | Page 17 |
| Discipline | Page 18 |
| Pastoral Care | Page 18 |
| Child Protection | Page 19 |
| Curriculum | Page 20 |

Index

| | |
|---|------------|
| Mental Health & Wellbeing | Page 20 |
| Sport | Page 21 |
| Swimming | Page 22 |
| Religious Education | Page 22 |
| Collective Worship | Page 23 |
| Healthy Relationships & Wellbeing | Page 23 |
| SEND - Special Educational Needs & Disabilities | Page 23 |
| More/most able | Page 24 |
| Equality Policy/Accessibility Plan | Page 24 |
| Complaints | Page 24 |
| Medicines | Page 24 |
| Accident and Emergencies | Page 25 |
| School Meals and Packed Lunch | Page 25 |
| Milk | Page 25 |
| Home/School Links | Page 26 |
| Engayne Parents and Friends' Association | Page 27 |
| Bikes & Scooters | Page 28 |
| Equality of Opportunity & Entitlement | Page 29 |
| The Governing Body | Page 30 |
| Term Dates | Page 31 |
| Assessment Results | Page 32 |
| Privacy Notice | Page 33/34 |
| | Page 35/36 |



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

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.

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.

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.



Engayne School Values

RESPECT each other

BELONGING together

RESPONSIBILITY
for now and ever

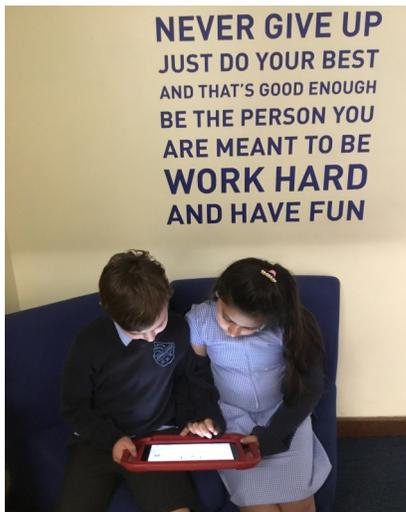
Our School

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. Tours of the school 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.

All children must be collected from school at the end of the day. Year 6 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. This needs to be 30 minutes before pick up time.



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.

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.

The School Term and Holidays

For school term and holiday dates see page 31. 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). If a child is absent without parental notification these are our actions.:

A courtesy phone call will be made to speak to parent/guardian.

If we cannot make contact with the parent/guardian other contacts on our system will be called.

If 1 or 2 is unsuccessful 2 members of staff will call at the home address.

If 1,2 and 3 are unsuccessful the police will be called.

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 (provided by EPFA)

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 (provided by EPFA)



Summer Uniform

Girls and boys can wear tailored grey (boys)/ navy (girls) shorts with a blue blouse /shirt with short sleeves. Blue gingham dresses/ playsuits can also be worn.

If the shirt or blouse has a top button, then a tie must be worn.

Navy or black sandals may also be worn, but open toes and sling-backs should be avoided for safety reasons.

A wide brimmed hat is recommended for outdoor activities during the summer months (as in Australia), avoid base ball caps. The school are currently in negotiation with Marks and Spencer, our bespoke uniform provider to supply a branded wide brimmed hat. As with all school uniform branded items are not compulsory.



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.

Birthdays

Your child can wear non-uniform as a birthday treat. If their birthday falls in a holiday or at the weekend then they can wear non-uniform the Friday before their birthday/holiday.



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 and Safeguarding

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.

Operation Encompass

The school has been given the opportunity to take part in a project that will run jointly between schools and the Metropolitan Police Service. This project is known as Operation Encompass.

Operation Encompass is the notification to schools that a child (under 18) has been exposed to, or involved in, any domestic incident. Children can be significantly physically or emotionally harmed when this is the case and the information received will be used to make sure the right support is available for children and their families. This will ordinarily be done by the start of the next school day.

Operation Encompass will ensure that a specially trained member of the school staff, known as a Designated Safeguarding Lead (DSL), is informed. The DSL can then use the information that has been shared, in confidence, to ensure the wellbeing of the child.

The school will be able to make provisions or adjustments to assist for any difficulties experienced by the child, or the families involved.

We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

If you have any concerns or questions then please contact one of our school's Designated Safeguarding Leads and we will be happy to discuss this further. Further information about the project can be found on our school's website and is available at the school office on request.

Mental Health and Well-being.

At Engayne Primary School we aim to promote positive mental health and well-being for every member of our staff and every pupil. We pursue this aim using workplace practices, whole school approaches and specialised, targeted approaches aimed at vulnerable pupils. In addition to promoting positive mental health, we aim to recognise and respond to mental ill health.

By developing and implementing practical, relevant and effective mental health strategies and procedures we can promote a safe and stable environment for staff and pupils affected both directly and indirectly by mental ill health.

More information to our approach to promoting positive mental health and wellbeing is on our website <https://engayne.co.uk/wellbeing/>

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. We also have a forest school and many of our lessons are taught outside. 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, swimming, musical theatre 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.

Children cannot opt out of swimming as it is part of the National Curriculum. We do expect kits to be in school on the correct day.



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.

Healthy relationships and well-being

From September 2020 there is a new statutory change to relationships education. Our Healthy relationships and well-being policy is available on our school website.

A separate sex education policy has been agreed by the Governing Board for pupils who are in year 6 only. This is also available on the school website.

SEND - Special Educational Needs & Disabilities

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. We must have 3 contacts per child.

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. Please refer to our schools food policy which is on the school website. Proper standards of behaviour are expected during the lunch break.

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.

Water Bottles

Every child must bring in a water bottle with a sports top (due to spillages). Children can re-fill bottles during the day. Water only please, no other drinks.



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.

Parents helping in school

Due to stringent safeguarding checks only a limited number of Enhanced DBS checks are completed for parents to help in school.

The expectation is to volunteer for three EPFA events each academic year. Your name is then held on a central list. If parents have a DBS you may be contacted to support school staff on visits. Numbers are limited and applications are in consultation with the head teacher.



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.

Travel to and from school

Parking is difficult around the school. We expect parents to drive and park sensibly. You must not pull up in the road to drop your child/children.

Scooters and Bikes

We encourage walking, cycling and scooting to and from school. We have bike shelters and scooter storage for use.

If you leave your bike/scooter on school premises we cannot accept responsibility if a bike or scooter goes missing.





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 Head teacher. 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 J Deacon (Chair)

Parent Governors

Mrs N Francis

Mr P Lyon

Co-opted Governors

Mrs N Holland

Mrs G Uppal

Mr A Moss

Mr S Nicholls

Teacher Governor

Mrs V Cox

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.

Please note: The below dates may vary for individual schools, especially Foundation, Voluntary Aided schools and Academies. You are strongly advised to check with your child's school before making any holiday or other commitments.

School Term and Holiday Dates - September 2022 to July 2023

In addition to the below, schools allocate five non-pupil days out of the school days indicated

| September 2022 | | | | | | | October 2022 | | | | | | | November 2022 | | | | | | | December 2022 | | | | | | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | 26 | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | |
| January 2023 | | | | | | | February 2023 | | | | | | | March 2023 | | | | | | | April 2023 | | | | | | |
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May 2023 | | | | | | | June 2023 | | | | | | | July 2023 | | | | | | | August 2023 | | | | | | |
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | |

Autumn term: Thursday 1 September 2022 to Friday 20 December 2022 = 74 school days

Spring term: Tuesday 5 January 2023 to Friday 31 March 2023 = 57 school days

Summer term: Monday 17 April 2023 to Friday 21 July 2023 = 64 school days



Bank Holidays



School Holidays

NO OFFICIAL DATA SINCE 2019 DUE TO COVID19

EYFS Attainment at Engayne Primary School

| EYFS Good Level of Development June 2019 | | | |
|---|--|-------------------------------|-----------------|
| subject | indicator | Engayne Primary School | national |
| | % pupils attaining a good level of development | 72.7% | 71.8% |

Key Stage ONE Attainment at Engayne Primary School

| KS1 results May 2019 | | | |
|-----------------------------|---|-------------------------------|-----------------|
| subject | indicator | Engayne Primary School | national |
| READING | % pupils attaining the NATIONAL STANDARD or above | 77% | 74% |
| WRITING | % pupils attaining the NATIONAL STANDARD or above | 77% | 69% |
| MATHS | % pupils attaining the NATIONAL STANDARD or above | 75% | 76% |

Key Stage TWO Attainment and Progress at Engayne Primary School

| KS2 results May 2019 | | |
|--|-------------------------------|-----------------|
| | Engayne Primary School | national |
| percentage of pupils attaining the EXPECTED STANDARD or above in reading, writing and maths | 74% | 65% |
| percentage of pupils attaining the HIGHER STANDARD in reading, writing and maths combined | 13% | % |

| subject | average progress from KS1 to KS2 |
|----------------|---|
| READING | -0.7 |
| WRITING | +1.3 |
| MATHS | +0.6 |

| subject | average scaled score KS2 |
|----------------|---------------------------------|
| READING | 104.4 |
| GPS | 107.6 |
| MATHS | 106.5 |

| KS2 attainment May 2019 | | | |
|--------------------------------|---|-------------------------------|-----------------|
| subject | indicator | Engayne Primary School | national |
| READING | % pupils attaining the NATIONAL STANDARD or above | 79% | 73% |
| WRITING | % pupils attaining the NATIONAL STANDARD or above | 88% | 79% |
| MATHS | % pupils attaining the NATIONAL STANDARD or above | 87% | 79% |
| GPS | % pupils attaining the NATIONAL STANDARD or above | 83% | 78% |

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 Sue Randelsome (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 via email dpo@engayne.co.uk

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact 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

Sue Randolsome 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

Severn Drive, Upminster, Essex RM14 1SW

Telephone: 01708 223492

Headteacher: Mrs S Sankey BA Hons NPQH

Email: contact@engayne.co.uk

Website: www.engayne.co.uk

