



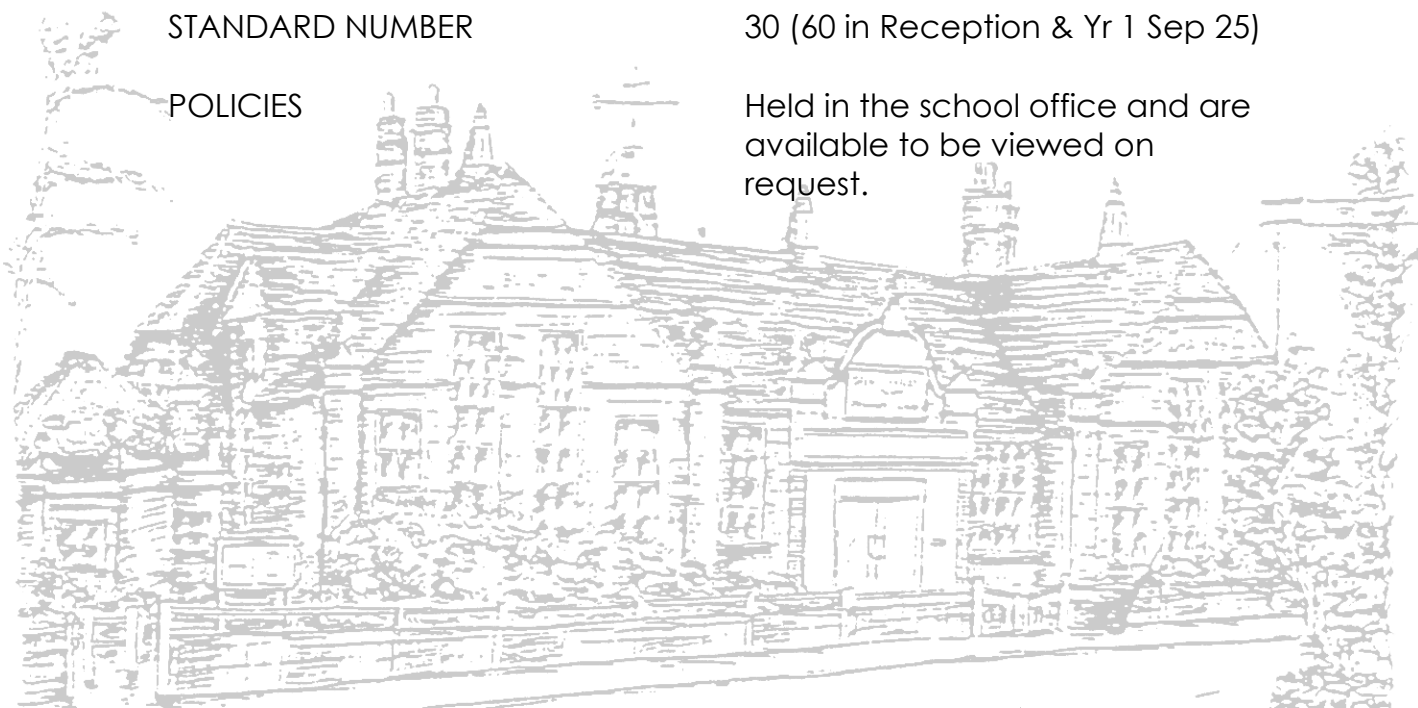
# Prospectus 2025-26



# Great Bentley Primary School

## IMPORTANT FACTS AND FIGURES

ADDRESS	Plough Road Great Bentley Essex CO7 8LD
TELEPHONE	01206 250331
E-MAIL	<a href="mailto:admin@greatbentley.essex.sch.uk">admin@greatbentley.essex.sch.uk</a>
URL	<a href="http://www.greatbentley.essex.sch.uk">www.greatbentley.essex.sch.uk</a>
HEADTEACHER	Mrs Sarah Skillern
ASSISTANT HEADTEACHER	Mrs Louise Eastbrook
SENCo HEAD OF SEND	Mrs Louise Eastbrook
CHAIR OF ACADEMY COMMITTEE	Mrs Joanne Herbert
TELEPHONE	01206 250331
ADDRESS	C/O School
NUMBER ON ROLL	243 (July 2025) rising to 255 (September 2025)
SCHOOL YEAR PAN	30 in Years 2-6 (60 in Reception & Year 1)
SCHOOL STATUS	Academy Primary School (Penrose Learning Trust)
STANDARD NUMBER	30 (60 in Reception & Yr 1 Sep 25)
POLICIES	Held in the school office and are available to be viewed on request.





### **Our School Day**

08.45am	School gates open and children can go straight to their classroom
09.00am	Registration taken and gate locks
10.45am	Whole school playtime
11.00am	End of playtime
12.00noon	Lunch Break
1.00pm	Afternoon sessions begin
3.10pm	End of school day for Reception pupils
3.15pm	End of school day for Years 1 to 6

Supervision of pupils is provided from 8.40am and no child should be on the school premises prior to this time, unless authorised.

Children should enter the school via the side gate; with the exception of Reception children, who have their own entrance to the left of the school. At the end of the day children should be collected from the school playground.

Children are supervised by teaching staff and teaching assistants at playtime and lunchtime.

The school office is open Monday to Friday during term-time from 8.45am to 3.30pm

### **Attendance and Punctuality**

We encourage high levels of attendance from all our pupils. The Missing Children and Child Employment Services carefully monitor the level of attendance.

It is a legal requirement that your child attends school. Absence can only be authorised by the Headteacher and the following are not acceptable reasons for keeping your child off school:

- Parents Hospital Appointments
- Shopping
- Buying shoes or elements of school uniform
- Haircuts
- Minding the house or brothers and sisters
- Not attending because another member of the household is ill
- Birthday treats
- Holidays (All holiday requests will be turned down in line with government policy)

If your child is unwell and will not be attending school, the following procedures should be followed: -

- Inform the school between 8.30am and 9.15am on the first day of absence in order that we can ensure the safety of all children. When telephoning the school to report an absence, please use the "option 2 to report a pupil absence". If the school has not been informed by 10.00am, then The Missing Children and Child Employment Services may be contacted.
- Keep the school informed especially if the return date alters.

It is important that children arrive in school before 9.00am which is the start of the school day. If your child arrives after the side gate has closed, please bring them to the school reception. You will be asked to complete the late book to register your child into school for the day. Children are unsettled if they arrive late at school and so we ask parents to ensure that pupils are punctual. Persistent lateness will be identified and followed up with a meeting.

Children are expected to attend school for 190 days a year. The Government is increasingly concerned about the disruption caused by children not attending school for the full allocation and actively discourage parents from taking holidays in school time. If parents wish to remove their child during term time, requests should be made in writing (a 'Request for Pupil Absence Form' is available for the school office or on the school website) to the Head of School. Holidays should not be taken in school time whenever possible. Penalty notices may be issued by the authority if your child is removed from school without permission. To find out more about this please contact the school. The school provides parents with a record of absence in the pupil's termly reports.

A regular review of registers will be undertaken by the school. Parents will be contacted if there is a concern about pupil attendance and the school will try to support them in improving the situation. The school monitors all aspects of attendance and where necessary will track individuals to ensure recurrent problems do not persist. Any pupil's attendance which falls below 90% no matter the reason, will be contacted by the school.

Number on roll up to September 2025

## School Uniform

### (Please ensure each item is clearly named)

- Bottle Green Sweatshirts / cardigans with school logo (Black for Year 6)
- Gold Polo shirt with school logo
- Grey Trousers, skirts, shorts or pinafores
- White socks with skirts
- Green or grey tights
- Black or grey socks with trousers
- Black shoes
- Green Gingham checked dress (Optional for warmer weather)
- Baseball cap or Legionnaire style cap
- Black or white sandals may be worn in summer (with socks)
- Woolly hat for winter
- Art shirt (this may be an old shirt)

**NB:** No trainers No heels over 2.5cm All shoes must have backs on them  
No Jellies No Boots (wellington boots can be worn to and from school in winter, but a change of shoes will be needed).

### PE KIT

(To be kept in a drawstring bag – each item clearly named)

- Dark Green or Black Shorts
- School black & green sports top with logo OR white polo shirt with school logo OR plain white T-Shirt
- Black plimsolls / trainers for outdoor sports
- Bottle green jumper/ fleece top for Year R to Year 5 (Black top/ fleece for Year 6)
- Dark coloured Tracksuit bottoms / jogging bottoms for cold weather

### HEALTH & SAFETY

In the interest of Health & Safety the following will not be acceptable in school:

- Earrings – **MUST** be removed during PE
- Jewellery
- Make-up
- Nail varnish

**Uniform can be ordered direct from the suppliers at :-**

**<https://www.yourschoolwear.co.uk/>**

**We are aware that purchasing uniform with a logo is more expensive than buying uniform without. We feel as a school that a smart uniform makes all the difference to how the children feel and behave. However, if you find it genuinely difficult to buy these articles, please approach in confidence – I am sure that we can support you in some way.**

### **Second-hand and nearly new uniform**

The Friends of Great Bentley Primary School have a large stock of second-hand/nearly new uniform which is very reasonably priced. They have sales at various school events.

### **School Dinners**

We would recommend that all children take up the offer of a cooked, nutritionally balanced meal every day. Our cook works to ensure compliance with government guidelines regarding healthy eating. All meals include fresh vegetables, fruit, homemade bread and water. We also offer a Jacket Potato with various fillings as an alternative to the hot meal, served with a salad bar. Dessert will be the daily dessert from the Hot Dinner Menu or fruit/yogurt. There is a winter and summer menu and any changes are noted on the weekly school newsletter.

During the course of the year, a number of special themed lunches take place. School meals are currently charged at a minimal cost of £2.49 per day. As the school's catering facility is non-profit making, all meals must be paid for in advance. Our preferred method of payment is online via Arbor.

If you are in receipt of any of the following benefits, your child may be entitled to a free school meal:

- Income support or income-based Job Seekers Allowance
- Child Tax Credit
- Pension Guarantee Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

If you think you may be eligible, please contact the school office.

Key Stage 1 children (Years R, 1 and 2) are entitled to a free school meal. This also includes a free packed lunch if they are on a school trip. When moving from KS1 to KS2, if you believe your child is entitled to Free School Meals, you must apply online before your child starts in Year 3 and show the school office your letter of eligibility.

### **Packed Lunches**

Some children prefer to bring a packed lunch from home. We ask parents to try to ensure that packed lunches contain the following:

- A drink (non-fizzy and no cans or glass bottles)
- A nutritionally balanced sandwich or equivalent e.g. pitta bread etc.
- A piece of fruit
- A dairy component e.g. yoghurt
- One small treat e.g. crisps or fruit bar, biscuit, cake etc.

This will assist us to comply the government's healthy eating initiative and to encourage healthy eating habits within the overall school community.

**PLEASE NOTE WE ARE AN ALLERGY AWARE SCHOOL**  
**(This involves staff and families avoiding known allergens including nuts whenever possible)**

### **Playtime Snacks**

KS1 (Year R to Year 2) Children will be given free fruit at morning play.

KS2 (Years 3, 4, 5 & 6) are encouraged to bring a piece of fruit or veggie sticks for morning play or if you are sending your child in with a cereal bar, please ensure it is nut free. Crisps and chocolate biscuits/ cakes etc are NOT permitted

## **Payments to school**

Any school dinner payments to the school may be made on-line via Arbor.

You will be invited to join Arbor when your child joins the school. This is not only used for on-line payments of school dinners, but also to keep you up to date with what is going on at the school (newsletters, trips, etc.)

Whilst the vast majority of activities and facilities on offer to your child during the course of the school day are paid for from our delegated budget, there are certain activities which we feel are beneficial to your child's education which may incur an additional charge. These include:

### **School visits & Residential trips (Year 6 only)**

On these occasions we have no choice but to ask for your contributions. Although these contributions are classed as voluntary, where the school does not receive enough money to cover its costs, activities may not be able to go ahead. To assist you, where the suggested contribution is over £20, we are happy to offer an installment plan.

Optional extra-curricular activities such as music lessons and after school clubs may also incur a charge. Music lessons (which are not offered to Reception children) are currently provided by Essex Music Services who currently charge around £100 for 10 x 15 minute individual lessons. However, if you are in receipt of Income Support, Income Based Job Seeker's Allowance or Working/Child Tax Credit, you may be eligible for a voucher to cover part of these costs.

Please speak to the school office for further details. Many of our after-school clubs are free of charge. However, where club leaders are brought in from outside school a charge is usually made. Payment for extra-curricular activities must be made in full, in advance or your child's place may be offered to someone else on the waiting list.

## **Pastoral Care and Behaviour Management**

The staff always have the welfare of the children at heart and are always prepared to discuss any problems and assist where possible.

The school is a community which is based on mutual respect, consideration and tolerance towards others. The class teacher, who knows the individual children, is responsible for the care of the children in their class.

The values of the school are seen clearly in its ethos and are shared with the children through discussion and example. Our values spell out the word GREAT- Growth Mindset, Respect, Empathy, Aspiration & Teamwork

It is every child's right to learn and to learn in a happy and safe environment. For this to be a reality it is important to have a positive behaviour policy which encourages and reinforces good behaviour. We have very high expectations of the behaviour in our school. If there is a problem with a pupil's behaviour it is our policy to inform the parents as soon as possible if appropriate. We always seek collaborative partnership to turn unwanted behaviour around.

Recognition is given to pupils with good behaviour, children who work hard and are respectful and polite. Rewards are also given in the form of praise, stickers, and certificates. However, it is important to us that children learn to foster a growth mindset and are encouraged to learn from mistakes and bounce back. At lunchtime and throughout the school day, staff praise pupils for helpfulness and kindness.

The Joan Fookes award is presented each year to a child for special achievement. The Academy Committee also present a shield for sports achievement and spelling in our termly Spelling Bee competitions.

Teachers may give whole class rewards for classes who have worked well together to meet targets. Parents may also receive written or phoned messages to say that their child is behaving well.

Ground rules exist for behaviour within the school and these rules form the basis of our behaviour and discipline policy. They are clearly displayed around the school. The children know these rules, they are discussed within class and at circle time. The children are expected to abide by them. The school takes a serious view of the breaking of these rules. If poor behaviour is persistent, parents will be asked up to the school to understand the situation and agree a course of action to correct the matter.

In exceptional circumstances, the Headteacher may exclude a pupil for a fixed term and may eventually recommend a permanent exclusion. In such circumstances, parents may appeal against the decision by making written representation to the Academy Committee and the LA. In these cases, there are set legal procedures laid down by the DfE, which must be followed. Please see the school's behaviour policy.

### **Bullying**

Bullying can be defined as a persistent attempt to make another child's life unhappy. We will not tolerate bullying at this school, and we have an agreed policy to deal with the problem. Peer mentoring may be used in line with the County guidelines. Whenever an incident is brought to our attention, we will deal with it as soon as possible. Both the bully and the victim will be interviewed, and parents informed.



## **Teaching Methods**

### **Organisation of classes**

Wherever possible children are arranged in single aged classes. This is dependent, however, upon the number on roll. Occasionally a child might be put deliberately in a year group which is not with his/her peer group. This will be done to support the child's learning. It will always be discussed with the parents first.

The school reserves the right to place twins and triplets in separate classes where this is felt to be beneficial to each of the children, but will listen to parent views and explain the rationale for class placement. Children with siblings will NOT automatically be placed with the same teacher as their brother or sister.

Currently the classes are organised as follows:

### **Foundation Stage**

Reception (LH)

Reception (KR)

### **KS1**

Year 1 (EG)

Year 1 (JG)

Year 2 (SB)

### **KS2**

Year 3 (AC)

Year 4 (JK)

Year 5 (RP)

Year 6 (FDT)



Classes in the Foundation Stage and Key Stage 1 have a legal requirement not to exceed a planned number of 30. However, the local authority can insist we take children over that number.

We also try to keep classes in KS2 under 30 but variations take place each year due to the number on roll and the catchment guarantee has now been removed.

In Upper Key Stage 2 specialism swaps take place across the school e.g. with PE and Music. Music tutors are bought in to teach the children.

The staff of Great Bentley School are experienced, dedicated teachers who are able to use a variety of different teaching methods to ensure that the children learn to their best potential.

Many different teaching methods are used during the school day, ranging from whole class teaching to small group work. The method to be used will be chosen by the class teacher to best match the needs of the pupils and the curriculum area being taught.

All staff have been trained to ensure lessons are visual, auditory and kinaesthetic in teaching style and will ensure that all children have the greatest learning opportunities possible.

## **Curriculum**

All schools have to fulfil the requirements of the National Curriculum. The National Curriculum sets out the statutory skills, knowledge and understanding, which we have to teach.

Year R work on achieving the Early Learning Goals of the Foundation Stage. Children in years 1 and 2 work on the curriculum based on Key Stage 1. Children in years 3, 4, 5 and 6 work on the Key Stage 2 curriculum.

The school provides a broad and balanced curriculum in order to develop the individual child to their highest potential. We aim to educate the whole child, to prepare them for their next school and to be a good citizen in society.

Parents will receive a termly unit letter, which will explain the topics and areas of the curriculum that the children will be studying that term. It will also give information about issues such as homework.

Each term parents are invited to attend an open evening and termly assessment reports are sent home. Parent "Pop Ins" are also held. There is no large school report at the end of the year as we report termly on the child's progress.

### **The Enriched Curriculum**

At Great Bentley, we believe that the quality of education that your children will receive is of prime importance thus ensuring they reach their full potential. It is vital that all children are motivated and stimulated through exciting first-hand experiences – these are the experiences that children remember.

As such we have worked hard to initiate an enriched curriculum. On top of the basic curriculum that all schools have to offer we want to ensure that each pupil's education is motivating and exciting.

Each child will have the opportunity to experience the following during their primary years at this school: -

- Taking part in visits and trips
- Learn a musical instrument in KS1 and in KS2.
- Historical projects brought to life through role play...your child may visit Queen Victoria and work in a Victorian classroom, or even become an Egyptian mummy!
- Work with actors and travelling theatre companies
- Take part in environmental projects
- Have access to a wide range of extra-curricular activities
- Learn a foreign language
- Have the opportunity to go on an outdoor adventurous residential holiday with PGL. Here, children are given the chance to sample a range of outdoor pursuits and develop their social and team building skills in a safe and controlled environment.
- Have many ICT opportunities
- Learn through first-hand experiences

The curriculum covers the following subjects:

## Literacy

English is taught daily across the school. Children are given a wide range of opportunities to develop their literacy skills across all areas of the curriculum. Children are able to develop their own writing style and are exposed to a wide range of authors. We would like all our children to become bookworms!

Speaking and listening skills are very important and all children are given opportunities to develop these vital confidence boosting skills through role play, hot seating, drama, circle time, class discussions and individual presentations. Throughout their time at Great Bentley Primary School, children will have the opportunities to take part in dramatic performances.

## Mathematics

In school each class has 1 hour of maths a day. The children learn a variety of mathematical topics and are given the opportunity to extend, apply and enrich their knowledge, skills and understanding of the subject through investigations and problem-solving situations.

Importantly the children learn how to transfer their skills to other curriculum areas and learn how numeracy can benefit them outside school.

## Design & Technology

Could you: -

- Make a pneumatically powered toy?
- Design a healthy snack?
- Make a windmill work?
- Make a wooden photograph frame?

These are just a few of the possible design and Technology challenges that the children will enjoy in their primary years.

Design and technology lessons give children the skills, knowledge and understanding to be able to work with a variety of materials and tools to identify problems and create solutions and to design and make artefacts

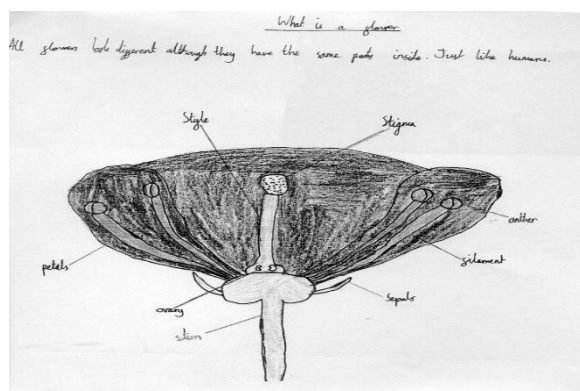
## Science

Why do we slip on ice?

What lives under stones?

Do stars twinkle for 24 hours a day?

Through science we develop children's natural curiosity for life and explore and investigate key questions for discovery.



## ICT at Great Bentley Primary School

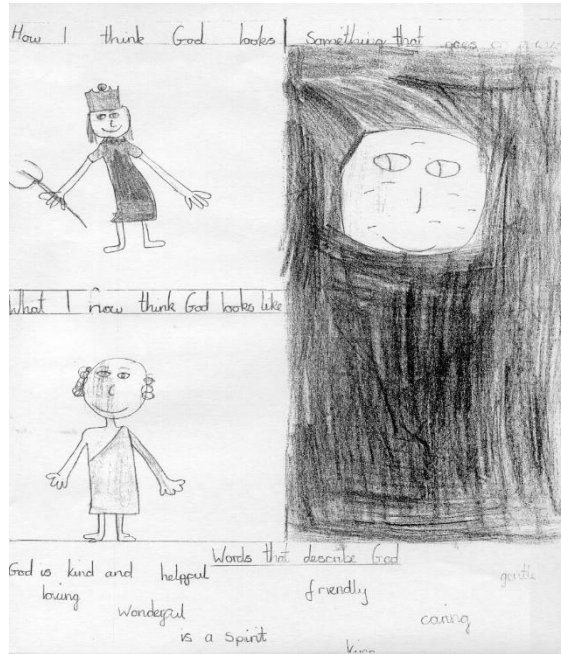
Computing is an essential skill for children to learn. At Great Bentley Primary School, we teach computing throughout the curriculum in a fun and engaging way. Teachers develop children's computing skills using computing programs, digital equipment, and through the use of apps. In addition, we teach the children the importance of using the internet safely, and e-safety is taught throughout the school. Enabling children to become familiar with emerging technology is vital in helping them to prepare for an ever-changing world.

## Religious Education and Collective Worship

Religious Education is taught following the Essex 'Open Worlds' document.

A whole school assembly takes place on five days a week and is of broadly a Christian nature. We also have assemblies which include singing and achievements.

Parents who wish to withdraw their child from R.E. and /or collective worship should consult the Head of School in order that alternative arrangements can be made.



### **Art and Design**

The curriculum for Art and Design aims to give the children a wide range of visual, tactile and sensory experiences using different media and techniques. We also believe that whenever budgets allow, children should work with real life artists.



### **Physical Education**

Children will receive a varied and enjoyable programme of PE during their time at our school. EYFS & Key Stage 1 lessons are run by class teachers, and include a range of outdoor learning opportunities and outside play daily too. Key Stage 2 PE is run by our specialist Sports Coaches from Colchester United. The children from all year groups will experience dance, curriculum gymnastics, outdoor team games and athletics, to name but a few.

In Year 6 the children take part in a residential outdoor activities trip. We also take part in the Colne Community Primary PE Liaison Programme. Extra- curricular clubs are run by outside agencies at a small extra cost to

### **History**

Your child will experience learning from the Stone Age to present day through different topics.

### **Geography**

Has your child got their passport ready? Through Geography lessons your child will travel the world visiting many interesting places. The children will also learn about their own locality with first-hand field trips.

### **Music Curriculum**

Music is a vibrant and exciting part of school life at Great Bentley. It is taught in every year group by a professional musician.

We also provide the opportunity for the students to learn instruments with specialist music teachers from Essex Music School. The recorder, keyboard, flute, guitar, violin, drums and trumpet playing are offered in Years 1 to 6.

### **Personal, Social and Health Education**

At Great Bentley children are taught to care:

- for ourselves
- for each other

- for our environment
- for our community

The knowledge, skills and understanding to enable children to develop these are taught through PSHE lessons which include personal and social development, sex education lessons and citizenship. Our comprehensive JIGSAW programme covers all areas of personal, social, health and relationships education and citizenship.

### **Sex and Relationships Education**

This is taught throughout the school as part of the PSHE programme in line with the relationships and sex education policy agreed by the governors. Parents who wish for their child to be withdrawn from these lessons should contact the Head of School to discuss this. A letter is sent home to confirm when lessons will be taking place to facilitate this. Parents should be aware children may not be withdrawn from the Science element of sex education which is compulsory for all children.

### **Safeguarding**

Parents should be aware that the school will take every reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a pupil may have been subjected to ill treatment, neglect or other forms of abuse the staff have no alternative but to follow Essex and the school's Safeguarding Procedures and report their concerns. This may include to the Police or the Children & Families Hub emergency support team.

"Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you."

The procedures we follow have been laid down by the Essex Safeguarding Children Board in line with the latest guidance from the DfE including 'Keeping Children Safe in Education'

If you want to know more about this procedure, please see the school's latest safeguarding policy on the website and/or speak to the Head of School.

### **Equal Opportunities**

The governors and staff of Great Bentley Primary school are committed to ensuring that every pupil receives equitable treatment and educational opportunities within the formal and informal curriculum regardless of race, colour, nationality, ethnicity, culture, sex, disability, or age. This is to ensure that when the children leave our school, they have the widest possible options open to them.

At this school, although we support equal opportunities by challenging stereotypes and prejudice to reduce the effects of sexual, social and racial discrimination we also like to celebrate the ethnic and cultural diversities that are present in the school and in the world.



Lamps for Diwali – part of our whole school Indian Project

### **Charging and Remissions Policy**

This policy can be viewed at the school office or via the school website.



### Early Years

Our building provides good accommodation, meeting all the needs for the youngest of children. The outside and indoor classrooms are designed for; colour, texture, creativity, logical thinking, investigating and experimenting. Learning takes place in; structured play, directed activities for groups or the whole class.

The reception classrooms have their own toilets. The outside has been designed to include a stage, sand and water play areas, a road track for large toy play, and a double storied playhouse. There is also climbing apparatus.



### **Children with Special Educational Needs**

The school is committed to ensuring that the necessary provision, including extra help in the classroom, is made for any pupil who has special educational needs and that all staff who are likely to teach the child are kept aware of their situation.

All our teaching staff are aware of the importance of early identification of a pupil's special educational needs and will consult with the Special Educational Needs Co-ordinator (SENCo) for advice as to how to proceed to give specific support to the pupil. The Co-ordinator takes a leading role in liaising with parents, staff, committee members and the outside agencies in reviewing the effectiveness of the policy for Special Educational Needs in line with the SEN Code of Practice. The cornerstone of this policy is to ensure that all pupils have equal opportunities and encouragement to join in all activities of the school at all times.

The school will liaise with all outside agencies to support your child. Getting these consultations is not always as quick as we would like!



Reception children learning through water play

### **Medication and First Aid**

In the event of minor injuries such as cuts and grazes a trained first aider will usually deal with the problem. However, more serious injuries will be referred to the casualty department of Colchester or Clacton Hospital. It is very important that we have up to date emergency contact numbers so that we can contact you quickly in such events. If we cannot contact you, we will take the child to hospital and ask you to meet us there.

In sunny weather we encourage children to wear sun hats or baseball caps. We prefer these to be in school colours and they can be purchased from the school office. Children should bring labelled sun cream to school which they should be able to use under supervision.

Usually, medicines should not need to be administered during school time. If your child has diabetes, asthma, allergies or any other condition needing constant medical attention, please ensure that the school is fully aware of the needs of the child. All inhalers should be named and are kept in the classroom asthma box so that the child has access to them at all times. The child should be able to manage the administration of the inhaler themselves, although they will be supervised if necessary and a record kept of their inhaler's use.

If it is essential for medicine to be administered at school (i.e. if prescription medication is issued for administration 4 times a day) we encourage the parents to come up to the school to administer it. If you are unable to come into school and administer it, we will administer medicines to your child. A 'Request to Administer Medication Form' with need to be completed and approved by the Head of School. All medicines brought to school must have the pharmacy label / packaging with the pupil's name, instructions for use and the correct dosage. Medicines that are out of date will not be administered.

A copy of the Managing Medicines in School and Early Years Setting Policy is held in the school office.

If your child is very unwell, please do not send them to school. Poorly children are often upset at school and illnesses are spread very quickly. This refers in particular to sickness and diarrhoea. **Under the guidance of the Health Protection Agency children who have suffered from Sickness or Diarrhoea should not return to school until 48 hours after the last episode of diarrhoea or vomiting.**

The school nurse visits the school to carry out the Primary Care Trust height, weight and measures check when your child is in Reception Class and again in Year 6. They will write to you directly regarding these checks and you can contact them to opt your child out if you wish to.

### **Supervision**

Supervision of pupils is provided from 8.45am and no child should be left unsupervised on the school premises prior to this time, unless authorised.

If a parent has arranged for a child minder, relative or friend to collect their child then the school must be notified of the arrangements either by letter or phone. Security of the children is paramount at all times and we ask parents to cooperate closely with us to ensure this happens.

Pupils who travel on the bus or in a taxi are expected to go straight into the playground when they arrive.

Children travelling on the bus after school are registered by staff and then escorted to the bus. If seat belts are available the children must wear them. The coach company provides an escort on the bus to ensure the safety of the children whilst in transit.





### **School Transport**

School transport is available but is dependent on qualifying criteria.

To apply for a place on school transport you can either apply on line at [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport) or you can call them on 0845 609 2200 and ask for Education Transport and Awards Department.

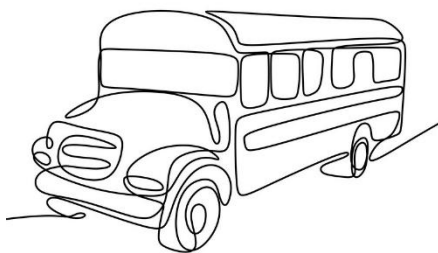
We would remind parents that transport arrangements are provided and organised by Essex County Council and are not run by the school.

Once your child has been allocated a place on the transport, you will be sent a timetable.

We respectfully remind parents that children are expected to behave appropriately when travelling on school transport. Children should remain seated at all times, wear their seatbelt, behave quietly and sensibly and treat all the adults supervising with respect. They should continue to behave in a manner consistent with the way we expect them to behave at school. If school transport is ever substantially delayed, we will, where possible, send parents a text via the Arbor app messaging service to update you.

**We ask that Parents always keep the school office informed of when their child/children are or are not travelling on the transport to ensure our register is always up to date and the bus is not delayed.**

**Even if your child is attending a club, you still need to inform the school office as to whether they will be travelling home on the bus. Please can you ensure, where possible, to do this before 12noon.**



### **The Children's Voice**

It is very important to us that the pupils have the opportunity to contribute to school life and school improvement. Our ethos encompasses this and opinions from pupils at all levels are sought and valued.

In addition to this we have:

- A School Council who meet regularly. All classes are represented, and the council have their own designated budget and arrange fund raising events
- The Year 6 pupils are all Prefects and support the staff and Headteacher to help run the school. On a yearly basis they negotiate their roles, responsibilities and privileges
- Each year the pupils and staff elect a Head Boy and Head Girl from the Year 6 Class
- We also like to involve pupils in staff recruitment and invite them to attend Academy Committee Meetings when appropriate

## **Parental Involvement**

At Great Bentley Primary School we value the involvement of parents. This can take place in many ways:

- Working in School  
We encourage parents to work with us in school.  
If you have a talent, an interest you would like to share with us, or are simply willing to give up time to hear children read or help in the classroom please let us know.  
It is now a regulation that all adult volunteers in school are 'DBS checked'.
- Open Evenings & Open Day  
We have termly open evenings in the Autumn, Spring and Summer Term where teachers and parents meet to discuss their child's progress. In the Summer Term we have an Open Day where Parents are invited to come into school to look at their child/children's work.
- Parent Information Evenings  
These are held when necessary to explain or to inform parents of upcoming events e.g. SATs assessments, PGL residential trips. We also have half termly parent training on various subjects.
- Newsletters  
These are issued every Friday via Arbor email.
- Telephone.  
If a club is unexpectedly cancelled, we will try to contact you by phone or by the Arbor in app. messaging service. This is one reason why it is important to ensure that we have up to date numbers and email contacts

### **Extra-Curricular Activities**

We are very proud of the range of extra-curricular activities that we have developed over the last few years at Great Bentley. They take place at lunchtime and after school. Parents have the responsibility to ensure that children are collected promptly at the end of club sessions.

We are always looking to increase the number of extra-curricular activities that we offer and are open to ideas to improve our provision.

The following clubs may be available:

- Football
- Cricket
- Athletics
- Netball
- Reading and Maths Cafés
- Choir
- Dance
- Cooking
- Sewing
- Gardening
- Photography

The children run a variety of clubs at lunchtime and there are also a variety of booster and top up sessions. These change weekly and termly.

We are always looking to develop more clubs so if you have a skill, an interest or a talent that you could share with us please let me know.

Please note that Reception children are not invited to attend clubs in their first term at school.

### **Wraparound Care**

Our before and after school service is run by Premier Education. At a cost of £6 for Breakfast Club from 7.30am and £12 for after-school care up to 6pm.

All sessions are booked online. Parents are reminded to book in advance whenever possible to avoid disappointment. Whilst Premier will do their utmost to provide staffing at short notice, this will not always be possible for last-minute booking.



### **Complaints Procedures**

Children of any age are more likely to be happy at school, and to achieve their best, if their parents take an active interest in their education and welfare during the time the child is in school.

We value the involvement of parents and carers in the life of our school and offer many opportunities for you to take part in your child's education here, for example by helping with homework, attending parents' forum meetings, helping us jointly to meet the aims of our home school agreement policy, attending open evenings and helping within the classroom.

It is natural that from time to time parents may be concerned about some aspects of their child's education or welfare at school. We therefore welcome enquiries from parents about these, and other matters and are confident that, in the majority of cases, we can reassure you by explaining our policies and practices, and how they affect your child. With a commitment from all concerned to resolve any such concerns calmly and rationally, we can work with you to try to achieve the most appropriate solution in your child's interest.

#### **How to express your concerns**

Our policy and that of the Government and the LA Essex County Council, as well as our Academy Trust- Penrose Learning Trust, is that parental concerns and complaints should be dealt with locally. This is because we want to build and maintain good relations with you and to work with you to provide the best education possible for your child.

1. If you have any concerns at all about your child's education or welfare, please speak to your child's class teacher or the office staff team in the first instance.
2. From time to time situations can arise where parents feel that they must state their concern more formally. In these instances, please phone the office to arrange an appointment to meet the Assistant Head or a member of the school's senior leaderships team. However, time must be allowed at each stage of the investigation for the problem to be considered.
3. If you are still unsatisfied with your response, please arrange to share your concern with the Headteacher.
4. Should the complaint still remain unresolved, the parents may raise their complaint in writing to the Chair of the Academy Committee. In extreme cases of an unresolved complaint the issue may be directed to the Academy Trust or Local Education Authority.

Details of the complaints procedure are included on the policies page of the school website. Please also see the school's communication policy for further details.

The guidance in this document does not cover concerns about the following for which there are special arrangements laid down by law:

- The school curriculum, collective worship and religious education
- Appeals about admissions.
- Appeals about exclusions.
- Appeals about assessments and statements of Special Educational Needs

Information about the above procedures are published by the local authority and are available from the school office.