

# CHORLEYWOOD PRIMARY SCHOOL

PLEASE CHECK THE WEBSITE REGULARLY  
FOR ALL UP TO DATE INFORMATION AND  
DATES

[www.chorleywood.herts.sch.uk](http://www.chorleywood.herts.sch.uk)

**Parent Handbook 2018-2019**



## **Chorleywood Primary School**

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website: [www.chorleywood.herts.sch.uk](http://www.chorleywood.herts.sch.uk)

**Headteacher: Mrs Rebecca Roberts**

**Chair of Governors: Mrs Simone Tyson**

## THE HANDBOOK

This handbook is designed to fulfil two objectives. Firstly, there is certain information about the school which we are required by law to provide to parents. Secondly, there is a lot more information that we feel would be helpful for parents to have at the beginning of each school year. We hope you will find this of use. If you have any queries about anything you read in the handbook, or any suggestions for future improvements, please contact the school.

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## OUR VISION



**Happy and Successful**

At Chorleywood Primary School we strive to ensure that all our children are happy and successful. In our inclusive school everyone is equal and differences are celebrated. We work in partnership with parents and carers to inspire a love of learning. We are passionate about offering challenge, fun and excitement within a caring and safe learning environment where everyone can be the best they can possibly be.

Through consistently high expectations we will give your child the skills to be an outstanding and motivated LEARNER:

**Listener**  
**Enthusiastic**  
**Ambitious**  
**Resilient**  
**Nurturing**  
**Engaged**  
**Respectful**



Our vision is underpinned by the British values.



## ADMISSIONS

Chorleywood Primary School is currently a 'Community School'. We currently have 232 children in the school, divided into eight classes. We are a 'one form entry' school, with a capacity of thirty children in each year. Hertfordshire's Admissions Department administers the admissions process. There are two processes for applying for places, one for Nursery and one for Reception. The Education Department produces an information pack which is distributed through the Health Trusts and informs parents how to apply for a place. If the number of applicants exceeds the number of places available, places are allocated according to our admissions criteria.

Admission to other school years is the responsibility of Hertfordshire County Council and is dependent on suitable vacancies. Unsuccessful applicants are able to appeal for a place through the County's independent appeals procedure.

The school is due to join the Danes Educational Multi Academy Trust on the 1st November 2018. This will have implications for our admissions.

## THE SCHOOL DAY

|                          |                        |
|--------------------------|------------------------|
| <b>Morning Session</b>   | 8:50 a.m.- 12:15 p.m.  |
| <b>Afternoon Session</b> | 1:15 p.m. - 3:15 p.m.  |
| <b>Nursery</b>           | 9:00 a.m. - 12:00 noon |

The classroom doors open by 8:40 a.m. in all classes except Nursery where the doors open at 8:50 a.m. Every child should be ready for registration by 8:50 a.m. Late arrival is recorded.

There is a playtime for all KS1-KS2 pupils mid-morning and at lunch time. Children are supervised during all break times.

On the last day of each term, school closes at 2:00 p.m.

**Children from Nursery to Year 4 need to be collected by a parent/carer from their classroom door. If anyone different is collecting your child, please inform the class teacher/teaching assistant at the start of the day. Staff will not allow children to leave with other adults if they have not been notified, due to our safe guarding procedures.**

**If your child is in Year 5 or 6 and you would like them to walk home alone, please inform your child's teacher in writing.**

## OFFICE

Office opening hours 8:30 a.m. - 4:30 p.m.

It is extremely important that the school has up to date contact details for parents and carers. In the event that we need to make contact in an emergency it is vital that we have your correct details to enable us to contact you directly and promptly. Should your details change, please advise us in writing as soon as possible - a form for this purpose is available on the website.

## ATTENDANCE

Good attendance is essential for children to take full advantage of the learning experiences available to them and to achieve well. They need to establish a commitment to work which will be carried forward into adulthood.

If a child is unable to attend school we appreciate a telephone call to the school office, explaining the reason for the absence. An e-mail is also acceptable.

The teaching staff use the following criteria when deciding if an absence is authorised. If there is any doubt the Headteacher is consulted.

Absence is authorised:

- if the child is ill;
- if the child has to unavoidably attend the doctor's surgery, hospital, dentist or any other medical consultation;
- for a day of religious observance by the religious body to which the family belongs;
- for an exceptional special circumstance such as a family bereavement, a family wedding or to take an examination.

*Wherever possible appointments should be made out of school hours, or in the holidays.*

Absence is unauthorised if:

- no explanation is forthcoming
- the child stays at home to look after other children
- a sibling or parent is unwell
- term time holiday has not been previously authorised by the Headteacher
- the child is shopping
- the child is absent for unexceptional special occasions (e.g. a birthday treat)

Parents should arrange family holidays during school holidays. However, if it is necessary to apply for annual leave, you may be required to meet with Mrs Roberts to discuss the request. Parents do not have an automatic right to withdraw their child and permission must be requested at least three weeks before .

Any other requests for absence should be made to the Headteacher in writing, where possible providing 3 weeks notice.

## THE CURRICULUM

The programme of activities for the Nursery and Reception years is based on the recently revised Early Years Foundation Stage Curriculum. The prime areas of learning are communication and language, physical development and personal, social and emotional development. The specific areas of learning are literacy, maths, understanding of the world and expressive arts and design. The children learn through three learning characteristics ;playing and exploring, active learning and creating and thinking critically. Children learn the necessary skills to make progress in all areas of their development, and are well prepared for the start of formal education in Year 1.

The New National Curriculum is followed from Year 1 to Year 6. It consists of the following subjects:

- English
- Mathematics
- Science
- Computing
- Design & Technology
- Humanities
- Art
- Music
- Modern Foreign Languages
- Physical Education

In addition, the children are taught Religious Education in line with the Hertfordshire Agreed Syllabus for Religious Education, and PSHE - Personal, Social ,Health Economic wellbeing. Children in Key Stage 2 learn French. We aim to make the learning process enjoyable and stimulating, and to be sufficiently challenging to encourage the children to reach their full potential in all areas of the curriculum. While giving the children all possible support to acquire the basic skills of numeracy and literacy, we see the importance of educating the whole child, and are determined to keep the creative and sporting sides of school alive.

## SPECIAL EDUCATIONAL NEEDS

The school has a responsibility to ensure that all children are included and the individual needs of all children are met within the normal classroom setting. This involves a close partnership with parents. All children are entitled to access the full curriculum, which is differentiated to allow for different abilities.

Additional support is provided, as appropriate, for children who have a specific special need. The INCo (Inclusion Coordinator) Mr Dwyer is responsible for overseeing this provision. He also monitors the progress and attainment of these children. Please see our website for further information.

## **COLLECTIVE WORSHIP**

Assemblies take place every day and have a collection of moral and ethical themes. Sometimes we have assembly together as a whole school, sometimes in key stage groups and sometimes in our year groups. At the end of the week we have a celebration assembly which allows us to recognise the individual achievements of children throughout the school.

## **RELIGIOUS EDUCATION**

Religious Education is taught in accordance with Hertfordshire's Agreed Syllabus for Religious Education. The principal aim is to enable children to understand the nature of religion.

## **SEX AND RELATIONSHIP EDUCATION**

Sex and Relationship Education is part of our overall provision and mindful approach to Personal, Social and Health Education. This is delivered through our Jigsaw scheme of work. It enables children to understand their bodies and become aware of, and responsible for, their sexuality. It encourages them to have respect for themselves and others, providing a firm basis for the development of caring relationships.

## **HOME LEARNING**

Our Home Learning Policy was updated last year with a parent working group. Homework gives children the opportunity to consolidate and reinforce skills and understanding of their work in school. It extends their knowledge through individual studies and encourages them to study on their own. Each teacher sets tasks to do at home according to the work being covered in school. This may be reading, writing, learning spellings or multiplication tables, activities to support numeracy and literacy, or work related to topics being studied. It also includes our sporting logs to capture physical activity.

We would be very grateful if parents would support the school by ensuring that work set by the teachers is completed by their child and returned on time. We firmly believe that children should have sufficient time to enjoy other activities and hobbies as well as completing their homework.

## **MEALS**

Meals are cooked on the premises and in addition to the three hot dishes available from the menu, one being vegetarian, a packed lunch option will also be offered in the warmer months. Please see the link on the school website for more information. Please inform us of any special dietary requirements.

School meals are all costed at **£2.30** per meal. You will be invoiced each term for your child's meals. Payment should be made to Chorleywood Primary School using the online payment system. If you think you may be entitled to free school meals, please contact the school office for more information.

Packed lunches may also be brought to school, in labelled lunchboxes. Parents are encouraged to provide their children with healthy, balanced packed meals. Sweets, chocolate and fizzy drinks are not permitted.

Your child must decide between a school meal and a packed lunch meal for half a term. A decision to change must be notified to the office two weeks before the end of each half-term.

## **MILK**

Milk is provided free for children up to the term they turn five. However, subsidized milk is available daily for Reception children, over five, KS1 and KS2 pupils and is charged termly. Letters are sent out to parents prior to the start of each term, and should you wish your child to receive milk, then payments should be made using the online payment system.

## **SNACKS**

Children are permitted to bring drinks, fruit or vegetable snacks to school to have at playtime. We ask that these are restricted to still drinks in cartons, plastic bottles or flasks, and fruit or vegetables. Children in the Foundation Stage or Key Stage 1 are given a free piece of fruit or vegetable each day as part of the government's Healthy Schools initiative.

We encourage children to bring in a bottle of water, which they keep in their classroom and drink during the day. The bottle should be taken home at the end of each day, to be washed and refilled. Please ensure it is clearly marked with your child's name.

## SCHOOL UNIFORM

### GIRLS Y1-6

#### Winter

- Grey skirt or pinafore or smart tailored trousers
- Plain white shirt
- Maroon/burgundy or grey tights or white/grey/maroon socks.
- Black shoes (not trainers)
- School tie( Y1-4 clip on ties, Y5-6 adult tie)
- Maroon sweatshirt with badge

#### Summer

- Pale blue checked dress

### BOYS

#### Winter

- Grey trousers
- White shirt
- Grey socks
- Black shoes (not trainers)
- School tie
- Maroon sweatshirt with badge

#### Summer

- White short sleeved shirt
- Short or long trousers

In Reception and Nursery a school tie is not required and we encourage the children to wear plain white polo shirts instead of shirts.

Generic Items - these can be purchased in many places, e.g. Beat School Uniforms supermarkets, department stores.

### Physical Education:

A change of clothing is required for PE and games and the following items should be purchased from Beats Uniform Supplies:

- Maroon shorts
- School maroon PE polo shirt with school logo in your child's house colours (please check with office if further clarification needed)
- School maroon hoodie (optional)
- A navy blue school tracksuit for outdoor sport (optional in winter).

Children should keep their PE kit in school during the week.

### Coats:

We ask the children to have a coat at school throughout the winter, as they still go outside when the weather is cold or damp. Please ensure all clothing is named.

## PHOTOGRAPHS

School photographs are taken during the autumn term. In addition, teachers often take photos of children taking part in school activities. We sometimes wish to use these to promote the school (in displays, in the prospectus, on the school website or in the local papers). Children's full names are **never** shown alongside a photograph. Any parent that has a concern about the use of photos should contact the office.

## BEHAVIOUR AND DISCIPLINE

Good behaviour is essential to ensure teaching and learning is successful. We expect a high standard of behaviour in our school. We have a culture of mutual respect and encourage self-discipline and high self-esteem. Children who feel good about themselves tend to behave well and maximise their learning potential. We have a Code system which is based on safety, courtesy, understanding and common sense.

Good behaviour is praised in various ways, including the presentation of awards in celebration assembly. Poor behaviour can usually be modified through discussion and, if necessary, sanctions are imposed. Bullying, racism and any form of prejudice is not tolerated at Chorleywood Primary School by anyone.

We are very grateful for all support given by parents in implementing our behaviour policies and systems.

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## BEHAVIOUR FOR LEARNING

All stakeholders were consulted to develop a set of characteristics for the pupils within the school. These are essential behaviours that will not only benefit the pupils whilst at our school but throughout their whole life.

Our Behaviour for Learning Characteristics are:

**Listener**

**Enthusiastic**

**Ambitious**

**Resilient**

**Nurturing**

**Engaged**

**Respectful**

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## HOUSE POINT

When they begin school, children will be allocated to a 'House'. The four houses are **Dahl**, **Rowling**, **Seuss** and **Wilson**. The children will then be able to collect 'house points' for a whole variety of things including good work and behaviour. The house points will be added up each week, and the winning house will have their coloured ribbon displayed on the House Points Cup.

## **SAFEGUARDING CHILDREN**

All parents need to understand that schools have a statutory duty to safeguard and promote the welfare of their pupils, and that this responsibility necessitates a Child Protection Policy and procedures. This means that the school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Chorleywood Primary School has a Child Protection Policy and a copy of Hertfordshire's Child Protection Procedures, both of which are available for parents/carers to see.

The Headteacher, Deputy Headteacher and Assistant Headteacher are the Designated Senior Persons for Child Protection, and will be happy to discuss any questions or concerns parents/carers may have about Child Protection Policy and practice.

## **CLUBS**

The children are offered a range of clubs, which take place either before school, at lunchtime or after school. The choice varies according to the season, the expertise of staff and the age and interests of the children.

Full details of all clubs offered can be found on the school website.

## **LEARNING A MUSICAL INSTRUMENT**

In addition to the music curriculum children have the opportunity to learn to play a specific instrument. The instruments currently offered by Herts Music Service are violin, flute and piano. A charge is made for these lessons, depending on the length of lesson and number of children in the group.

Children can also learn guitar at school with a company called Rock and Pop, and drumming with Gareth Tyler Drums. A private arrangement is made with the teacher for these lessons.

Parents should contact the office if they are interested in their children learning one of these instruments. Vacancies sometimes crop up unexpectedly; you will be notified if vacancies arise.

Years 3 and 4 learn the Djembe drums, and Years 5 and 6 learn the Ukulele as part of the Wider Opportunities programme.

## **PARENT CONSULTATION MEETINGS**

These meetings are held in the Autumn and Spring terms, and all parents are invited to attend to discuss their children's progress. The dates will be as follows:

- Autumn Term 2018: Tuesday 13th November : 5:00 - 8:00 p.m.  
Wednesday 14th November : 4:00 - 6:00 p.m.
- Spring Term 2019: Tuesday 12th, March : 5:00 - 8:00 p.m.  
Wednesday 13th March : 4:00 - 6:00 p.m.

## **CHARGES FOR SCHOOL ACTIVITIES AND REMISSIONS POLICY**

The *Governors* have adopted the following policy on charging for school visits and activities:

- A voluntary contribution will be requested to cover the cost of activities and visits.
- There is no obligation to contribute and no individual child will be penalised if parents decide not to contribute.
- If insufficient contributions are received for a proposed activity, then it will not take place.
- We hope that parents will continue to support visits whenever possible in order to enrich the children's learning by providing first-hand experience.
- Parents may occasionally be requested to contribute towards the cost of ingredients and materials needed for practical subjects such as cookery.

Further details can be found in the 'Charging and Remissions Policy', available on our website.

## **LOST LIBRARY AND HOME READING BOOKS**

The children can purchase a book bag from Beats in which to take their reading and library books home. Unfortunately, although the majority of children look after their books, we always have a number of books which are lost at home. We must ask for a contribution towards a replacement book in such cases.

## **VOLUNTARY HELPERS**

A number of parents help out regularly in school, we welcome all volunteers. An extra pair of hands is always useful for teachers, who appreciate assistance with hearing readers, changing library books, and with practical activities. If you volunteer to give lifts, you must provide a seat belt for all passengers, and check that your car insurance covers this situation. It is imperative that all volunteers maintain confidentiality at all times. Further guidance for Voluntary Helpers is contained on page 16. There is no guarantee that if you offer to help it will be in your child's class. Offers of help will be allocated to meet the needs of the children.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

All regular volunteers must undergo a DBS with Hertfordshire County Council

## **LOST PROPERTY**

We would be very grateful if you could label each item of your child's clothing. KS1 lost property is kept outside Year 2. KS2 lost property is kept in the Library.

## **FIRST AID**

Most of the staff have received first aid training and are qualified to perform simple procedures. Four of our staff have also completed the Pediatric First Aid course. Treatment does not stretch beyond the use of antiseptic wipes, plasters and ice-packs.

## **MEDICINES**

If a child has medicine that has to be taken during school time, parents must complete and sign an 'issuing medicine' form. This is available from the school website or at the school office. No non-prescribed medication will be administered at school.

## EMERGENCY CLOSURES

You will be notified in several ways on the very rare occasion that we would need to announce an emergency closure of the school. This may be due to extreme weather conditions or the malfunction of the boiler during winter. On these occasions, we will use text message and email to contact you. In addition, the local radio stations will be informed. In order to communicate any school closure we may have with maximum efficiency, Chorleywood Primary has registered with Everbridge, who specialise in facilitating critical communications. Please log onto <https://member.everbridge.net/index/892807736725489#/login> and sign up to receive notifications.

## PARKING

The traffic situation can be quite chaotic outside the school gates at the beginning and end of the school day. We encourage parents to walk with their children if they can, but even when this is not possible, there are ways that everyone can work together to alleviate congestion. The Stag has given permission for parents to use the pub car park.

The places that are completely off-limits for parents to park are:

- The school car park
- The yellow zig zags
- Driveways of residents
- Ryman Court
- The top of Rendlesham Way

## USE OF THE SCHOOL CAR PARK

The school car park is for **the use of staff and visitors only**, and must not be used to pick up or drop off children.

## DOGS

Assistance dogs (guide dogs, hearing dogs etc.) are allowed on to the school site. However, other dogs are not allowed into the school grounds, except in special circumstances with the permission of the Headteacher and Governors.

## GUIDELINES FOR VOLUNTARY HELPERS

We realise that everyone's lives are very busy these days, and really value the time that volunteers can give. Some activities simply could not take place without extra adult help.

In order to make the best use of voluntary help, we have drawn up the following set of guidelines:

- All volunteers are required to have a full DBS Certificate, issued by Herts County Council.
- We are now required by Herts County Council to ask any volunteers to provide 2 character references.
- If you provide lifts, please contact the office to complete a volunteers driving form and provide copies of Insurance Certificate, MOT, Driving Licence and Registration Document.
- Children learn best when they are encouraged to develop a questioning approach. It is sometimes tempting to give children 'the right answer', but it is always preferable to help them find their own way there!
- When children are engaged in practical activities, the process is more important than the end product. If the children are cooking, for example, the cakes do not have to be home standard, but the children should have had the opportunity to practise the skills of weighing, measuring, handling the materials, talking about the experience, and recording their ideas.
- Volunteers are very welcome to use the staff room at morning playtime, and have a drink of coffee or tea with the staff.
- It is important to recognise the need for confidentiality. This applies to the use of the Staff Room, but more specifically with regard to individual children's progress, behaviour and ability.
- If volunteers accompany children on a class visit, they will be given details about the organisation of the visit, the timetable for the day and any grouping arrangements. The teacher has ultimate responsibility for the children on those occasions.
- In the very rare case of a parent/carer helping in their own child's class, interaction with that child should not be over and above that given to other children.
- In order that children develop self-discipline, the messages they are given by all adults at school should be consistent.

## SMOKING

Smoking is not allowed anywhere on the school premises at any time.

## WHERE TO TAKE CONCERNS

If you have any concerns about your child/school issues, you may wonder who is the best person to talk to. Here is a useful guide:

- concerns about child's progress
- incident in playground involving child
- change in arrangements for picking child up from school
- home factors affecting child at school
- child's illness/injury

Talk to class teacher/  
teaching assistant

- concerns not adequately resolved by class teacher
- issues regarding admissions
- issues regarding school organisation
- request to take holiday in term time
- serious complaints

Make an appointment  
through the office to see  
Mrs Roberts

- formal complaints—See complaints procedure

Contact Head Teacher

- concerns or formal complaints not adequately resolved by Head Teacher

Contact Chair of Governors  
c/o the school

## THE PARENTS & TEACHERS ASSOCIATION

All parents and teachers at Chorleywood Primary School are automatically members of the Parents and Teacher's Association (PTA). The purpose of the PTA is to enhance the children's experience of school in ways which are beyond the scope of the school's educational budget.

The PTA does this either by paying for particular resources or events, or drawing on the skills and expertise of the parents of children at the school to get specific jobs done.

In the past the PTA has been able to pay for the library, the willow structure, some of the classroom computers and interactive whiteboards, funded an extended programme of grounds work including the new outside gym and play equipment, junior trim trail, the infant climbing frame, playground markings, picnic tables, the raised flower beds and the mural, and funded various specific events such as visits by theatre groups, artists and musicians and some of the Activities Week.

The money is raised by approximately ten fund-raising events throughout the school year. As well as raising money, these events are an excellent way to meet fellow parents. There are many ways in which parents can help with school events, for example -

- making decorations to sell at the Christmas Market
- suggesting ideas and being willing to help organise events
- baking a cake for the Easter Cake Sale
- running a stall for an hour at the Summer Fun Day
- being a class representative
- joining the PTA Committee

Each class has a 'class rep' who acts as a link between the PTA Committee and the parents. The rep's role is to encourage the parents in their class to support the PTA fund-raising work by helping at events or just by coming along.

Everyone is eligible to become a PTA committee member. Committee members are elected at the Annual General Meeting (AGM), This was held on Monday, 10th September 2018 at school. The full committee meets one evening each term at the school, and there are subcommittees involved in specific projects.

Any help you want to give at PTA events would be much appreciated. Also, any encouragement you can give to the other parents in your class, especially new parents, to help or attend fund-raising events would be fantastic.

## Key Stage Results

### End of Key Stage Results for 2017/2018 Academic Year

| <b>KS2</b>                           | % Working at the expected standard in the KS2 SATs |       |          |
|--------------------------------------|----------------------------------------------------|-------|----------|
|                                      | Chorleywood                                        | Herts | National |
| Reading                              | 100%                                               | 79.2% | 75%      |
| Scaled Scores                        | 110                                                | 106.1 | 105      |
| Writing                              | 96.7%                                              | 79%   | 78%      |
|                                      | N/A                                                |       |          |
| Maths                                | 100%                                               | 76.8% | 76%      |
| Scaled Score                         | 110                                                | 104.9 | 104      |
| Grammar, Spelling<br>And punctuation | 93.3%                                              | 80%   | 78%      |
| Scaled Score                         | 113                                                | 106.8 | 106      |
| RWM combined                         | 96.7%                                              | 66.4% | 64%      |

| <b>KS1</b> | % Working at the expected standard in the KS1 SATs |       |          |
|------------|----------------------------------------------------|-------|----------|
|            | Chorleywood                                        | Herts | National |
| Reading    | 93.3%                                              | 79%   | 76%      |
| Writing    | 90%                                                | 71%   | 68%      |
| Maths      | 93.3%                                              | 77%   | 75%      |

## THE SCHOOL STAFF

### TEACHING STAFF

|                              |                 |                        |
|------------------------------|-----------------|------------------------|
| Headteacher                  | Mrs. R Roberts  | Senior Leadership Team |
| Deputy Headteacher/Year 6    | Miss K Dawson   | Senior Leadership Team |
| Year 6                       | Mrs. K Hewitt   |                        |
| Assistant Headteacher/Year 5 | Mr. H Dwyer     | Senior Leadership Team |
|                              | Miss C Marcus   | Student Teacher        |
| Year 4                       | Mrs. S Crasnier |                        |
| Year 3                       | Mrs V Pearson   |                        |
|                              | Mrs R Willis    |                        |
| Year 2                       | Mrs. S Beg      | Senior Leadership Team |
| Year 1                       | Miss D Drew     |                        |
| Reception                    | Mrs L Bassil    |                        |
|                              | Mrs. C Lewis    | Senior Leadership Team |
| Nursery                      | Ms .R Jones     |                        |
| Teacher/PPA Cover            | Mrs. D Omelia   |                        |
|                              | Mrs. S Farrelly |                        |
| Inclusion Co-ordinator       | Mr. H Dwyer     |                        |

### NON TEACHING STAFF

|                             |                           |                          |
|-----------------------------|---------------------------|--------------------------|
| School Business Manager     | Mrs. M Coomber            |                          |
| Office Staff                | Mrs. C Rhodes             | Snr Administrative Asst. |
|                             | Miss. E Reidy             |                          |
|                             | Mrs. J O'Mahony           |                          |
| PE Leader                   | Mr DN Sandiford           |                          |
| Teaching Assistants         | Mrs. K Bhogal             | Mrs. H Bulley            |
|                             | Mrs. C Flude              | Ms L Coughlan            |
|                             | Mrs. L Dean               | Mrs. N English           |
|                             | Mrs. M Marandola          | Mrs. V Hughes            |
|                             | Mrs. L Penberthy          | Mrs. T Wells             |
|                             | Mrs. E Thomas             | Mrs L Archer             |
|                             | Miss G Adams              | Mrs R Leete              |
|                             | Mrs C Daver               |                          |
| Caretaker                   | Mr. M Tyrer               |                          |
| School Grounds Co-ordinator | Ms. C Davies              |                          |
| Road Crossing Patrol        | Position Currently Vacant |                          |
| Senior Mid-day Supervisor   | Mrs. K Bhogal             |                          |
| Nursery Lunch Club          | Mrs. T Wells              |                          |

### MUSIC TEACHERS

|                       |                                     |
|-----------------------|-------------------------------------|
| Woodwind/Concert Band | Mrs S. Clements                     |
| Drumming              | Gareth Tyler/ Djembe: Inspire—Works |
| Choir                 | Ms. R Jones                         |
| Guitar                | Mr. J Postlethwaite                 |
| Piano                 | Mrs N Campbell-Stanway              |
| Violin                | Miss M Gardner                      |
| Ukulele               | Mr A Pigram                         |

## THE SCHOOL GOVERNORS

The Governing Board of the school works closely in partnership with the Senior Leadership Team and staff for the benefit of the children. The Governors meet regularly, and are responsible for the school's strategic planning as well as acting as 'critical friend' to the school. Currently there are three main committees: Teaching, Learning and Assessment, Finance and Premises and a Pay and Personnel committee. A termly update is sent to parents each year, summarising the work of the Governors and the achievements of the school.

The Governing Board currently consists of the following members:

|                  |                         |                    |
|------------------|-------------------------|--------------------|
| Rebecca Roberts  | Headteacher             |                    |
| Simone Tyson     | Co-opted Governor       | Chair Of Governors |
| Martin Trevett   | Vice Chair of Governors | LEA Governor       |
| Vicky Pearson    | Staff Governor          |                    |
| Jane Mansour     | Parent Governor         |                    |
| Nitesh Patel     | Co-opted Governor       |                    |
| Michelle Coomber | Associate Governor      |                    |
| Samantha Evans   | Co-opted Governor       |                    |
| Lyndsey Archer   | Co-opted Governor       |                    |
| Peter Adi        | Co-opted Governor       |                    |
| Angela Taylor    | Co-opted Governor       |                    |
| Rob Murray       | Parent Governor         |                    |
| Mark Burgess     | Co-opted Governor       |                    |
| Joanna Malcher   | Associate Governor      |                    |
| Julie Raybould   | Clerk to the Governors  |                    |

From time to time, as their term of office is up, a vacancy emerges on the Governing Board. At such times, the Headteacher sends a letter to all parents, inviting them to stand for election as Parent Governor.

## OFSTED INSPECTION

Our last inspection was conducted under the new framework in March 2018, and can be accessed via the school website.

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/117093>

## TERM AND HOLIDAY DATES

The school year is based on 196 days. There are 190 teaching days, 5 staff training days and 1 occasional day holiday.

|                     |                                                                                                                                                                                                                                                |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Autumn Term 2018    | Wednesday, September 5th - Friday, December 21st<br>(Half term: <b>Monday, October 29th to Friday, November 2nd</b> )                                                                                                                          |
| Spring Term 2019    | Tuesday, January 8th - Friday, April 5th<br>(Half Term: <b>Monday, February 18th - Friday, February 22nd</b> )                                                                                                                                 |
| Summer Term 2019    | Tuesday, 23rd April, 16th - Friday, July 19th<br>(Half Term: <b>Monday, May 27th - Friday, May 31st</b> )                                                                                                                                      |
| School Closure Days | Monday, September 3rd 2018 - INSET day<br>Tuesday September 4th 2018 - INSET day<br>Monday, January 7th 2019 - INSET day<br>Monday, May 6th 2019 - Bank Holiday<br>Monday, July, 22nd 2019 - INSET day<br>Tuesday, July, 23rd 2019 - INSET day |

## ACCESS TO INFORMATION

**PLEASE CHECK THE WEBSITE REGULARLY FOR ALL UP TO DATE INFORMATION AND DATES**  
**[www.chorleywood.herts.sch.uk](http://www.chorleywood.herts.sch.uk)**

There is a monthly newsletter for parents, which contains a lot of information about life at school. Parents are asked to take note of details of forthcoming events.

In addition to this there is a termly *Governors' Newsletter* and *Headteacher's Update*. Please contact the school if any further information is required.