



*Abacus Primary School
School Prospectus
Academic Year 2013-2014*



Headteacher: Miss H Danniells



This booklet will give you some idea of what our school is like. It cannot, however, be as good as coming to visit us and see us at work. If you would like to do that, please contact our office by phone or e-mail and they will make an appointment for you to come to the school.

You will be made very welcome

Welcome

We are very pleased to welcome you and your child to our very happy and thriving school. Starting/moving school can be a very challenging time for the whole family and so our aim is to make the experience of transferring into Abacus Primary School as smooth and trouble free as possible, by working in partnership with you.

Since January 2011 I have been the Headteacher here and consider myself to be privileged to work alongside a very committed, enthusiastic and hardworking team. We have a wonderful team of staff and governors, supportive families and a bright, modern building. Our school is well-resourced and our pupils have access to a wide variety of learning opportunities both in, and out of, the classroom.

Although the school has grown, we continue to foster a family and community ethos and work in partnership with our families.

We all have the children's best interests at heart and plan for a rich, creative and enjoyable curriculum, which allows every child to access it.

We have tried to include as much information as possible in this prospectus it will answer many of your questions about the school. We look forward to developing a successful home - school partnership, which will provide the best possible support for your child's education.

We have recently had an OFSTED inspection (June 2013) and we are very proud to say that they judged our school to be a GOOD school.

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You will be made very welcome!

Should you have any queries please do not hesitate to contact the school.

Miss Daniells

Our Mission Statement

(We are very proud that our Pupil council worked together with staff to write this)

ABACUS

Aspire

Believe

Achieve

Create

United

Success

Our School Procedures

Children will be allowed to go straight into their classroom from 8.45am. Their class teacher will welcome them at the door each morning. At the end of the school day pupils will leave the school through the same door. As children become more confident you can arrange to meet them at an agreed place. When children enter Year 6 you may decide that your child can walk home on their own in preparation for secondary school, we would require written parental permission for this arrangement.

It is very important that children arrive on time; we ask that you ensure that your child is in the classroom ready to begin at **8.55am**. All children arriving after this time **must** report to the school office. If there is a problem please contact the school to inform us when we can expect your child. The register will be taken at **8.55am** and after this time; your child will be marked as late.

Attendance at school is crucial to ensuring your child has access to the curriculum. The Headteacher will contact parents whose children are late on a regular basis or who have irregular attendance.

If your child is absent for any reason:

- **Inform the school that day before 8.55am (by telephone, leave a message on the answerphone or via text message).**
- **If your child has an infectious illness / contagious condition do not send them to school until you have a doctor's recommendation**

The office check registers daily. All schools in Wickford follow the same policy on unauthorised and authorised absence. Children attend school for 190 days per year. It is expected that parents will take their holiday leave during the school holidays. If you do require further leave please make an appointment to see the Headteacher. Each year schools are required to publish unauthorised/authorised absences in the public domain. Schools with high figures will be investigated. Primary education is vital as it is the foundation on which life skills and further education are built on.

Our Building

Our purpose built school was opened in September 2002. The school caters for children living in the immediate area, although Wickford does not have catchment guarantees. The school has the following facilities:

- 2 Halls
- Library
- Technology area.
- Group Rooms
- 11 classrooms
- Play areas
- Facilities for disabled children and adults.
- School kitchen
- Food Technology Room
- Medical Room
- Cycle shelter

In September 2008, the School underwent an expansion programme whereby we are now able to offer an extra 15 places for the new Foundation intake. The new build consists of the following:

- A purpose built Foundation Centre - We currently admit 45 pupils with 2 teachers and assistants. This building also benefits from the DCSF pathfinder project. The latest technology is housed in there and the use of special lighting and sound systems enhances the creative learning environment.
- Two Classrooms (KS2)
- One hall / changing facilities / toilets.
- Outside performance area (amphitheatre)
- Group rooms
- Staff workroom
- Caretaker room

The office and front entrance have been remodelled to provide further space for our families to wait when collecting their children.

School Organisation

In September 2013 the children will be arranged in 10 classes throughout the school.

F1 (Blue class)

F2 (Pink Class)

Year 1/2 (Red class)

Year 1/2 (Orange class)

Year 1/2 (Yellow class)

Year 3/4 (White class)

Year 3/4 (Black Class)

Year 3/4 (Green class)

Year 5 (Purple class)

Year 5 (Gold Class)

Year 6 (Silver class)

Each teacher is responsible for the progress and work of each child: children may work in different groups from time to time. The teachers work co-operatively, so that equipment and space is used effectively. All teachers have a responsibility for an area of the curriculum.

Staffing for Academic Year 2013-2014

Name	Role	Responsible for:
Heidi Daniells	Headteacher	Day to Day management of school. Teaching and Learning. School Lead Mentor for Teacher Training and Induction. CPD leader. Curriculum coverage and consistency. Health and Safety, Designated Child Protection Officer. Member of the SMT.
Sarah Goldsmith	Foundation Teacher (On maternity Leave)	Foundation Stage Leader. Curriculum Leader Member of the SMT
Sue Lee	Foundation Teacher (Blue class)	Foundation Stage Leader ICT leader
Rebecca Nunn	Foundation Teacher (Pink Class)	D.T. Leader
Tina Lee	Year 1/2 Teacher (4 days) Red class	Eco Champion
Nicole Corbin	Year 1/2 teacher Orange Class	Assistant Headteacher KS1 Leader Music leader Science Leader Member of the SMT
Hollie North	Year 1/2 teacher Yellow Class	
Linda Campling	PPA cover teacher	R.E. Leader Assistant Head cover
Sophie Tredgett	Year 1/2 teacher Red class (1 day)	SENCO Geography Leader
Jennie George	Year 3/4 teacher White Class	P.E. Leader
Jennie White	Year 3/4 teacher Black class	Literacy Leader History Leader
Nicky Mansell	Year 3/4 teacher Green Class	KS2 Leader Able, Gifted and Talented Leader Member of the SMT
Janna Gordon	Year 5 teacher Purple class	
Sarah Playle	Year 5 teacher (3 days) Gold Class	
Verity Shaw	Year 5 teacher (2 days) Gold Class	Art and Design Leader

Hannah Miller	Year 6 teacher	Maths Leader
Terri Waters	1 day	1:1 tuition tutor
Julie Hart	Year 3/4 teacher (1 day) Green Class	Modern Foreign Languages Leader
Joanne Kirchel	2.5 days	PPA cover teacher
Learning Support Assistants		
Lynda Quelch	Foundation	
Natalie Penfold	Foundation	
Aimee Rochford	Year 1/2	1:1 support for statemented child.
Terri Smith	Year 1/2	
Lauren Staplehurst	Year 1/2	1:1 support during midday break
Lisa Dooley	Year 1/2	Dyslexia support Social Skills support
Sue Bligh	Year 5	First Aid at lunchtime
Bonny Waters	Year 5	1:1 support for statemented child and classroom support.
Dawn Cooper	Year 3/4	Gym Trail
Suzie Peck	Year 3/4 (am) Year 5 (pm)	Social/ life skills groups
Jackie Jellett	Year 6	HLTA (pm cover for KS2 classes) Pupil council
Sam Howard	Year 1/2	1:1 support for statemented child.
Caroline Mould	Year 3/4	
Laura Mugford	Learning Mentor	Learning Mentor
Office:		
Kathy Steggles	Office Manager	Payroll Finance & Personnel Premises
Mandy Dooley	Admin officer	Admissions Pupil Records Attendance
Jane Leadbeater	Admin Officer	School trips Attendance
Nicky Haley	Admin Assistant	School Meals
Building:		
Michael Darby	Caretaker	Day to day management/ caretaking of building
Michelle Phillips	Cleaner	
Sharon Carr	Cleaner	
Sonja Stevens	Cleaner	
Janice Allerton	Cleaner	
Lunch time Assistants		
Nicky Haley		
Jo Sartoris		
Hayley Daniel		
In addition to our midday staff ,our Learning support assistants support and supervise pupils during the midday break. Full time staff then have lunch when the children have returned to class.		
Kitchen Staff		
Annette Clark	Cook	
Sharon Kettlewell	Kitchen Assistant	
Sonja Stevens	Kitchen Assistant	

Leave of Absence

If you wish to take your child out of school at any time please make an appointment to see the Headteacher. It is at the discretion of the Governing Body and it is not an entitlement.

No absence will be authorised for September or for the whole month of May when Key Stage tests for years 2 and 6 are taken and years 3, 4 and 5 take other national tests. Each case will be looked at individually, depending upon each child's absence record.

Parents can request 1 holiday application in any academic year - the maximum number of days authorised is 5. There is now no legal requirement to authorise any absence during school time. Leave of absence forms can be obtained from the school office or download it from our website.

Medical Appointments

We ask that you make every effort to book appointments outside school hours.

However, should you have to take your child out of school during the day,

Please:

- Inform the class teacher in advance by letter
- Report upon arrival to the school office
- On return report back to the school office



Medicines in School

If it should be necessary for your child to take certain prescribed medicines whilst at school, please inform the office staff who will ask you to complete a form. Please label medicines clearly with name, date and relevant instructions. Any child with specific medication such as inhalers, please ensure that these are removed at the end of each term.

All Parents must complete a medical administration form, which is available from the school office. Unless the school has received permission, **WE CANNOT ADMINISTER ANY MEDICATION**. Please ensure that class teachers are aware of your child's medication needs, particularly if they are going on a school trip.



Infectious Illnesses

If your child has an infectious illness such as conjunctivitis, or other, please do not send them into school but do advise us as soon as possible and refer to your doctor or chemist.

Should your child contract an infectious illness, we would be grateful if you would notify the school as soon as possible.

Health and Welfare

If you do have any concerns about your child please don't hesitate to contact the school.

All information is strictly on need to know basis.

There will be procedures in place for any child who has a strict medication routine. Health checks will be carried out by the school nurse as and when necessary, but parents will be informed in advance.



Health and Safety

The School will strictly adhere to the Health and Safety Policy produced by Essex County Council.

Essex Local Education Authority is insured in respect of its legal liability to pupils, but for a claim to succeed the Authority has to be found to have been negligent and /or in breach of some statutory duty. Parents may wish to make their own arrangements for personal accident insurance for their children.

Risk Assessments will be carried out in the school to spot potential hazards.

Fire Drill

We carry out a fire drill termly so that the children know exactly what to do in case of an emergency. All staff take part in regular fire updates and the fire extinguishers are checked regularly.

Car Parking

All schools have parking issues. Abacus is a local school, so we anticipate children and parents walking to school together. There will be **no parking** in front of the school gates or inside the school grounds. Please **do not** use the Staff and Visitors car park.

Bicycles/ scooters

Children are only allowed to ride their bicycle to school in the company of their parent. Only those children who have passed a cycling proficiency test can ride unaccompanied. All children must wear a safety helmet.

As children enter the school grounds, they must walk their bike or scooter to avoid any accidents. Bikes and scooters can be left during the school day in our bike shed, which is situated at the side of the school building.

Visitors

We are very security minded and to that end all visitors must report to the office where they will be asked to sign in and be given a badge. Access to the school is only via the main entrance.

We do not want the children to get into the habit of going over to the fences or gates during lunch or break times if strangers call to them so please, if you pass by during the day, do not call to your children. There is always a minimum of two members of staff on duty in the playground during breaks.

In the event of an Emergency

Should the school have to close due to an emergency such as flooding or extreme weather conditions announcements will be made on **BBC Radio Essex** and **Essex FM**.

Please do not ring the school office and block the telephone line.

We will also update on our school website and send out a text.



Organisation of the school day:

KS1 Morning 8.50 a.m. ~ 12.00 p.m. Lunch
Afternoon 1.00 p.m. ~ 3.15 p.m.

KS2 Morning 8.50 a.m. ~ 12.15 p.m. Lunch
Afternoon 1.15 p.m. ~ 3.15 p.m.

Teaching Hours

The time spent on teaching each week, including religious education, is:

KS1 22 hours 55 minutes

KS2 24 hours 10 minutes

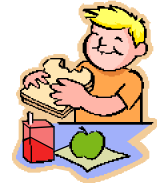
Time for the statutory daily act of worship, registration and breaks is additional to the stated time.

End of the School Day

Please note that the teaching sessions finish at 3.15pm. Staff will supervise the children at the end of the day. Any child not collected will be brought to the school office. If you are delayed in collecting your child please inform the school so that alternative arrangements can be made. If you intend to arrange for someone else to collect your child, please introduce him/her to the class teacher.

School Meals

We now operate our own in-house school meal service. Our cook and assistant cooks are highly trained. Recently we were awarded Gold Star status as a highly recommended place to eat. This is a scheme run by Basildon Council. All our food is fresh and prepared on site, children have a choice and we now operate a mid-day packed lunch. The School has achieved the National Healthy Schools Award.



Our Foundation Stage children participate in a daily snack time, which forms part of their curriculum. We ask for a weekly donation of £1 to contribute to the buying of a wide range of foods. The children in KS1 receive fruit for their break in the morning which is provided by the Government. KS2 children can purchase healthy snacks and fresh fruit from our tuck shop, which is run by our pupils. We believe that a healthy diet enables our children to be alert and perform better in School.

We encourage all our pupils to have a school meal, if not everyday at least for part of the week and invite parents in at different times through the year to share a family lunch session.

School menus are created on a three week rotational system and the pupil council meet with our Kitchen staff to make suggestions and offer feedback on the choice of meals. Menus are seasonal and are sent out each term. They can also be viewed on our website.

Should your child have any allergies or dietary requirements, please ensure we know. Our school meals now include some Gluten Free options.

It would be helpful to the administration of the school if Parents would observe the following procedure for the payment of school meals:

- Families entitled to free school meals please contact the following number to apply: 01245 245939 or contact the school office for a form.
- School kitchen staff need to know meal numbers by a certain time. Therefore, if your child has an appointment and will not arrive until later on a particular day, please let the office know and they will order your child's lunch.

Packed Lunch

Children bringing a packed lunch to school will eat in the school hall. As with our school meals, we do promote healthy choice and so we ask you to prepare suitable foods and pack them into sealed containers. Drinks should be in leak proof containers or individual fruit drinks pack.

No fizzy drinks will be allowed. No glass bottles. Chocolate and sweets are not allowed.

If these are in their lunch boxes, they will not be allowed to eat them...so please help us, by packing healthy choices.

Our midday staff will supervise the children and check that children are eating their lunch we do not allow the children to throw anything away, so that you, as parents, can see what your child has eaten. Therefore they will bring their rubbish home and any uneaten food.

Should you have any concerns regarding your child at lunchtime, please see their class teacher or come to the office.

The school participates in the HEALTHY SCHOOL AWARDS INITIATIVE.

We encourage all our children to eat breakfast before they come into school.

We encourage them to drink plenty of water and also provide water bottles for all our pupils.

Educational Visits

During the school year, various educational visits are arranged in connection with the Curriculum. Attendance on these visits is voluntary, but naturally, we hope that you will allow your child to be included as we value this important extension of the curriculum.

Proper supervision by the Class teacher assisted by other responsible adults is always maintained, whether visits are in the immediate vicinity or further afield. You will be asked to sign a consent form in order for your child to take part.



Throughout the school year various trips and events take place. Each year, according to the curriculum, these may change. We encourage parents to attend school trips with us and to make it fair, we do not have children in their own parent's group. Should you be available to help with any school trips, please ensure you let your child's class teacher know.

Governors' Policy on Charging and Remissions

Parents are asked to contribute towards the extra costs such as educational visits, swimming etc. and your voluntary contribution towards these excursions is very much appreciated.

Remissions are paid to all parents on the rare occasions that overpricing occurs.

No child will be prevented from taking part in such activities on the grounds of financial hardship. If not enough contributions are made, we may have to cancel some school trips.

Publicity

From time to time the children will be filmed and photographed for various publicity events. If you object to your child being included in these please do let the school know as soon as possible in person. We ask that parents complete a permission form when their child starts school.

School Uniform



Parents are encouraged to support us in providing the suggested items of clothing which can be purchased either from Emblem in Wickford (18 The Broadway, Wickford, Essex, SS11 7AA) or Tesco's online service. We believe that uniform helps to create a school identity and the children should wear our uniform and the Abacus logo with pride.

Please note: Trainers and Hooded Sweatshirts/Jackets are not allowed in school.

We also ask that long hair be tied back and designs or logos not be shaved into hair.



Our school colours are PURPLE and GOLD

Sweatshirt/Cardigan	Purple
Fleece	Purple
Trousers/ Skirt/Pinafore	Grey
Polo Shirt	Gold
Girls' Dresses	Purple or Yellow Gingham
Footwear	Black shoes (No heels. No trainers)



Physical Education

Shorts	Black
T-Shirt	White
Footwear	Plimsolls
P.E. Bag	Yellow



ALL ITEMS OF SCHOOL CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME.
You can buy pre printed labels from our uniform supplier.

Other items

Book Bag	Purple
Hats	Purple



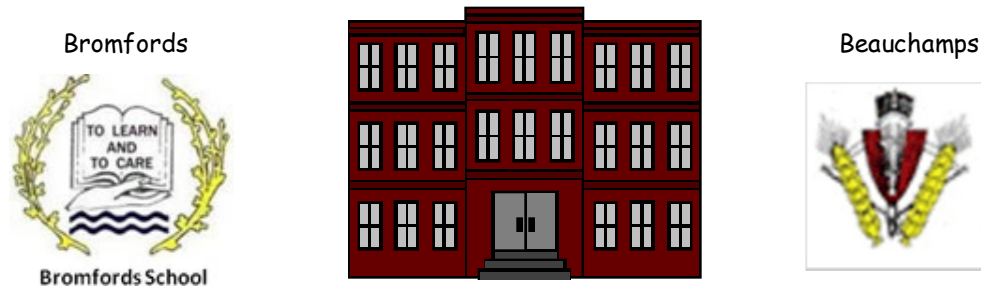
No large bags/holdalls will be allowed in school, as there is limited space. Sandals may be worn in the summer, but these need to be appropriate for all day wear in white, navy or black.

Jewellery should not be worn in school! Plain studs/sleepers may be worn provided that the children can remove and replace them by themselves for P.E. This is in line with the Health & Safety policy of Essex County Council. We also request that children do not wear nail polish in school.

Transfer to Secondary School

Parents may choose which Secondary School their child will go on to from a wide area.

However, the majority of our children usually transfer to one of our two local secondary schools which are:



We have very strong links with these two schools and the children will visit these schools in Year 5 for 1 day to participate in various activities. The two schools are part of the Wickford Consortium of schools. We try to ensure that transition to secondary school is smooth one for both pupils and parents. We invite Year 7 tutors into school to meet with the Year 6 pupils and promote attendance at transition and taster days.

During the Autumn Term all schools have open afternoons/evenings where you can view the schools to help you and your child make a decision. Should you have any worries or questions, please come in and talk to us.

If parents wish their child to go to a selective school, applications are made to:
Consortium of Selective Schools, P.O.Box 3087, Chelmsford, CM1 3SY.

Applications must be completed by mid November and tests usually take place in September at the school of your choice.

If you need further guidance please don't hesitate to contact the Headteacher.

The Governing Body

"Governors are one of the largest volunteer forces in the country and have an important part to play in schools. A Governing Body oversees the development of its school, is responsible for the conduct of its school, and must promote high standards of educational achievement in its school." *National Governors Association*

The Governing Body of Abacus Primary School is proud to have played its part in seeing the school establish itself at the heart of our local community. Our wish is to continue as a school which cares for all its pupils and their families, while always working hard to enable all the children who attend the school to fulfil their full potential.

The Governing Body of Abacus Primary is composed of volunteers from the school and outside community. We meet formally at least once a term, and have established committees and working parties. We have a responsibility in three main areas: Strategic Planning, Critical Friend & Accountability.

Strategic Planning Role

- To ensure the school has clear aims and values that are supported by the whole school community, and to ensure that these are evident in the day to day operation of the school.
- To focus on raising standards of achievement, establishing high expectations and promoting effective teaching and learning, so that pupils achieve to their potential.
- To provide direction through the school development planning process, in collaboration with the Headteacher, staff, pupils and parents.
- To set the school's annual budget.
- To ensure that school resources are directed to the school's priorities as determined in the School Development Plan.
- To set and regularly review school policies, providing a broad framework for the Headteacher and staff to run the school.

Critical Friend Role

- To visit the school regularly.
- To monitor and evaluate the school's progress, and to identify where the school is not achieving its full potential.
- To support the Headteacher and school staff, but also be prepared to challenge decisions made, to ensure the whole school aims and values are met.
- To recognise and celebrate the achievements of the school.

Accountability Role

- To be accountable to pupils, parents, staff and the local community for the school's overall performance and conduct.
- To respect the professional roles and management responsibilities of the head teacher and other staff.
- To produce an Annual Report to parents.

In order to do this, governors are committed to attend workshops, conferences and training to ensure their knowledge and skills are continually updated and enhanced.

We welcome queries, suggestions and feedback from everybody involved in the school; pupils, staff, parents, carers and members of the community. By working together we can ensure that the children at Abacus receive not only a high standard of education, quality resources and a wonderful environment, but that they enjoy their time in school and will remember it as a happy and inspiring experience.

If you would like any further information on the above, please email me at:

chairofgovernors@abacus.essex.sch.uk or contact me through the school office.

Stewart Cassidy
Chair of Governors
Abacus Primary School

Home /School Partnerships

The School welcomes the involvement and co-operation of parents and carers in their children's education. This is of the utmost importance, especially when your son or daughter takes their first big step from home to school. Families are welcome to visit the school with their children at any time and can telephone to make an appointment to view the school.

Home school partnerships are vital. Here at Abacus Primary school, we pride ourselves in working in partnership with our families and carers and provide many opportunities for you to come into school and celebrate your child's education and progress. These opportunities include:

- End of term Assemblies
- Family Assemblies
- Christmas Performances
- Sports Day
- Display evenings
- Parent evenings
- Family lunches
- Curriculum Sessions/ evenings.
- Parent forum

It is always our policy to encourage home/school contacts so that parents and staff work together for the benefit of the children. We do understand that it may be difficult for some parents and carers to attend all events but we hope that you can join us whenever you are able to.

Parent and Teacher discussions take place each term.

You will also receive reports on your child's progress twice a year. Mid-term reports in February outline targets which you can discuss with the class teacher.

Many parents enjoy helping in school or helping on school trips and we really value their contribution. If you are interested in being a voluntary helper, please talk to your child's class teacher (a C.R.B. check will be necessary).



Working together: Our home /school agreement

We believe that the school and families should work in partnership to provide the best possible support to children's learning. We encourage your interest and are always happy to explain our methods and to suggest ways in which you can help at home.

We believe that children achieve more when there is an effective partnership between parents and our school. Parents of new pupils are requested to sign the agreement and return it to school at the beginning of the term when their child starts school or at the New Intake meeting.

Induction

Starting school can be a challenging time for the whole family. We feel our induction arrangements help the whole family.

Our induction arrangements include:

- An Induction evening for parents, when your child has been allocated a place at Abacus, this includes an opportunity to taste our school meals, tour the school and meet with the Foundation Stage team.
- A home visit before your child starts school (in September)
- A visit in for your child to see their classroom, meet their new class mates and their new teacher.
- A coffee morning for new parents to meet with each other and share any concerns or apprehensions.

Expressing Your Concerns

If you have any concerns at all about your child's education or welfare at school, please (speak to your child's class teacher in the first instance, or) contact the headteacher via the school office to arrange an appointment to discuss your concerns. We will then explain what action we can take to help resolve the problem.

Parents Association

We have an active PTA which we call FAPS (Friends of Abacus Primary School).

They hold a variety of social and fund-raising events for the school. We appreciate the effort all parents make to support this association, and each year they provide the school with extra resources.

We are always looking for new faces and fresh ideas. If you would like to know how you can be involved, ask the PTA chair or the Head Teacher or visit our website (www.abacus.ik.org) for more information.

All families are automatically members and the association organise events and fund raising activities.



Parent Forum

Our Parent Forum has just completed their second year. Each class has a parent representative, who meet regularly with a member of the Governing Body and the Headteacher to discuss school based issues. They are currently working together to develop our Sensory Garden areas and have recently sourced a second uniform supplier. For more information you can email the Parent Forum chair at: parentsforum@abacus.essex.sch.uk

SEND Parent Forum

This forum is a group of parents of children whom attend our school and discuss the individual needs of their children. The group was set up by Mr and Mrs Nemeth, who know themselves what it is like to have an autistic son and wanted other parents to come together and support each other and not feel they're on their own.

For more information you can email: info@abacusparentsupportgroupwickford.co.uk

School Policies

You are welcome to see a copy of any of our school policies. We can also provide you with a copy to take away, if you wish, though we may have to make a small charge to cover photocopying costs. Please enquire at the school office.

Pupil Council

Our Pupil Council which is made up of 2 children from each year group (from Year 1) and are elected by their peers. The Council operates for one year and then elections are held each September.

The Pupil Council considers ideas and suggestions from the pupils. They have their own board, where the member's photos are displayed and achievements are celebrated. We involve the members of our pupil council in the appointment of new staff, showing visitors around our school; and they attend the pupil and curriculum governors meeting.



Communication

Communication between home and school is vital. We communicate weekly through a newsletter each Friday, which is displayed on each classroom window and added to our website. Another method of communication is via text, the texting service has proved to be a very fast and efficient way in which the school can contact parents to notify of any club changes, special events, etc. Information can also be accessed on our website, as well as copies of letters and forms for completion: www.abacus.ik.org. Letters are also sent home by "pupil post" so please check your child's book bag for those letters you think you haven't received!

Please ensure that we have up-to-date addresses, telephone numbers and email details. Please also inform the school office immediately of any changes to your emergency contact numbers. In the event of your child being unwell we would always contact parents in person. We ask for an annual contribution fee of £6 per family (not per child) for the text messaging service.

Clubs and Activities

The school houses a variety of clubs and activities which take place beyond the school day. These enrich the life of the school and give the children a chance to develop their skills and talents. Some of these are led by staff and others by outside organisations. Due to the space and weather, clubs change each term, so at the beginning of each term, we send a new club timetable out to our families. We do ask for children to be committed to clubs that they have signed up to. If you have a particular skill or expertise we would love to hear from you.

Currently our clubs include:

- Athletics, Football,
- Drama, Multi-skills
- Tennis, Recorder,
- Dance, Games
- Art.



Wizz Kids

We are able to offer childcare out of school hours via "Wizz Kids", an independently run organisation. This is based at our neighbouring school, Oakfield Primary, and includes a Breakfast Club from 7.30-8.45 a.m. as well as an After School Club from 3.00-6.15 p.m. They also run a Holiday Club.

Further information can be obtained by contacting 07999 589257 or 07704 159114 or 07971 786313.

Admissions

Abacus Primary School is a popular school serving residents on the Wick. The School receives more applications than there are places available and regularly has appeals from parents who have been unsuccessful in gaining a place for their child, including some who reside in the priority admissions area.

The school shares its priority admission area with neighbouring Oakfield Primary School. Parents can now apply for a place for their child at primary or secondary school level on line at www.essexcc.gov.uk/admissions

Before applying for a school place parents are advised to:

- Check whether their address is located within the priority admissions area.
- Obtain a copy of the Primary Education in Essex (Basildon District) booklet which contains information about applying for a school place and the processes and timescales involved. A copy can be obtained from the school office or online at www.essex.gov.uk
- Investigate and consider applying for other schools as well as Abacus as this will increase the chances of gaining a place at a preferred school, should your application for Abacus be unsuccessful. You can rank the schools in your order of preference on the application form.
- September 2013 the number of pupils admitted is 45. There are 2 classes of 22/23 in a purpose built environment.

There is no guarantee of a place for children in the priority admissions area.

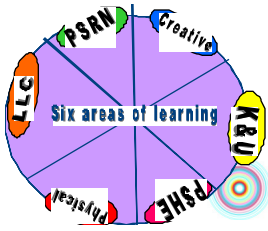
In the event of over-subscription places will be allocated using the following criteria in the order given:

- Children looked after;
- Children living in the priority admission area with a sibling attending the school;
- Other children living in the priority admissions area;
- Children living in the geographical area of Wickford (as defined on the map available at the school) with a sibling attending the school;
- Other children living in the geographical area of Wickford (as defined);
- Children living outside the geographical area of Wickford (as defined), with a sibling attending the school;
- Remaining applications.

Exceptional medical circumstances (supported by medical evidence), may override the above.

Curriculum Organisation

We offer a broad and balanced curriculum which is both interesting and stimulating. We feel it is important to meet the needs of the individual child through personalised learning, and provide all children with equal curriculum opportunities.



Following an assessment of our current Curriculum (October 2007) we found that timetables were becoming very weighty and heavy. As a staff we perused different ways to solve this problem and looked at what was working well within our school. After looking at the Foundation Stage Curriculum and planning we decided to use the six areas of the Foundation Stage Curriculum as a basis for our Curriculum across the whole school. The Six areas of learning are:



- Communication, language and Literacy (LLC)**
- Problem Solving, Reasoning and Number (PSRN)**
- Knowledge and Understanding of the World (K&U)**
- Personal, Social, Health and Emotional Development (PSHE)**
- Physical Development (PHYS)**
- Creative Development (CR Dev)**

By using these six areas, we have linked in all areas of the National Curriculum. Children now go on 'Learning Journeys' rather than learn something for half an hour and then move onto something new. All year groups plan a curriculum based around a central theme or topic e.g. The Rainforest on a half termly basis. Through working and planning this way we now provide a more stimulating, richer curriculum, which includes all children. Classrooms are a rich, stimulating environment, which celebrates children's work through creative displays.

We have high expectations of all children and recognise the importance of acquiring knowledge and skills and the abilities to present and communicate ideas. We promote creativity and believe that the arts have an important part to play in all children's development.



Mathematics

We endeavor to make our maths sessions as interactive and hands on as possible. A large part of our mathematical work begins with practical tasks, which help children understand concepts more easily. We recognise that it is important to plan activities which are related to children's own experiences and environment to ensure better understanding. We do this by using whiteboards, number fans and other equipment that is fun to use and interactive. Selected activities are designed to cover the programmes of study prescribed in the National Curriculum and Primary Strategy. This includes calculator work, perimeter, area, percentages, mental arithmetic and much more.



Literacy (Communication, language and Literacy)

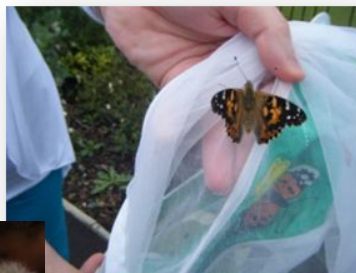
We aim to teach Literacy in as an enthusiastic and motivating way as possible. We aim to provide and develop the necessary skills for the children to use the English language confidently, appropriately and accurately to the best of their ability and use a range of different genres to capture children's imagination.

In English; we write stories, letters, newspapers, leaflets, arguments, postcards and many more different text types, all linked to the children's topic, to capture their imagination and interest! Children are also taught to write effectively for a range of audiences and purposes. Reading is very important, with children being taught to read a variety of texts with fluency, for both enjoyment and information. We encourage children to speak clearly and fluently, and to listen attentively with understanding. Where possible, we use ICT to support the teaching of Literacy and plan opportunities for children to share their skills across the school, including shared reading and presenting in assemblies. Our school library is equipped with a selection of fiction and non-fiction texts, which will cater for everyone's interests.



Science (knowledge and understanding of the world)

We believe that science should stimulate and excite pupils. There are many fun activities to do in Science, such as circuit making, planning and conducting exciting experiments and making practical predictions. Through first hand experiences they will develop knowledge, skills and understanding about events in the world around them. We aim to provide opportunities to prepare pupils for life in an increasingly scientific and technological world.



I.C.T. (Information Communication Technology)

I.C.T. supports learning across the whole of the school curriculum. Children will use a variety of tools to prepare them for an ever changing technological world. Children will also be using interactive whiteboards as part of their everyday learning. The school is very well resourced, with technology area which provides access to the Internet and a wide range of software, including Microsoft Office. Children are made aware of E-safety and are supervised when using the schools wide range of technology and all computers block unwanted websites. Teachers use interactive whiteboards regularly in class to aid the delivery of lessons.

Information Technology is an integral part of learning in all areas of the curriculum and provides children with the skills they will need for the future. During their time at Abacus, children are given the opportunity to use a variety of hardware such as video cameras, digital cameras, remote controlled toys and laptops, to name a few. Classes use the laptops and their wireless internet capabilities on a regular basis to support research for other subjects, such as Literacy and Numeracy. We have recently introduced Apple Technology and all classes have regular use of iPads. We have invested in mobile technology to ensure that ICT becomes an integrated part of our curriculum.

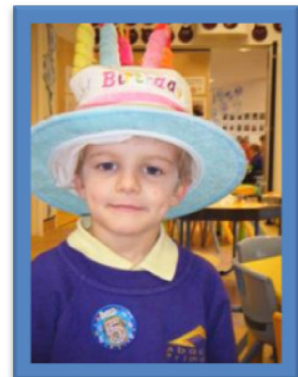
We are very fortunate in Wickford to have a new Collaborate Learning Centre with state of the art ICT equipment and facilities.



R.E. (Religious Education)

We believe that that the spiritual, moral and cultural development of a child is highly important. We seek to make pupils aware of the religions of world, through the exploration of their own experiences and discussions. It is our goal to widen pupil's experience while developing attitudes of respect for themselves, others and the environment.

Children will be taught about world religions, their beliefs and symbols. The school's Religious Education policy is in accordance with the Local Education Authority agreed syllabus and an integrated part of our thematic work. Assemblies are considered a shared experience, and seen as an important part of the day. Worship is expressed through planned themes and stories. Assembly also provides the opportunity to celebrate birthdays, special occasions and recognise individual achievement. Outside speakers are also invited into school. Parents who wish their children to be withdrawn from assemblies and Religious Education should contact the Headteacher.



P.E. (Physical Education)

At Abacus Primary School we promote positive attitudes to an active and healthy lifestyle. We try to achieve this by giving children the opportunities to try a variety of sports, gymnastics/dance activities, linking this to develop teamwork. This will enable them to enjoy their leisure time more fully in the future.

We work in partnership with our school partnership and work closely with our school sports co-ordinator to provide our children with as many opportunities as possible to try new sports. Our sports day allows for our children to take part in some competitive sports races and we celebrate achievements of all, both inside and outside of school.



History

Through History we teach the children to explore their past and how it influences the present. Children study certain periods of History such as Ancient Civilisations, British and European History as well as World History.



Children will be encouraged to develop their research skills using a variety of resources and artefacts, including educational visits and visitors into school. Our thematic approach allows captures children's interests with History and provides them with opportunities to look at different versions of the same event and write recounts.



Geography

Geography enables children to learn about their surroundings, locality and their country, Europe, Asia and the World. At the same time discussing and learning about how different societies and culture affect the world around them. We plan to teach children about the world around them, covering current affair issues and life skills e.g. map reading.

D & T (Design and Technology)



Through design and technology we give the children opportunities to explore and develop their ideas through designing, making and testing various objects using a variety of materials. We encourage children use a range of tools and materials.



Music/Performing Arts

At Abacus we want to enable the children to develop a love of music. This will be taught by children experiencing by creating music, listening, singing, performing and expressing opinions. Children will use different instruments, resources and equipment and participate in workshops developing their exploration and awareness. They will learn about the history of music and that of different cultures today.



We can offer individual music lessons, with a fully trained Music teacher, please see the school office for more details.

Art and Design

Art and design stimulates creativity and imagination. It provides visual, tactile and sensory experiences and a special way of understanding and responding to the world. It enables children communicate what they see, feel and think through the use of colour, texture, form pattern and different materials and processes.

Children become involved in shaping their environments through art and design activities. They learn to make informed judgements and aesthetic and practical decisions. They explore ideas and meanings through the work of artists and designers. Through learning about the roles and functions of art, they can explore the impact it has had on contemporary life and that of different times and cultures. The appreciation and enjoyment of the visual arts enriches all our lives.

P.S.H.E. (Personal, Social and Health Education and Citizenship)

At Abacus we aim to nurture pupils to develop into independent learners with an appreciation and awareness of their inner self, locality and others in the world around them. To achieve this we



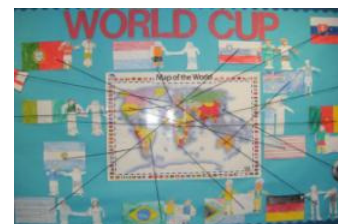
endeavour to give all pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives to become informed active citizens. Pupils are encouraged to participate in a wide range of learning experiences, contributing fully to school life and the local community.

We recognise the importance of the whole family and value the skills and contributions that they can make towards their children's learning experience. Recreational times (playtimes, lunchtimes and snack times) are an important part of our day. We encourage children to sit together and socialise during these times. We have a newly opened 'chill out' room which children visit for a number of reasons. It has a sensory aspect as well as providing a 'calm' and stimulating environment.



Introduction to MFL (Modern Foreign Languages)

By introducing children to MFL we aim to open them up to a world of language, providing them with the opportunity to learn about different cultures and enabling them to communicate with others across the world.



Sex and Relationships Education

Sex and Relationships Education is taught as part of the thematic curriculum. The emphasis in KS1 is more towards the relationships and friendships skills. The videos which are used in Upper Key Stage Two are shown to parents every year. Parents are encouraged to view the videos prior to the lessons taking part. Questions asked by children are answered honestly depending on the age and maturity of the child and the circumstances.

Inclusion (S.E.N.)

Here, at Abacus Primary school, we pride ourselves on offering a fully inclusive environment and education, which allows all children to reach their potential. Our SENCo is Mrs Tredgett. Schools have a responsibility to provide a broad and balanced curriculum and the National Curriculum is a starting point for planning a curriculum that meets the specific needs of all pupils. The school will aim to:

- Set suitable challenges for pupils
- Respond to pupil's diverse learning needs
- Ensure all pupils have access to the curriculum
- Whether a child is of exceptional ability or is experiencing learning difficulties, the teacher, in consultation with the Headteacher and Special Needs staff, will establish an appropriate learning programme.
- Parents are consulted at an early stage and encouraged to support their child. Good partnerships between the school and home are important to ensure that the child is successful.

We believe in early intervention and we try and identify these children as quickly as possible. We involve Parents at all stages and we encourage Parents to become involved in the I.E.P.

Pastoral Care and Discipline

Our school is a caring community in which behaviour is based on mutual respect and consideration for others. There is a collective responsibility within the school towards all children. Each child is treated with respect, fairness and firmness in a caring environment throughout the school. The values, standards and attitudes of the school are made clear to the children, by example and discussion. Class rules are decided as a class early in September and shared with parents. As a school, we encourage positive behaviour and mutual respect.

Each child belongs to a team or house (clubs, spades, diamonds or hearts). Children are awarded points and these are collated weekly across the whole school. The winning team is rewarded at the end of each term and the overall winning team is rewarded at the end of each academic year. Each team has a captain and vice captain. Each class has a positive behaviour system, which is embedded as part of their classroom routines. These are displayed within their class and are age appropriate, starting with a Happy and sad face in the Foundation stage and building up to a credit card system in Years 5 and 6.

Child Protection

As a caring organisation with direct responsibility for children, our first concern must be your child's welfare in all its aspects. Therefore, there may be occasions when we have to consult other agencies even before we contact you, particularly in relation to Child Protection/Abuse concerns. Should this be necessary, we want to reassure you that any concerns we have about your child will then be discussed with you after we have talked with the other agency.

The procedures we have to follow (it is a statutory duty) have been laid down by the Essex Area Child Protection Committee. If you would like to know more about this procedure, please speak to the Head Teacher. The school's Child Protection policy is available for inspection.



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