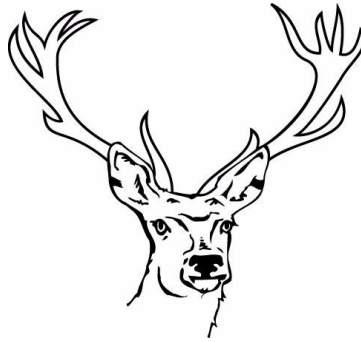


# LITTLE GADDESSEN CHURCH OF ENGLAND PRIMARY SCHOOL

## PROSPECTUS



We hope that this prospectus will provide you with what you need to know about our school. Our website contains much more detailed information, including current school dates, photographs of the school and some recent examples of children's work.

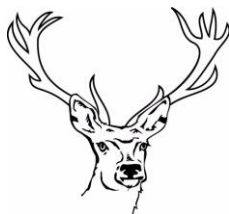
If you are considering applying for a place at the school, we recommend that you arrange a visit by contacting the school office.

Little Gaddesden Church of England Primary School  
Church Road  
Little Gaddesden  
Berkhamsted  
Hertfordshire  
HP4 1NX

Headteacher: Mrs C. Geoghegan

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September 2015



## **LITTLE GADDESSEN CHURCH OF ENGLAND PRIMARY SCHOOL**

Dear Parents,

This prospectus is intended to let you know more about the life and work of Little Gaddesden Primary School, a Church of England Voluntary Aided school. Additional information can be found on the school's website, and I shall be very happy to answer any questions you may have.

We do our best to provide a supportive and caring environment for all our children, by providing a wide range of balanced learning opportunities and by helping them all grow into independent and responsible people.

We also believe that we can only achieve the best for your child by close co-operation between home and school. There will be many opportunities for you to get involved in your child's education, and we are always willing to talk to you about any aspect of your child's development.

Although this prospectus is only an introduction to Little Gaddesden School, we hope that it gives you a realistic impression. However, the best way to judge the school is to see us in action. Please contact us for an appointment to meet me and to tour the school.

We are providing a school application form for children starting school in the Reception class. Please contact me about children wanting to join the school at any other stage. There is also a form for you to register your interest, if your child is as yet too young to apply for a place in Reception.

Finally, I hope that we shall be able to work with you and your child to make the first years of school successful and enjoyable.

Yours sincerely,

Mrs C. Geoghegan  
Headteacher

## **OUR SCHOOL AND COMMUNITY**

We are a Church of England village school, founded in 1854. Originally based in a back room at the nearby Bridgewater Arms, the school moved to its current site in 1858. Since then our buildings have grown considerably, and we are now a fully-equipped, modern primary school, with about 100 children aged between four and eleven. As a voluntary aided school, linked to the Diocese of St Albans, our popularity is based on our Christian values and our rural location.

The village of Little Gaddesden lies adjacent to the National Trust's Ashridge Estate, with some 5,000 acres of open downland and woods, close to Ivinghoe Beacon, in an area of great natural beauty.

Ashridge Park belonged to the Bridgewater family, and many village houses were built in the nineteenth century by Lady Marion Alford. The present Ashridge House, rebuilt in 1814, now houses Ashridge Management College.

The School has a close association with the parish church, which is dedicated to St Peter & St Paul. The village hall, next to the school, is the venue for many clubs and activities, including the Pre-School Group. Opposite is the sports field, used by the school and by village teams. There is a village shop, with post office, and a lively pub, the Bridgewater Arms.

Several interesting characters have been closely associated with the school. Florence Wright was a pupil for eight years, and subsequently taught at the school for 46 years, from 1891 to 1937. Vicars Bell, headmaster between 1929 and 1963, was also a well-known author and lecturer. Among his books are two volumes about Little Gaddesden, an account of his career as a village schoolmaster and several detective novels.

## AIMS OF THE SCHOOL

Within a Christian ethos, Little Gaddesden School aims:-

- to provide a happy, supportive and caring environment, in which children can learn with a sense of purpose, enjoyment and self-fulfilment;
  - to enable all our children to achieve their full potential through a broad, balanced and interesting curriculum, including the requirements of the Foundation Stage and National Curriculum, enabling them to gain the personal skills necessary to live as independent, self-motivated and caring individuals;
  - to provide an attractive, safe and stimulating environment
  - to encourage members of the school community to take a personal pride in themselves, their work, their achievements and their school, and to value and respect all cultures;
  - to promote good standards of behaviour and self-discipline, and to encourage pupils to take responsibility for themselves and the school environment;
  - to develop the successful working relationship between staff, governors and parents, to ensure that high academic and social standards are achieved and maintained;
  - to encourage the children to feel part of, and to contribute to, the life of the village community.
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## OFSTED REPORT

Our most recent **Ofsted inspection** was in March 2014. The report is available at: <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/117443>



**LITTLE GADDESSEN**  
**CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL**

**USEFUL INFORMATION**

***Additional details are available on the school website.***

*Please contact the school office if you would like printed versions of any of these sections.*

Age range 4-11, taught in four classes. Total on roll (September 2015): 106

The School Day 8.50am to 12.00 noon & 1.00pm to 3.15pm. School lunch is available, cooked on the premises.

Progress reports Written reports are issued annually, during the summer term, and parents' consultations are arranged during autumn and spring terms.

Dress code (summary): School's green sweatshirt or cardigan; white or yellow shirt/blouse; grey or black trousers/skirt; black shoes. Full dress code, including details of PE kit, is included on the website.

Absences If a child is unable to attend school for any reason, parents must notify the class teacher in writing by letter or email, either before the absence (for dental and medical appointments) or afterwards in case of illness. *Please note that holiday absences are not normally authorised* (though we do like to know about them in advance).

Child Protection Little Gaddesden School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

School clubs A wide range of activities – both sporting and non-sporting – is available before and after school at different times of year, including French, rugby, football, cricket, dance, athletics and running.

Charges to parents Music tuition, school photographs, residential trips, plus voluntary contributions for educational visits, swimming lessons, certain educational items and visiting theatre groups and musicians.

Admissions

*(The most recent admissions policy can be found on the school website.)*

All admissions are co-ordinated by Hertfordshire County Council. Further information about this application procedure is available from the school office. We recommend that you arrange to visit the school if you are considering applying for a place. Children due to join the Reception class in September will spend some time at school during the previous term.

Secondary transfers

Most children move on at the age of 11 to secondary schools in Berkhamsted, Tring or Hemel Hempstead.

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# THE SCHOOL CURRICULUM

Our approach to the National Curriculum hinges on our belief that all children are entitled to the widest possible range of learning experiences in practical, academic, social and spiritual spheres. This broad curriculum is balanced with the need to provide regular and continuous practice in basic skills. It is also organised to help develop a child's autonomy, foster curiosity and provide enjoyment and interest.

The 1988 Education Act requires that every maintained school should make provision for **Religious Education** for all pupils, and for a curriculum consisting of three core subjects: **Maths, Science and English**, plus the following foundation subjects: **Art, Geography, History, Music, Physical Education, ICT** (Information and Communications Technology), **Design & Technology** and **PSHE** (Personal, Social & Health Education).

## Religious Education and Worship

The Religious Education curriculum follows the teachings of the Church of England. We aim to set positive standards of behaviour and morality, based on Christian ideals, rather than merely accepting or reflecting existing social or moral standards. In addition to detailed study of Christianity, our children look at four other major religious beliefs, with comparative work on cultural diversity.

*Parents have the legal right to withdraw their children from Religious Education. In this event, details for alternative provision would be discussed with the Headteacher.*

### Collective Worship

Our daily act of Collective Worship, designed to develop Christian knowledge and spirituality, is central to the life of our school. The whole school regularly attends special services in the Parish Church, at which parents and villagers are welcome.

*Parents have the legal right to withdraw their children from the act of Collective Worship.*

## Mathematics

The new primary strategy provides detailed schemes of work for each year group and ensures progression throughout the school. Mathematical skills are promoted through multiplication tables, mental arithmetic, practical activities, specific investigations and project work.

## Literacy

The primary strategy provides detailed schemes of work for each year group and



ensures progression in literacy skills throughout the school. Many opportunities are provided for communication through talking, listening, reading and writing. Spelling, punctuation, grammar and good handwriting are important elements in the children's work. Children in Key Stage 1 have a daily session of phonics. They learn through the structured programme 'Soundwrite'. All members of staff (teachers and teaching assistants) have received a week's training in this programme. New interactive whiteboards are proving to be useful tools in literacy teaching. Each classroom has a fiction library, and the school has a well-stocked reference library.

## **Science**

Science teaching follows National Curriculum requirements, covering topics which encourage children to ask questions of the world in which they live.

Sex and Drugs Education are taught throughout the school at an appropriate level, with more specific lessons in Class 4.

## **History and Geography**

These subjects are taught according to National Curriculum requirements through a topic-based approach. Visits to places of interest are arranged to complement work done in these lessons.

## **French**

French is taught as a regular timetabled subject in Key Stage 2.

## **Music**

All children are encouraged to participate in singing and music-making lessons. We have visits by professional musicians and the school choir participates in various local events, often with other schools.

Violin, flute, drums, piano, guitar, recorder and singing lessons can be arranged with visiting teachers, (whose tuition fees are payable by parents). It may be possible to arrange tuition with other instruments.

## **Art**

Our overall aims are to develop in our children a lasting of satisfaction in their own creative abilities, to foster observational skills and to develop manipulative skills through handling a range of tools and materials.

## **Design & Technology**

We follow the National Curriculum requirements closely, including projects

involving design and construction. All children participate in Food Technology.

### **Information & Communication Technology**

There are opportunities to use ICT throughout the curriculum, both as a discrete subject and as a tool in other subject areas. We have 15 laptop computers for use by children. Under supervision, children have access to the internet and e-mail. There is an interactive whiteboard in each classroom, and a data projector for use in the hall.

### **PSHE**

We aim to promote the Personal, Social & Health Education of every pupil. It is vitally important for us that all our children are adequately prepared for the future. The new SEAL (Social & Emotional Aspects of Learning) materials produced by the Department for Education provide excellent starting points for our work.

### **Physical Education**

We greatly value our children's participation in school sports. There is an outdoor tarmacked area and a large indoor hall. We have the use of the village sports field, directly opposite the school. We play football matches against local schools and we participate in athletics events, at both inter-village and district levels. Year 3 and Year 4 go swimming in the autumn term.

### **RESIDENTIAL VISITS**

Class 4 pupils attend two residential visits over a two year period, during the second half of the summer term. In alternate years, there is a five day visit to the Isle of Wight for historical, geographic and environmental study, and a three day visit to an activities centre, for outdoor and adventure pursuits as part of the PE curriculum. The children are usually accompanied on these visits by the Headteacher, their class teacher and one other adult (usually either a teacher or a governor). Parents are asked to pay for these visits, although costs are kept as low as possible.

### **SPECIAL EDUCATIONAL NEEDS**

The staff and governors are committed to providing the highest levels of achievement for every child admitted to the school. The teachers have high expectations of every child and will accentuate the positive in behaviour, work and attitude. They recognise that learning is most successful when it takes place in a happy, sensitive and secure environment. They will encourage every pupil to show concern for others and to value each others' contributions.

The implementation of our aims, and our approach to supporting children's

learning, is included in our Special Educational Needs Policy document. Any parent may read this document, which is available from the school office

Admission for a child with Special Needs is, as for all children, in line with the governors' Admissions Policy. A meeting would be held with all concerned if a child with an EHC Plan were to attend school, so that appropriate provision could be made. The following paragraphs outline the facilities we have in the school for Special Needs children.

### **Staff Support for Special Educational Needs Children**

Special Educational Needs Co-ordinator (Senco).

### **Special Facilities**

- ~ wheelchair ramp at main entrances
- ~ toilet with wheelchair access
- ~ higher and lower handrails on staircases
- ~ enlarging photocopier
- ~ carpeted classrooms to enhance audibility
- ~ special computer hardware, software and word-processing packages.

### **Other Agencies**

SEN concerns are raised at weekly staff meetings. The school nurse visits the school for hearing and site tests when children start in our Reception Class.. Issues are also discussed with the SEND governor. The Educational Psychologist liaises with the SENCO as and when necessary. The Speech Therapist, Physiotherapist and a teacher from The Specific Learning Difficulties base visit the school as required.

## **PASTORAL CARE**

### **Links with the Church**

The school holds Harvest, Christmas and Easter Services at the church. In addition, a Year 6 Leavers' service takes place at the end of the Summer Term. All these services are well supported by parents and friends.

### **Support for Children**

The school works in partnership with parents to support children in every way possible. However, the Children Act 2004 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within the School, or if a child or parent reports a situation involving possible abuse, we would not be able to guarantee confidentiality. The situation would have to be

referred to Social Services, in line with Government and Hertfordshire policy.

### **Health and Welfare**

The school nurse checks hearing, eyesight, height and weight at selected stages. Some children will receive a full medical examination during their time at school. You will always be informed of full medical inspections and invited to attend. The school nurse is always available, by appointment, either at school or home, if you have any concerns regarding your child's health and welfare. She also holds an informal consultation session at the school each term.

If you suspect that your child may be suffering from an infectious disease, such as chicken pox, your G.P. will be able to advise you on the length of time he or she should remain absent from school.

If children are sick, we request that they are kept away from school for a full 24 hours.

**LITTLE GADDESSEN CHURCH OF ENGLAND PRIMARY SCHOOL**

## **STARTING SCHOOL**

### **SUPPLEMENTARY INFORMATION FORM** **FOR ADMISSION INTO THE RECEPTION CLASS**

**This form should be returned to the school at the same time as you complete the Hertfordshire application form online.**

**CHILD'S SURNAME:** .....

**CHILD'S FORENAMES IN FULL:** .....

.....

**DATE OF BIRTH:** .....

**NAMES OF SIBLINGS**

who will be in the school at  
at the time of admission .....

**FULL POSTAL ADDRESS:** .....

.....

..... **Post Code** .....

**EMAIL:** .....

**TELEPHONE:** Home.....

Business.....

Mobile.....

**NAME OF PARENTS/GUARDIANS:** .....

.....

If you do not live in the Parish of Little Gaddesden, are you  
in regular attendance at Little Gaddesden Parish Church? .....

**Date:** .....

**Signed:** .....

**If you are not successful in gaining a place at Little Gaddesden School, your child  
can be placed on our “continuing interest” list. Please contact the school office if  
you would like us to do this.**

# ADMISSIONS

All applications for school places must be made through the Hertfordshire admissions scheme, but you should also complete the school's Supplementary Information Form.

The school governors are keen to offer a school place to all children who live in Little Gaddesden village, and we are happy to accept other children when there are places available. Parents considering applying for a place at Little Gaddesden School are encouraged to make an appointment to visit the school.

Please consult the Headteacher if you need any further information.

**LITTLE GADDESSEN CHURCH OF ENGLAND PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM**

**This form should be returned to the school, at the same time as you complete the Hertfordshire application form online.**

**CHILD'S SURNAME** .....

**CHILD'S FORENAMES IN FULL** .....

**DATE OF BIRTH** .....

**NAMES OF SIBLINGS**

Who will be in the school  
at the time of admission .....

**FULL POSTAL ADDRESS** .....

.....

.....**Postcode** .....

**EMAIL** .....

**TELEPHONE**

Home.....

Business.....

Mobile.....

**NAMES OF PARENTS/GUARDIANS** .....

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If you do not live in the Parish of Little Gaddesden, are you  
in regular attendance at Little Gaddesden Parish Church? .....

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