

GHYLLGROVE COMMUNITY PRIMARY SCHOOL



SCHOOL PROSPECTUS 2024/2025

The Gore, Basildon, Essex SS14 2BG

Telephone (01268) 450067

www.ghyllgroveprimaryschool.co.uk

Should you require this document in an alternative format please contact the school office.

We take data security very seriously and will only use the information provided for the purpose of the provision of Ghyllgrove Community Primary School. Data will be stored securely. To view our full data protection policy please see our school website.

Vision Statement



"Ghyllgrove is a school where staff are dedicated to providing the best for all children. We aim to ensure that our children are safe, happy and are allowed to achieve to their potential. We provide a well-structured, engaging curriculum which is taught by staff that have high expectations of behaviour. We ensure all children develop a love of learning, as well as respect and care for one another. Our partnership with parents and families, as well as our links with the wider community enables us to support all our families and allows our children to achieve as much as they can at Ghyllgrove."

HAPPY — SAFE — ACHIEVING

Ghyllgrove's Learning Powers

Learn as
a team.

Stay
focused.

Persist, progress
and be proud.

Believe
in yourself.

Challenge
yourself.



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School Hours

	Entrance	Start Time	Break Time	Lunchtime	Finish Time	Exit
Nursery (am/pm)	KS1 Gate	AM - 9.05am PM - 12.45pm			11.35am 3.15pm	KS1 Gate
EYFS	KS1 Gate	8.40am		12.00pm - 1.00pm	3.20pm	KS1 Gate
Year 1	KS1 Gate	8.40am	10.30am	12.10pm - 1.10pm	3.20pm	KS1 Gate
Year 2	KS1 Gate	8.40am	10.30am	12.15pm - 1.15pm	3.20pm	KS1 Gate
Year 3	KS2 Gate	8.40am	10.45am	12.00pm - 1.00pm	3.20pm	Dewlands Gate
Year 4	KS2 Gate	8.40am	10.45am	12.00pm - 1.00pm	3.20pm	KS2 Gate
Year 5	KS2 Gate	8.40am	10.45am	12.15pm - 1.15pm	3.20pm	Dewlands Gate
Year 6	KS2 Gate	8.40am	10.45am	12.15pm - 1.15pm	3.20pm	KS2 Gate

KS1/KS2: Gates opens at 8.40am
Gates close at 8.50am

If you arrive after this time, please sign your child in at the school office

The children will be met on the playground by a teacher and will directly go into their classrooms. Once the children are in school, if you need to contact your child for any reason, for security purposes please enter the building through the main office, where you will meet a member of our staff at reception.

The car park is for staff only.

At no time are any children permitted to cross the car park to the KS1 building. Please do not encourage your children to do this, our car park can be a very dangerous place.

If you are unable to meet your child, it is essential that you inform the school of any alternative arrangements. If you do not arrive to pick up your child a member of staff will take your child to the office and await your arrival. If this is past 3.25pm your child will be put into PAWS Club and a charge will occur.

STAFF

Mrs	R.	Tidiman	Headteacher
Mrs	L.	Morley	Deputy Headteacher
Mrs	L.	Patmore	Assistant Headteacher SENCo & Safeguarding
			Lead Head of SEMH Enhanced Provision
Mrs	S.	Reeder	Assistant Headteacher / Upper KS2 Lead
Mrs	E.	Greenwood	SENCo
Mrs	F.	Foote	SENCo
Mrs	D.	Briggs	SENCO Assistant
Mrs	L.	Webb	Nursery Teacher
Mrs	S.	Mahadeo	Classroom Teacher – Reception
Mrs	A.	Piggott	Classroom Teacher – Reception
Miss	K.	Gray	Classroom teacher - Reception
Miss	K.	McKeon	Classroom Teacher - Reception/EYFS Lead
Mr	J.	Leahy	Classroom Teacher - Year 1
Mrs	C.	Bray	Classroom Teacher - Year 1
Mrs	V.	Senarathne	Classroom Teacher - Year 1
Miss	M.	Porter	Classroom Teacher - Year 2 and KS1 Lead
Mrs	J.	Matthews	Classroom Teacher - Year 2
Miss	A.	Wilkins	Classroom Teacher - Year 2
Mr	D.	Collins	Classroom Teacher - Year 3 and Lower KS2 Lead
Miss	E.	Partner	Classroom Teacher - Year 3
Miss	K.	Heslin	Classroom Teacher - Year 3
Miss	C.	Adams	Classroom Teacher - Year 4
Miss	E.	Fenwick	Classroom Teacher - Year 4
Mr	J.	Pringle	Classroom Teacher – Year 4
Mrs	S.	Brandon	Classroom Teacher – Year 4
Miss	E.	Brampton	Classroom Teacher - Year 5
Mrs	C.	Edwards	Classroom Teacher - Year 5
Mr	R.	Davies	Classroom Teacher - Year 5
Miss	M.	Reynolds	Classroom Teacher - Year 5
Miss	K.	Wakeford	Classroom Teacher - Year 6
Miss	K.	Brown	Classroom Teacher – Year 6
Miss	P.	Hall	Classroom Teacher – Year 6
Miss	J.	Robinson	Classroom Teacher
Mrs	C.	Zell	Classroom Teacher
Mrs	K.	Brandon	Receptionist
Mrs	P.	Einchcomb	Office Manager
Mrs	N.	Curtis	HR Administrator
Mrs	S.	Fowler	Finance Administrative Assistant
Mrs	N.	King	Attendance Officer
Mrs	L.	Jones	Admissions Officer/Attendance Administrator
Miss	K.	Kateley	Administrative Assistant
Mr	C.	Cousens	Premises/Site Manager
Mr	A.	McKeon	Caretaker
Miss	R.	Ely	Blue Room Behaviour Support: Pastoral Care Assistant

Mrs	F.	Hargreaves	Blue Room Behaviour Support: Pastoral Care Assistant
Mrs	J.	Banks	Blue Room Behaviour Support: Pastoral Care Assistant
Mrs	M.	White	Blue Room Behaviour Support: Pastoral Care Assistant
Ms	T.	Bonici	Enhanced Provision Specialist Learning Support Assistant
Mrs	L.	Morgan	Enhanced Provision Specialist Learning Support Assistant
Mrs	F.	Thomas	Enhanced Provision Specialist Learning Support Assistant
Mrs	M.	Barwick	Enhanced Provision Family Support Worker
Mrs	C.	Scrocca	Head of Resource Base/Teacher of the Deaf
Mrs	W.	Delaney	Senior Resource Base Learning Support Assistant
Mrs	C.	Barber	Resource Base Learning Support Assistant
Mrs	J.	Alexander	Resource Base Learning Support Assistant/PAWS/Midday Assistant
Ms	S.	Yeo	Lead Enhanced Provision Specialist Teaching Assistant
Miss	T.	Selby	Learning Support Assistant - Nursery
Mrs	G.	Wise	Learning Support Assistant - Nursery
Mrs	V.	Element	Learning Support Assistant - Reception
Mrs	P.	Murphy	Learning Support Assistant – Reception
Mrs	E.	Webb	Learning Support Assistant - Reception
Mrs	D.	Waldie	Learning Support Assistant – Resource Base
Miss	A.	Pearson	Learning Support Assistant - Year 1
Mrs	K.	Kidgell	Learning Support Assistant - Year 1
Mrs	S.	Lee	Learning Support Assistant - Year 1/Senior Midday Assistant (KS1)
Mrs	L.	Brown	Learning Support Assistant - Year 2
Miss	J.	Hughes	Learning Support Assistant - Year 2
Mrs	S.	Knight	Learning Support Assistant - Year 2
Mrs	J.	Davis	Higher Level Teaching Assistant - Year 3
Mrs	F.	Summerfield	Learning Support Assistant - Year 3/SEN Learning Support Assistant/Midday Assistant
Mrs	L.	Scott	Learning Support Assistant - Year 3
Miss	S.	Mayhew	Learning Support Assistant – Year 4
Miss	F.	Bland	Higher level Teaching Assistant – Year 4
Miss	V.	Crampton	Learning Support Assistant - Year 4
Mrs	K.	Emmons	Learning Support Assistant - Year 5
Mrs	G.	Jackson	Learning Support Assistant - Year 5
Miss	L.	Proctor	Learning Support Assistant – Year 5
Mrs	T.	Holburn	Learning Support Assistant – Year 5
Mrs	A.	Cross	Learning Support Assistant - Year 6
Mrs	L.	Stanbrook	Learning Support Assistant – Year 6
Mrs	J.	Nash	Higher level Teaching Assistant – Year 6
Mrs	G.	Davie	SEN Learning Support Assistant
Miss	C.	Jones	SEN Learning Support Assistant
Miss	L.	Kilduff	SEN Learning Support Assistant
Ms	L.	Murphy	SEN Learning Support Assistant

Mrs	S.	Prin	SEN Learning Support Assistant
Mrs	K.	Rix-Clancy	SEN Learning Support Assistant
Miss	S.	Sayers	SEN Learning Support Assistant
Miss	H.	Witham	SEN Learning Support Assistant
Mrs	A.	Wright	SEN Learning Support Assistant
Miss	E.	Hawke	SEN Learning Support Assistant
Miss	I.	Turner	SEN Learning Support Assistant
Miss	K.	Nash	SEN Learning Support Assistant
Miss	Z.	Collis	SEN Learning Support Assistant
Miss	C.	Critchell	SEN Learning Support Assistant
Miss	R.	Lane	SEN Learning Support Assistant
Miss	B.	Pope	SEN Learning Support Assistant
Mrs	R.	Hickey	SEN Learning Support Assistant
Miss	G.	Rose	SEN Learning Support Assistant/PAWS
Miss	C.	Smith	SEN Learning Support Assistant/PAWS
Miss	C.	Bradley	SEN Learning Support Assistant/PAWS
Mrs	J.	Adcock	SEN Learning Support Assistant/Senior Midday Assistant (KS2)
Miss	A.	Hill	SEN Learning Support/Midday Assistant/PAWS
Miss	S.	Parnham	SEN Learning Support Assistant/Midday Assistant
Miss	J.	O'Keefe	SEN Learning Support Assistant/Midday Assistant
Mrs	S.	Howard	SEN Learning Support Assistant/Midday Assistant
Mrs	J.	Nash	SEN Learning Support Assistant/Midday Assistant
Mrs	J.	Robertson	SEN Learning Support Assistant/Midday Assistant
Miss	G.	Middleton	SEN Learning Support Assistant/Midday Assistant
Miss	S.	Ireland	SEN Learning Support Assistant/Midday Assistant
Mrs	L.	Mozammel	SEN Learning Support Assistant/Midday Assistant
Ms	R.	Eckworth	Midday Assistant
Mrs	N.	Kumari	Midday Assistant
Mrs	J.	Murawska-Buczynska	Midday Assistant
Miss	S.	Osman	Midday Assistant
Mrs	L.	Paul	Midday Assistant
Miss	L.	Carlile	Midday Assistant
Miss	D.	Schwar	Midday Assistant
Mrs	L.	Kelly	Midday Assistant
Miss	M	Tharby	Midday Assistant
Miss	T.	Ward	Midday Assistant
Miss	L.	Line	Midday Assistant/PAWS

GOVERNORS

Chair of Governors:	Mrs H. Faulkner
Vice Chair of Governors:	Mrs F. Mowling
Staff Governors:	Mrs R. Tidiman (Headteacher) Miss K. Mckeon
Local Authority Governor:	Mrs D. McCarthy
Parent Governor:	Mrs L. Balcombe
Co- Opted Governors:	Mrs T. Beamish Mrs T. Boothman Mr P.J. Prince
Associate Member:	Mrs L. Morley (Deputy Headteacher)



Resource Base for Deaf Children

Within the school is a resource base for deaf children which accepts children from age 3 to Year 6 who have, or are being assessed for, an EHCP. The base is staffed by a teacher of the deaf and specialist learning assistants. All resource base staff communicate with the children through British Sign Language, spoken English or Sign Supported English.

The children follow the National Curriculum with appropriate support to enable them to access their learning. Teaching and support can take place within the specialist teaching rooms of the resource base or alongside peers within the mainstream classes. Individual programmes of learning are put in place to meet the differing needs of each child.

The Arc

The Arc is an alternative provision for young children whose learning in their current school is of concern due to barrier caused by behaviour, emotional needs or social difficulties.

The Arc is located within Ghyllgrove Primary School it is a specialist learning environment; it is a safe haven for the growth and development of individual children. It is a time limited alternative education provision for SEMH children, who are not learning and/or progressing in their current school. The Arc supports pupils to improve their behaviour and engagement by working directly with the referring school, child and family. The Arc aims to reintegrate pupils back to their school. The sole referral route to the Arc is via the Primary SEMH Panel.



Ghyllgrove School Uniform

We are very proud of the smart appearance of our pupils.

All children are expected to wear a school uniform as follows

White shirt or polo shirt
Grey trousers (winter) / shorts (summer)
Grey skirt (summer or winter), tailored culottes (winter)
Red / White checked dresses in the summer
Red cardigan/ jumper
Suitable footwear

PE Kit

White t-shirt
Red shorts
Black tracksuit
Plimsolls or trainers.

School uniform can be purchased through Price & Buckland and Schoolwears Centres on the school website or from local superstores.

<https://www.pbuniform-online.co.uk/ghyllgrove>

<https://schoolwearcentres.com/collections/ghyllgrove-community-primary-school>

Laindon School Uniform Bank, Manor Mission, SS15 6PA stock FREE second hand uniform - open every Saturday 10am - 12.00pm
(email: laindonschooluniformbank@yahoo.com)

P.E. and Games

White t-shirts, red shorts, tracksuits plimsolls or trainers.

Jewellery **MUST** not be worn, studs or small sleepers for pierced ears must be removed during P.E.

Children must change into PE kits for P.E. and games. They must not use clothing and footwear worn during the day. Some year groups may come in P.E. uniform.

If you are going to have your child's ears pierced, please do this in the summer holidays, as we know children cannot remove earrings for six weeks. PE is an important part of the curriculum and it is vital that children take part in these sessions.

COMMUNICATION

teachers2parents

Our School uses a text/email messaging service called teachers2parents. This service provides a quick and easy way to contact all parents/carers in case of school closure, the cancellation of clubs or similar events. You will also receive some of our letters and newsletters by email.

To ensure that you receive all of our important messages please keep us up to date with your mobile telephone numbers and email addresses.

Newsletter

The Headteacher's newsletter is sent out fortnightly via teachers2parents and also uploaded onto our website.

A termly children's newsletter is sent out at the end of each term.

Website

Our website contains comprehensive and up to date information on policies and procedures.

All letters and newsletters can also be obtained here and may be printed off if required.

www.ghyllgroveprimaryschool.co.uk

X (formerly Twitter)

The school has an X account which is updated with school events.

@Ghyllgrove

Reporting to Parents

Parents' Consultation Evenings are held during the Autumn and Spring terms and can be booked through our online booking system at the time. Children receive a written report in the Summer term.

Assessment

The following national assessments are undertaken:

- Foundation Stage profiling in EYFS
- Phonics – The government introduced the assessment of children's phonics knowledge in Year 1. The assessment takes place in June
- Year 4 multiplication check
- SATs at the end of key Stage 2 in Year 6.

Teachers make continuous assessment of your child's progress in all aspects of the curriculum throughout the school year.

School Curriculum

We aim to provide a broad and balanced curriculum which gives every child the experiences they need to excite their curiosity, develop a responsible attitude towards work and equip them with the basic skills necessary to approach all activities with confidence.

In Year 4, we attend swimming lessons at the Basildon Sporting Village.

Classes go on educational visits to support their work as part of school policy.

In Year 6, the children are given the opportunity to go on a residential activity trip.

Extra-Curricular Activities

The School offers a variety of clubs for children. Those presently offered include Multi-skills, Running, Athletics, Gymnastics, Choir, Football and Singing. We also welcome talented visitors willing to share their skills and experiences with the children.

Letters for clubs are sent out termly.

Music tuition is available at the school from Essex Music Services.

Children in Year 5 learn to play the ukulele.

Administering Medicines

Medicines should not be brought into school unless absolutely necessary and under no circumstances should medicine ever be sent into school with a child.

Essential medication (i.e. antibiotics that has been prescribed by a doctor) where the prescription is for three or more doses per day can be administered in school by a designated member of staff.

The minimum amount of medicine should be handed to the School Office and an **ADMINISTRATION OF MEDICATION FORM** must be completed by the Parent/Carer and designated member of staff.

Completed medication must be collected at the end of the day by the parent/carer and will not be handed back to the child.

Pain/temperature relief such as calpol, paracetamol and ibuprofen based products are not administered by School Staff unless agreed by the Headteacher. It is however permissible for a parent/carer to come into school office and administer medicine of this type themselves, should they consider it essential for their child to have it during the school day. Arrangements should be made with the school office.

Procedures are in place for administration of medication for those children who require ongoing essential medication on a daily basis, in accordance with the Supporting Pupils at School with Medical Conditions Policy and in accordance with agreed Individual Care Plans.

Children with Asthma must inform the School Office in order that they may be included on the school Asthma Register. Reliever Inhalers are to be kept in the child's classroom and made available to the child when required. These are to be reviewed regularly to ensure that they are still in date and active.

Please ensure that you inform the School Office of any changes to your child's medication requirements.

Child Absence

First Day

- Please report your child's absence by leaving a message on our absent line or emailing at parents@ghyllgrove.essex.sch.uk before 8.00am on the morning of absence.
- If your child's absence continues for longer than 1 day please phone or email each day.

PLEASE NOTE: We have a **48 hour policy** regarding diarrhoea/vomiting. Your child will need to be 48 hours symptom free before returning to school.

Pastoral Care and Discipline

Ghyllgrove School is a community in which behaviour is based on mutual respect and consideration for others. The class teacher is responsible for the care of the children in his / her class. In only rare cases are particular problems referred to the deputy head teacher or the headteacher.

The school has a dedicated Pastoral Team (Blue Room) who can support children and families as and when required.

The values, standards and attitudes of the school are made clear to children by providing good role models and discussion. The school has written policies, approved by the governors, on behaviour and bullying which may be viewed at the school. If a child displays persistent, anti-social behaviour, consultation with parents is arranged so that an attempt can be made promptly to rectify the problems.

Lunchtime Arrangements

If your child stays in school during the lunchtime, then they will be supervised by one of our Midday Assistant team, headed by a Senior Midday Supervisor. If your child goes home for lunch, they should return at:

- EYFS – 1.00pm
- Year 1 – 1.10pm
- Year 2 – 1.15pm
- Year 3 & 4 – 1.00pm
- Years 5 & 6 – 1.15pm

Packed Lunch

Please ensure that your child's lunch is packed safely in a lunch box marked clearly with their name and class. If you wish to send a drink in the boxes could you please ensure that they are not hot liquids, cans of fizzy drinks or anything in a breakable container.

We are a health promoting school, so please no sweets are permitted in school. Chocolate covered biscuits may be included in packed lunches.

In EYFS and KS1 free fruit is provided for the children at playtimes.

In KS2 **ONLY FRUIT** can be brought in from home for a playtime snack.

SWEETS OR NUTS OF ANY KIND ARE NOT PERMITTED IN SCHOOL



School Dinners

Our full dinner menu is available on our website or you can obtain a copy from the School Office.

Children in Early Years and Key Stage 1 are entitled to a Free School Meal each day in accordance with the Universal Free School Meals Government Policy.

The cost of school meal for Key Stage 2 Children (Year 3 - 6) is currently £2.40 per day.

Child Protection

As a caring organisation with direct responsibility for children, our first concern must be your child's welfare in all of its aspects. There may be occasions when we have to consult other agencies before we contact parents, particularly in relation to Child Protection/abuse concerns. Should this be necessary we would seek to reassure you that any concerns we have about your child would then be discussed with you, as appropriate. The procedures we follow have a statutory duty as laid down by the Essex Area Safeguarding Team.

School Money

School Payment and Booking System - School Money

At Ghyllgrove Primary we have chosen to use an On Line Payment and Booking System for all payments and purchases including fundraising donations along with bookings for school clubs.

When your child joins our school you will be provided with details of the School Money Web Page www.eduspot.co.uk which will allow you to log into your account using a temporary password issued by the School Office. You will then be able to set your own password for easy access to your account. It is important that you keep the school office advised of your up to date mobile telephone numbers and email addresses at all times as this is the way in which your account details will be accessed.

Your account will include the following payments and purchases:-

Weekly Dinner Money - for Key Stage 2

School Trips, Visits and Events

Swimming Lessons – Year 4

Music Lessons – Key Stage 2

Residential Trips for Year 6 Children's

Bookings for before and after school PAWS Club

Bookings for before and after school clubs.

SPEC TRAINING is run by Mr D. Fouch and booked directly with them and not booked through School Money.

School Dinner Money

Children in Early Years and Key Stage 1 are entitled to a Free School Meal each day in accordance with the Universal Free School Meals Government Policy.

The cost of school meal for Key Stage 2 Children (Year 3 - 6) is currently £2.40 per day. This amount is payable using your School Money Account. Meals should be paid for in advance by using the top up system in order to avoid large amounts of dinner money arrears.

Should you owe more than one week in Dinner Money (£12.00) you are asked to provide your child with a Home Packed Lunch until you are able to pay the outstanding amount. If you have any difficulty in keeping up with your payments for dinner money please contact the School Office.

If your School Money Account shows an amount in excess of £12.00 for school dinners you might be asked to come into the school office to discuss payment in order to prevent the debt becoming too large.

Charging and Remissions Policy

Parents may be asked to make a voluntary contribution to cover admission charges, transport costs and insurance for educational visits etc. In cases of hardship, following discussion with the Headteacher, arrangements can be made for payment by instalments, a reduced contribution or the contribution can be waived altogether. No child is excluded because of inability to contribute. It may however be necessary to cancel such activities if parents choose not to contribute.



Ghyllgrove's Learning Powers

Learn as
a team.

Stay
focused.

Persist, progress
and be proud.

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in yourself.

Challenge
yourself.

