

MANFORD PRIMARY SCHOOL

**Manford Way
Chigwell
Essex
IG7 4BX**

**Telephone: 020 8500 2143
www.manfordprimary.co.uk**

PROSPECTUS: Updated Sept 2018

HEADTEACHER: Miss T Jacobs

CHAIRMAN OF GOVERNORS: Ms M Khurram

AGE RANGE: 3 – 11 years

For further details of Redbridge Borough policies and appeals procedures, please contact:

Director of Children's Services
London Borough of Redbridge
Lynton House
255 – 259 High Road
Ilford
Essex
IG1 1NN

WELCOME TO MANFORD PRIMARY SCHOOL

We hope your child's stay here at Manford will be a happy experience. Please take a few minutes to read this booklet as it contains information about the running of the school and explains how you can help your child. If he/she is to do well at school, it is important that home and school work closely together.

You have already taught your child a vast amount before he/she comes to school, such as walking, talking, writing his/her name, eating with a knife and fork, dressing and undressing. You can continue to help by reading and talking, counting, playing games, listening and showing an interest in school and school activities.

All of this will help and encourage your child to learn.

MANFORD PRIMARY SCHOOL is a County Primary School with a Nursery.

The School is situated on the north of the London Borough of Redbridge within easy reach of both Hainault and Grange Hill stations on the Central line underground.

Opened in 1949, separating Junior and Infant children, an H-plan one storey form was adopted to give the maximum amount of space for the playground to the north and the grassed playing area to the south. Each classroom opens directly on to a teaching terrace, which is divided by hedges. The building is adapted for disabled people and has suitable facilities throughout.

The Junior and Infant schools amalgamated in 1981 and there are currently approximately 475 children on roll, including 39 in the Nursery. It is currently three-form entry in Year Four and two-form entry in the rest of the school. There are a total of fifteen mixed ability classes and one nursery session of 3 hours. There are up to 30 children per class and up to 39 nursery children.

The children are drawn from a post war council estate community on the edge of Hainault Forest. It is a fast developing area with the possibilities of new housing developments. A large proportion of our children now travel from neighbouring areas of Redbridge to attend Manford.

There are 30 teaching staff, including Headteacher, 2 Deputy and 2 Assistant Headteachers, 1 nursery nurse, 22 support assistants, 1 ICT technician, 5 clerical staff, 1 PSA, 2 learning mentors, 1 sports coach, 15 mid-day assistants, 2 mid-day play leaders, 3 extended school staff, 1 caretaker, 1 caretaker's assistant and 4 cleaners, all of whom work together as a team.

MANFORD PRIMARY SCHOOL GOVERNING BODY

Parent Governors. There are three parent governors. They are elected by the parents of pupils at the school. The parent governors are:

Karen Denney
Shabana Hussain
Misbah Khurram (Chair)

Representative Governors. There is one representative governor, who is appointed by the LEA.

Currently this position is vacant.

Co-opted Governors. There are six co-opted governors who are selected by the remaining members of the governing body. Ideally, the co-opted governors should bring a balance of skills and interests. The co-opted governors are:

Carolyn Baulch
Sue Bloom (Vice Chair)
Mrs L Carleton
Glen Haywood
June Thomas

Staff Governors. There is one staff governor. He/she is elected by the staff of the school. The staff governor is:

Miss L Mattock

Headteacher Governor.

Miss T Jacobs

Clerk to the Governors.

Mr Steve Carter

SCHOOL STAFF

Headteacher: Miss T Jacobs
Deputy Headteacher: Mrs L Carleton and Mr A Hall
Assistant Headteachers: Mrs K Everingham and Mrs L James

Teaching Staff:

Mrs A Agyeman	Mrs G Allaway	Mrs M Arora
Mrs K Baker	Mrs D Carryl	Miss L Connolly
Mr J Emdon	Ms D Farrelly	Mrs F Gillings
Mr S Harris	Mrs D Krish	Mrs E Lomas
Miss J Lowery	Miss S Mandel	Miss L Mattock
Mrs M Medhurst	Miss D Merchant	Mrs J Milburn
Miss R O'Farrell	Miss J Payne	Miss L Reddington
Ms A Squire	Miss R St Louis	Mrs E Whitewood
Mr A Wilson		

Nursery Nurses:

Miss L Morgan

Support Assistants:

Miss T Angell	Mrs A Ayres	Mrs A Boyce
Mrs E Bryant	Mrs C Chernoff	Miss M Collins
Ms N Cumner	Miss L Curtis	Mrs B Fateh
Mrs V Fricker	Miss L Hawkes	Mrs J Herbert
Mrs C Horgan	Miss B Mackenton	Mrs D Matthams
Mrs L Nguyen	Mrs S Osei-Owusu	Mrs M Pitts Sales
Mrs D Rida	Ms L Smith	Mrs C Sword
Mrs H Williams		

Sports Coach: Mr G Hall **Learning Mentors:** Miss J Beadle Mrs G Fontaine

PSA: Mrs J Durrant **Librarian:** Mrs C Owen

ICT Technician: Mr R Sweeney-Clements

School Business Manager: Mrs A Lawman **Office Manager:** Mrs K Thorne

Admin Assistants: Mrs J Verschoor Mrs S Mustafa Miss K Flack

Midday Staff:

Miss B Mackenton	Mrs A Ayres	Mrs C Barthram
Mrs A Boyce	Miss M Collins	Ms N Cumner
Mrs B Fateh	Mrs V Fricker	Miss L Hawkes
Mrs J Herbert	Mrs S Holyoak	Miss B Mackenton
Mrs D Matthams	Mrs M Patel	Mrs M Teneva

Playleader: Mr G Hall Mrs C Sword

Extended School:

Miss B Mackenton Mrs D Matthams Mrs L Saunders

Caretaker:

Mr P Jackson

Caretaker's Assistant:

Mr M Jackson

Cleaners:

Mrs M Edwards Mrs M Gifford Mrs C O'Grady Mrs A Uthayarajah

ADMISSION

Joining a new primary school is a significant event in a child's life and here in Manford we hope that it can be as made as easy as possible for both you and your child.

Redbridge policy is that a child starts in a Reception class during the school year they turn 5 years of age. (The school year runs from 1st September to 31st August.)

If your child is in our nursery you will receive a letter outlining the procedures for starting school the year prior to their starting mainstream school. Transfer from nursery to a reception class is **not** automatic.

Mid-term admissions can be arranged if there is a space in the appropriate year group for your child. You should contact the London Borough of Redbridge admissions department in Lynton House (020 8708 3121) or apply online at www.redbridge.gov.uk to register their details. If there is a space in the appropriate year group, the vacancy will be made available. The right of appeal against any decision made by the Redbridge Authority is available to parents.

Once you have confirmation of a place you should contact the school to make arrangements to visit before your child's admission, the Headteacher, one of the two Deputy Headteachers or one of the two Assistant Headteachers will show prospective parents and pupils around the school and wherever possible the child will meet his/her new teacher prior to them starting.

Nursery Admissions

Your child's name should be entered in the nursery admissions book some time between their 2nd and 3rd birthday. As and when places become available (usually in September) parents will be given further information and invited to bring their child to visit the nursery before he or she is admitted. The nursery is fully involved in the community of Manford Primary School and the children have plenty of opportunities to meet the Reception teachers before they join the Reception class.

Personal Information

Information from parents is required for official records when a child starts in the nursery or school. This includes home and work telephone numbers in case parents need to be contacted during the school day. Another contact number is also appreciated in case this is not possible. All information will be kept on computerised files and will only be forwarded to official sources.

It is important that your emergency contact details are kept up to date. Please let us know immediately if any details change.

ORGANISATION AND PROCEDURES

There are approximately 475 children in the school, and for the 2018/19 year, organised into 2 classes in the Foundation Stage (i.e. Reception), 4 classes in Key Stage 1 (i.e. Years 1 –2) and 9 classes in Key Stage 2 (i.e. Years 3 – 6).

In addition for the 2018/9 academic year the Nursery class takes 39 children for the morning session.

Classes are unstreamed and children are taught as a whole class, in groups (ability and mixed ability) or individually, depending on the activity.

In Year 6 children may be split into three ability groups for some maths and English lessons. All children receive an English and a maths lesson daily.

Teachers work together on planning and record keeping providing continuity and progression between classes and stages within the school.

Assessment

In the Nursery and Reception, children are assessed in the seven areas of learning 'on entry' and 'on exit' to that year.

Parents will have the opportunity to discuss these assessments with the class teacher at Open Evening.

At the end of Year 2 children will take statutory assessment tasks (SATs) and will be teacher assessed, and at the end of Year 6 they will be assessed again. These are usually administered during May. Parents will receive the children's results in the Summer Term. Children in Years 3, 4 and 5 will sit 'practice' SATs papers at the end of each school year. All children will be tracked and assessed regularly at various stages of their learning using formative assessments as a benchmark.

Discipline

The welfare and safety of all the pupils is extremely important. Whilst each teacher has a special responsibility for his or her own class, all staff share in the pastoral care of the children, with overall responsibility maintained by the Headteacher.

We expect high standards of behaviour, stressing self-discipline and consideration for others. Parents are always involved at an early stage if there are any behavioural problems and a strong parent/school partnership is vital. We would ask for your co-operation with this.

We have a Behaviour and Sanctions Policy, which has been developed by all involved with the school, including the children and we aim to follow this consistently. All parents will be asked to read the policy and sign an agreement in support of it.

respect of authorised and unauthorised absence as this has a huge impact on a pupil's learning if this is not consistent.

Punctuality

Please ensure that your child arrives at school or nursery on time. Children should be in the playground at 8.55 a.m. ready to line up when the bell rings at 9.00 a.m. It is very disruptive for staff and pupils when a child arrives late. The beginning of a school session is an important time. Children also need to be aware that punctuality and good time keeping are disciplines for life.

Similarly, please arrive on time to collect your child at the end of the school day. It can be very distressing for young children when their parents are not there to collect them on time.

Medical Appointments

Please inform the school office if your child is going to arrive late due to a medical appointment. If your child arrives after 10.15 a.m. they will need to bring a packed lunch to school unless you have notified the office in advance, so that a school dinner can be booked for them. Your child should be in school after an appointment by 12 noon at the latest. If the appointment does not enable them to be in school by 12 noon, please give them lunch at home and bring them to school at 1.20 p.m. for the afternoon session.

If your child arrives late due to an appointment you must use the main entrance on Manford Way.

Absences

If your child is absent from school, please telephone the school to inform us of the reason on their first day of absence. Please either ring the school office and leave a message on the automated system (option 1) or you can now report absence by emailing absence@manfordprimary.co.uk. Please leave your child's first name, surname, class and reason for their absence. Please do not just say 'not well' – for our records we need to know further details e.g. cough, tonsillitis, chickenpox, etc. If possible state how many days you expect your child to be absent for, a maximum of three days will be covered by one email. If your child is absent for longer than three days, please email in again on the fourth day. If absence continues after a weekend, again please email in on the Monday morning. For any absence for five days or longer we need to see medical evidence.

If you do not inform us of the reason, your child's absence will be recorded as 'unauthorised'. The Education Welfare Officer is required to investigate all unexplained or recurring absences. As a school we are closely monitored for attendance. It has thus become necessary for us to issue penalty fines to families where children are persistently off sick without medical evidence, resulting in unauthorised absence. Fines are issued at £120 per parent, per child, if paid within 21 days this is reduced to £60 per parent per child.

If you need to collect your child from school early for a dental or doctor's appointment, please send a note in to that effect and come in to the main school office at the appropriate time.

If your child misses the whole of the morning session due to an appointment, please bring them in via the Manford Way entrance at 1.20 p.m. Children that arrive after the lunch break has started, but before 1.20 p.m. will have to wait outside the school office. (This is for health and safety reasons).

It is important that children do not miss school except for illness and emergencies.

Manford Primary School has adopted the Borough 'zero tolerance' policy on holidays during term time, which means that holidays during term time will not be authorised. If you do take your child out of school during term time details will be passed to the Education Welfare Officer and both parents will receive a £120 fine (if paid within 21 days this will reduce to £60).

Communication with Parents

We use the ParentMail text and email messaging service for communicating with parents. This system enables us to keep parents regularly informed about what is going on in school rather than sending paper letters home as they often go astray on the way! We are also increasingly aware of the substantial cost and environmental impact associated with the amount of paper and photocopying involved. Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. Email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address book (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Parking

When bringing children to and from school and nursery, do not park on the yellow zig-zag markings outside the school entrances. This blocks the view of both pedestrians and oncoming traffic and is highly dangerous. Please also park considerately avoiding neighbouring residents' driveways.

Security

Visitors to the school must enter through the main covered playground entrance or from the Manford Way entrance, through the doors to the main office area. Both entrances have security doors. The doors into the corridor must not be used except at 9.00 a.m. and 3.15 p.m. These doors will be kept locked during school sessions. The playground gates are locked during the day. If you need to collect your child from school early, you will have to use the entrance in Manford Way.

All visitors, including parent helpers, must report to the office and sign in.

No Smoking Policy

The school building, playground and field are all no smoking areas (this includes e-cigarettes). Please respect this for the sake of the children.

LUNCHTIMES AND BREAKTIMES

School Meals

School meals are provided by ISS Education. Payment for school meals must be made in advance. To enable your child to have a school meal his/her account must be kept in credit at all times. The cost of a school meal is currently £2.00 per day. Unfortunately children cannot be given a school meal if they owe more than one day's arrears. In these cases you will be contacted and asked to bring in a packed lunch or the arrears by 11.30 a.m. If a packed lunch or the arrears are not bought in your child will be given a cheese sandwich and a piece of fruit by the school and you will be charged the same price as a school meal (£2.00). We are sorry to have to implement these strict measures, but non payment of dinner money cannot be allowed to happen.

Free School Meals

If your child is entitled to free school meals, please apply online at www.redbridge.gov.uk or click on the link on our school website.

All children in Reception, Years 1 and 2 currently receive a universal free school meal (UFSM) as part of a Government initiative, however, we would still ask you to complete an application for free school meals for your child if you know they would be entitled to them as we receive extra funding (known as 'pupil premium') for all children in receipt of fsm.

Packed Lunches

Children may bring in a packed lunch which should be in a suitable container, clearly marked with name and class.

No glass bottles or vacuum flasks are allowed for safety reasons.

We encourage children to eat healthy foods. Sweets should not be sent as part of packed lunches.

Home Lunches

Children who go home should be collected from the school office via the Manford Way entrance. They should be returned back via the same way at 1.20 p.m.

Break-times

Manford Primary School has joined the National School Fruit Scheme, which means that all children in nursery, reception, Years 1 and 2 are given a free piece of fruit every day. This is given at break-time by the class teacher.

All children may bring a carton of drink to have in class before playtime. Water is available for all children (from the plumbed in water coolers). Children in Years 3 – 6 are encouraged to bring fruit as a mid-morning snack (sweets and biscuits are not allowed at playtimes).

The school runs a healthy tuck shop at break times. Children can buy a piece of fruit for 20p or a box of raisins for 10p.

Breakfast Club

Breakfast Club started in September 2004. Children can arrive from 7.45 a.m. onwards. The cost is £3.00 per day and runs on a 'pay when you come in' basis. As well as a nutritional breakfast being available, activities are organised each day. If your child has breakfast at home, they may still come to breakfast club to play only at a cost of £2.00 per session. When the bell rings at 9.00 children are then sent to line up with their class, or in the case of infants, escorted to their classrooms.

After School Care Club

Manford Primary runs an After School Care Club to assist working parents. Children are given a light tea and then participate in a range of activities, including: cooking, football, tennis, computer, dressing up, games, etc. The club starts immediately when school finishes at 3.15 p.m. and closes at 5.00 p.m.

Charges are as follows:

3.15 – 3.45 p.m.	£3.00
3.15 – 4.30 p.m.	£6.00
3.15 – 5.00 p.m.	£9.00

Climbing Frames/Outdoor Gym

The climbing frames and outdoor gym equipment in the playground are only to be used under supervision of school staff. During lunchtimes and infant playtimes one infant class may use the climbing frame following a daily rota. Juniors are allowed to use the climbing frame and the outdoor gym equipment at playtimes and lunchtimes, again one class at a time, following a daily rota. **The frames and outdoor gym equipment must not be used before or after school by any children.**

Balls

Children may bring foam or small sponge balls for football, netball and throwing games at break times. Large balls are not to be used except when supervised by school staff. Children may not use balls before school.

School Uniform

We encourage the children to wear a basic school uniform to give them a sense of community and to encourage suitable clothing to be worn.

GIRLS	BOYS
Navy/grey skirt/tunic Light blue or white blouse or polo shirt Navy Manford cardigan or sweatshirt Navy or white socks or tights Blue and white dress in summer	Dark grey trousers/shorts Blue or white shirt or polo shirt Navy Manford sweatshirt Navy, grey or white socks

Sensible, appropriate footwear should be worn.

School sweatshirts, cardigans, polo shirt, P.E. t-shirts and fleeces can be purchased from the school office between 3.00 – 4.00 p.m. daily.

Uniform can also be purchased direct from Tesco online at www.tesco.com/ues (link available on our website). Delivery from Tesco is direct to your house.

Unistat in Barkingside High Road also stock our uniform and book bags.

P.E. Kit

Children must change clothing for all physical activities. P.E. kit should be kept in school at all times and should consist of:

Plain black or navy shorts or games skirts and a t-shirt. (a leotard may be worn for gymnastics only)

A pair of plimsolls for outdoor work

A bag to keep the kit in. All belongings must be clearly labelled.

Jewellery

JEWELLERY SHOULD NOT BE WORN IN SCHOOL. Wearing jewellery in P.E. activities can be especially dangerous, both to the wearer and to others and will not be allowed. We cannot be responsible for the safe keeping of jewellery.

Personal Belongings

Please do not allow your child to bring valuable equipment or large sums of money to school. We cannot take responsibility for its loss or damage whilst in school.

Book carriers or rucksacks are available for purchase from the school office between 3.00 – 4.00 p.m. daily. If children bring other bags to school, they must be as small as possible because storage space is very limited. Please make sure that all personal belongings are labelled with your child's name. Lost property is kept in cupboards outside the dining hall for children to access. Unclaimed items will be kept for one term.

Medical History

Please inform us of details concerning any medical condition your child may suffer from so that we are aware of any problems which might arise.

Medicine

If you send medicine into school for your child to take during the day, it must be accompanied by instructions in writing regarding timing and dosage and left in the school office. No medicines may be left in the classrooms or with children.

All letters and forms giving authorisation for medicine, school visits, etc. must be signed by a parent with parental responsibility.

School staff cannot be responsible for ensuring that children take medicine. If administration of the medicine is difficult, or the timing/dosage crucial, parents will be asked to come into the school to administer this.

School Nurse

The school nurse regularly visits the school, she also assists with health and sex education when appropriate.

Health Checks

Audio, visual and dental checks are carried out in school. If you do not wish your child to be seen by the nurse, doctor or dentist, please write a letter to the Headteacher to this effect.

Head Lice

Heads are no longer checked in school so it is essential that you regularly comb and inspect your child's hair, as outbreaks do occur and head lice prefer clean hair. If you have any suspicion of their presence, please let the school know. Parents will be notified if children are found to have head lice. Regular combing with a fine toothed comb is an effective way to avoid this problem.

Illness

If your child becomes unwell at school, you will be asked to take them home. It is essential that we have your telephone number and an emergency contact number in case we cannot contact you at home. If your circumstances change (at work or at home) please ensure that we have your up-to-date information.

CURRICULUM

The school provides a broad and balanced curriculum, which includes all the statutory requirements of the National Curriculum. Much of the work is taught within a termly or half termly theme where skills and concepts developed in one curriculum area are used and built on in another. Twenty-one hours and forty minutes are spent on teaching during a normal working week in the Early Years and Key Stage 1 (Reception, Years 1 and 2), and twenty-five hours in Key Stage 2 (Years 3-6). These totals exclude break time, registration and assemblies.

Equal Opportunities

At Manford Primary School we are committed to a policy of equal opportunities for all individuals in and involved with the school, regardless of sex, race, religion, class or disability, so that everyone can play a full and active role in school life.

English

The children are taught reading, writing, speaking and listening skills. They are encouraged to discuss purposefully, listening to each other and responding appropriately; to read for enjoyment and for information; to write imaginatively and factually and to develop sound skills in handwriting and spelling.

All children will have a daily English lesson. During this time children will work in class, in groups and independently on reading and writing activities which will include phonics, spelling and vocabulary, grammar and punctuation, comprehension and composition as well as group reading and discussion about books.

The school has a wide range of reading books and the reading scheme is colour coded to indicate different levels. All children are encouraged to take home a reading book every night. Please spend some time sharing a book with your child by:

- listening to him/her reading
- questioning, and
- talking about the book.

Reading stories to your child will also help engender a love of books.

There is a school library providing children with a choice of fiction and non-fiction books. Every class has an attractive book corner with a choice of class books and reading time is held usually between 1.30 – 2.00 p.m. for every class in the school except Nursery and Reception. The school has recently spent a large amount of money buying a wide range of books for both the library and the classrooms. We encourage children to value and enjoy books and to take best care of them.

Each year we have a designated 'Book Week' which focuses on book related activities and often includes a 'book character day'. Year groups will hold book days/weeks or writing days/weeks as part of their class work to further raise the profile and importance of reading and writing.

Mathematics

We aim for our pupils to develop a sound understanding of mathematical concepts, to acquire skills which they will be able to use within mathematics itself and in a variety of situations across all subjects. They will be encouraged to apply mathematical facts, developed through practical experience so that they can reason, explain and problem solve.

We encourage the children to develop a positive attitude and a growth mindset towards mathematics with respect and appreciation of its purpose. We encourage our pupils to use and develop sound mathematical vocabulary, to reason logically, to investigate and discuss purposefully and to develop strategies for mathematical problem solving.

We guide our pupils to be independent and to organise and record their own mathematical thinking and to develop ways of working which will allow them to operate successfully and efficiently in mathematics, producing work of a high standard.

The children are expected to undertake maths studies in the following areas: number and place value; addition and subtraction; multiplication and division; decimals, fractions and percentages; measurement; geometry – properties of shape; geometry – position and direction and statistics (from Year 2); statistics and algebra (from Years 5 and 6); ratio and proportion (from Years 5 and 6)

There is much you can do at home to support your child's development in mathematics and we ask that you spend some time helping and encouraging your child to follow up the work being carried out in the class room, and to develop strategies for mental calculation, which include learning multiplication tables and number facts. The children will benefit from your interest and support. All children will have a daily maths lesson.

Science

Our aim is for children to develop an understanding of scientific concepts and the procedures of scientific investigation and to help them to understand their own physical and biological environments.

Children are encouraged to develop enquiring minds and foster a positive scientific attitude towards problem solving. Drawing on their own experiences,

children plan and carry out investigations and use their scientific skills to draw conclusions.

Design and Technology

Our aim is to give children the confidence, independence and expertise to solve problems and to design and make their own working products.

Children are taught how to use hand tools safely and are encouraged to develop appropriate making skills. They are encouraged to work with a variety of materials and to use different construction kits where appropriate.

Design and Technology draws on knowledge and skills developed in other curriculum areas and supplies a real context for their application.

By fostering an interest in Design and Technology, children begin to develop an awareness about the relationships between design, function and uses and begin to appreciate the significance of Design and Technology in everyday life.

Computing

Computers are readily available in all classrooms and are networked to the Computing Suite. They are used to compliment and support all aspects of the school curriculum and all the children will have access to them. There are interactive whiteboards in all classrooms and the library.

Computers are a valuable tool for assisting children with Special Needs.

All children have at least one weekly computing lesson in the Computing Suite, which has 30 networked computers and an Internet connection. There are also computers in the school library and sets of i-pads and laptops for the children to use in the classrooms. The provision available throughout the school ensures that there are cross curricular links using computing as a valuable tool.

History and Geography

Most of the curriculum content in these areas is taught through termly themes, which aim to give the children a knowledge of the world and its peoples.

Children develop a wide range of geographical skills – route finding, map reading, etc; knowledge and understanding of places; physical geography – weather, climate, etc; human geography – populations, settlements, etc and environmental geography, including the use and misuse of natural resources. They are given the opportunity to visit different areas, e.g. Blackmore Village, Hainault Forest, Epping Forest, to compare geographical features within their local area.

History teaching includes fostering an awareness of the past through stories, artefacts, lives of famous people and studies of everyday life during different periods of time. Children will study the Romans, Ancient Greeks, Egyptians, Vikings, Tudors and Victorians. They will also look at local history and World War Two. Learning about famous historical figures is an important part of the curriculum. Children will be given the opportunity to visit museums and exhibitions where possible and will use drama to help present work that they have done to the rest of the school.

Music

The children are given a wide range of musical experiences including singing, playing tuned and untuned percussion instruments, listening to a variety of music and composing their own. Specialist teachers provide instruction for junior children who show an interest and aptitude in music on violins. Instruments are available for hire at a nominal charge, through the Redbridge Music Service and parents are asked to pay for the cost of lessons. Please bring a letter into school if you would like your junior aged child to learn an instrument.

Art

The children will use a variety of media and will develop skills in drawing, painting, printing, collage, textiles and 3D work. Their work will be attractively displayed throughout the school. They are also encouraged to develop an appreciation of art in a variety of forms and learn about famous artists. Children will be given opportunities to produce their own artwork in the style of Monet, Kandinsky, Holbein and other significant artists. Their studies also include work on significant craftsmen, designers and architects.

Physical Education

We provide a balance of physical activities which include gymnastics, dance, small apparatus skills, athletics, games and outdoor adventurous activities. Children in Year 5 take part in swimming lessons once a week for a whole term. (The children swim at Fullwell Cross pool and are transported by coach).

Other activities, provided by external agencies or by our Sports Leader, include tennis, basketball, sailing, canoeing and football.

Manford Primary School has a programme of clubs and team activities for interested children and we take a full and active part in the competitions of the Redbridge School Sports Association (athletics, gymnastics and football).

Religion and Collective Worship

Through Religious Education we aim to “encourage pupils to explore and respond to those aspects of religion and human experience which raise fundamental questions of belief and value”. (Redbridge Agreed Syllabus) To do this we encourage pupils to have confidence in their own sense of identity, to value and respect diversity in others, and to help them in their search for meaning and purpose in their lives.

We aim through our daily assemblies to provide time to celebrate and reflect and to develop in the children a sense of community. We also aim to offer our pupils opportunities to explore and share beliefs, consider the relevance of ideas and beliefs to their own lives, think about the needs of others and to appreciate the importance of religious beliefs to those who hold them.

Each class will have the opportunity to lead an assembly sharing some of their achievements with the whole school. Parents are invited to join us for these short assemblies.

Parents wishing to withdraw their children from religious education and collective worship should see the Headteacher or inform the school in writing.

PSHE&C (Personal, Social, Health, Education and Citizenship)

We encourage children to take pride in themselves and their own and the school's environment through cross curricular teaching and specific environmental projects. Children learn about good citizenship and how to be a good citizen through their annual Business, Enterprise and Community' (BEC) project.

Life/Sex Education: The school policy is closely linked with Health Education and the Science curriculum. There is also some formal sex education in the upper juniors often taught in conjunction with the school nurse. All matters relating to sex education are dealt with sensitively and at an appropriate level for the age and maturity of the children concerned. (See Life/Sex Education Policy).

Health Education at Manford in the upper school also includes drug education and life/sex.

Special Educational Needs and Disabilities (SEND)

The school follows the Special Educational Needs Code of Practice. This is a staged approach to Special Educational Needs; the stage a child is at depends on the severity of the need.

If you have concerns about your child, it is advisable to make an appointment to see the class teacher. After discussing the concerns it may be necessary to introduce a relevant individual programme of work and/or some extra help to be provided by the school's own staff. The school links with various special needs schools for specific guidance and advice and has an Inclusion Manager within.

However, the school staff may also contact you if they have any concerns about your child and the same procedures would follow.

Please note a Special Educational Need could be physical, emotional, sensory or a learning difficulty. (Please ask at the school office if you would like a copy of the Manford Primary Special Needs Policy).

School Visits

Visits away from school are very important because the experiences relate to the work being done in the classroom, extending and broadening the understanding of the children.

It is now necessary, as a result of the 1988 Education Act, to ask parents to make voluntary contributions to pay for such experiences. Unfortunately, without your financial support, it is not possible to organise these valuable contributions to the curriculum.

The Governors' Charging Policy is available from the school office.

Environmental Area/Outdoor Learning

There is an environmental 'wildlife' garden in the school grounds at the top end of the playground. It is used across the curriculum and offers first hand observation and studies of growth, change, habitats, mini-beasts and pond life. Teachers make effective use of the school grounds and the local area to enhance Teaching and Learning.

Homework

All children take home a reading book which they should read or share with parents regularly. Please take time to hear your child read and talk about the book with him/her. A reading record book will also be sent home for you to comment on in the reading and on other homework. The teacher will also write in the book.

All children will be expected to do homework as outlined in the school homework policy.

Extra Curricular Activities

Manford Primary School provides a variety of clubs at lunchtime and after school. These may vary according to the time of year and the interest and expertise of the staff. These include: computer, dance, music, football, drama, tennis and homework clubs.

Some of these are free, and a small charge is made for others.

Parents

We welcome and are very grateful for parent helpers in school. This type of help includes reading with individual children, sewing, cooking and other activities with groups of children and helping with jobs in the classroom, such as sorting and making books, cutting paper, tidying up, etc. If you wish to help, even for short periods of time, you will need to be complete a disclosure form and provide photographic evidence of your identity.

Throughout the school year open mornings, afternoons and evenings are held, which give you an opportunity to come into school to discuss your child's progress with the class teacher. You will also receive a written report at the end of each school year.

If you need to talk to the class teacher at any time you are welcome to do so. Teachers are usually available at 3.15 p.m. As you can appreciate, they are very busy before 9.00 a.m. so please come after school and make an appointment if possible.

If you wish to discuss anything with the Headteacher, please make an appointment with the secretary. The Headteacher is usually available between 8.00 a.m. and 5.30 p.m.

Friends of Manford

As your child begins the nursery or school, we welcome parents to become a member of the Friends of Manford. The Friends of Manford are volunteer parents who help at social events and we are delighted with the support they give to the school. The money raised is used to provide extra equipment for the children.

Complaints Procedure

Any complaints about issues, policy or procedures should be referred initially to your child's class teacher. If you are dissatisfied, please contact the Headteacher, one of the Deputy Headteachers or one of the Assistant Headteachers. Complaints will always be fully heard and responded to within a week.

If your complaint is still unresolved, please write to the Chair of Governors via the school office.

Child Protection

At Manford Primary, we believe that every person has the right to expect that any information or disclosure given in confidence will be respected. The views of every member of the school will be valued and listened to, and treated sensitively and constructively.

However, where that information relates to the safety and welfare of a child in our care, we must make it clear that part or all of that disclosure may be passed on to the relevant agencies, in order to protect and safeguard the child.

This school, in common with all Redbridge schools, follows the guidelines on child protection. At present, the Nominated Safeguarding Children Advisers are Miss T Jacobs (Headteacher) and Mrs L Carleton (Deputy Headteacher).

The information in this booklet relates to the current school year. Every effort has been made to ensure that the information is correct at the date of publication. It cannot be assumed, however, that there will be no changes before the start of, or during the school year.