



Welcome to Aldersbrook Primary School's Prospectus

At Aldersbrook Primary School we aim to create a safe and stimulating environment with a positive ethos for learning. We value our community and its diverse cultures and take pride in our children and their potential to achieve.

At Aldersbrook Primary School we strive for all pupils to be:

- Confident
- Independent
- Curious
- Involved

These curriculum drivers underpin all of our curriculum, extra-curricular opportunities and whole school ethos.

The school is committed to working in partnership with parents/carers, governors and the community to ensure children reach their full potential by having a successful learning culture. Our children will become enthusiastic, confident and independent learners for life.

The staff and I hope you will find the contents useful and informative. If you have any other questions, please do not hesitate to contact the school. Appointments to see the school can be made through the school office.

We look forward to meeting you and warmly invite you to come and visit our school.



The School

Aldersbrook Primary School is situated at the heart of the Aldersbrook community, surrounded by leafy Wanstead Park, which forms part of Epping Forest.

The School is a Local Authority (L.A) controlled school for boys and girls aged 5-11, plus 44 part-time and 14 extended hour nursery places. The school values being part of the Aldersbrook community, but also welcomes children and families from other areas. Outside we have two large playgrounds with safe climbing apparatus, seated areas, markings for games, an outside science classroom, reading gardens, trees, flower beds and a double decker library bus. The school also operates an allotment on which the children take an active role in planting and growing their own vegetables and flowers.

Our school is a stimulating and lively place to learn and we encourage the children to take pride in the buildings and grounds.

The school is actively involved in promoting and improving links through local community projects, local schools and church. We are also part of the Redbridge Education Partnership, Seven Kings Teaching School Alliance, Leyton Orient Partnership of Associated Schools Scheme, Mayfield Schools Sports Partnership & Langdon School Sports Partnership.

Aldersbrook Primary is now a forest school with accredited leaders who are rolling out a tailored programme to children of all year groups. The school is also Montessori Accredited and we are able to integrate the Montessori philosophy into all areas of our Early Years curriculum.



Code of Conduct

The school has very high expectations of behaviour and we achieve this through a positive praise approach with our Golden Rules:

- We are kind, helpful and honest
- We are respectful
- We take care of our school environment
- We always do our best

Our code of conduct has a clear system for rewards and consequences.

We ask that all parents/carers support us by reinforcing our school rules and behaviour policy.

Inclusion

At Aldersbrook Primary School, we recognise the uniqueness of every individual and the contribution that each individual brings to our school community. Children with disabilities and special educational needs apply for admission in the usual way.

Governors strongly support inclusive education. This is where all pupils are educated together and support is given for any need they may have.

Equal Opportunities

The staff and governors are committed to ensuring that all children and adults at Aldersbrook are given access to equal opportunities. The equality statement is available on the school website.

All policies are available on request from the school office.

School Health

Please inform the school if your child has any special medical requirements. The school is only permitted to administer prescribed medicine only.

Children suffering from asthma are required to bring two inhalers to school clearly labelled with his/her name. Parents need to complete an asthma form available from the office.

If a child becomes ill or injured during the day, the parents/carers will be contacted immediately and will be given the details.

The school must have two up to date emergency contact telephone numbers and other relevant information in case of emergency. If any of your details change, please let us know as soon as possible.



Educational Visits

At Aldersbrook we feel it is important that our pupils take part in educational visits, which give them a wide range of experiences, and are linked to their learning within the curriculum. These include Year 6 residential, camping, school sleepovers, theatre visits, museums etc.

Charging for school activities

We encourage children to learn by practical and first-hand experience and, to support this, children have the opportunity to take part in educational visits. The school does invite voluntary contributions in support of these activities to make them possible. Some extension activities and extra-curricular activities are also charged for. Families that are eligible for pupil premium funding can access visits at a reduced cost or free. Please see the pupil premium leader for more information. Payments for visits and school activities are made online via Arbor - <https://aldersbrook.uk.arbor.sc>

The objectives of our charging policy are:

- 1) To establish that activities offered during normal teaching time should be available to all pupils.
- 2) To confirm the right of schools to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school.



Homework

Children will be expected to do homework on a regular basis. This may include: reading, spellings, quick recall of times tables, completion of class work, research and revision. Homework is set on a Friday and expected to be returned on a Wednesday.

Lost Property

Any lost items are retained in school for half a term. Lost property boxes are situated in the school's large and KS1 building. All clothing should be clearly marked and labelled with the child's name. The school will not take responsibility for any lost items or valuables.

School Parliament and Ambassadors

As part of our drive towards higher standards we ensure there is greater involvement of pupil voice through our School Parliament. Our School Parliament represents every class in the school. We also have Pupil Ambassadors for attendance, community, friendship, health, learning and safety.

These groups meet regularly to discuss a variety of school issues and, through the school parliament and Ambassadors programme children can have a real influence in helping to develop the ethos and aims of the school, school policies and practice that affects us all.

School Clubs

Aldersbrook has many clubs at lunchtimes and after school. These are advertised in school through: newsletters, school website and letters. For further details of after school provision please contact the school or see website.



School Uniform

Our school uniform promotes a sense of pride and belonging, therefore we expect all children to wear the correct uniform at all times.

School Uniform

Grey	trousers or skirts
Light Blue	shirt, blouse or t-shirts
Burgundy	jumper, cardigan, sweatshirt, fleece
Black	shoes or trainers

Summer Uniform Options

Red or blue gingham dresses.

Grey shorts.

Jewellery

Jewellery is not allowed in school. Small stud earrings are accepted (but not on days when they are swimming or have P.E.) and if an item has to be worn for religious considerations it should be taped over for safety reasons during P.E.

All items and personal possessions including electricals, watches and jewellery are the sole responsibility of the individual child. The school is not responsible for loss or damage of any items.

P.E. Kit

Physical Education is part of the school curriculum and in the interests of health and safety all children must change.

P.E. Kit T-shirt with shorts, leggings or tracksuit trousers, plimsolls or trainers.

Swimming kit (Year 5 children only) Towel, brush/comb and all children will need to wear a swimming hat. Boys must wear swimming trunks (not long shorts) and girls must wear swimming suits.

Please note that PE days can change, therefore, pupils should bring their PE kit to school each Monday and return it home on Friday to be washed, ready for Monday.



School Uniform



Summer School Uniform



P.E Kit

School Organisation

School starts at 8.50am and finishes at 3.15pm for Reception and KS1 classes and at 3.20pm for KS2 classes. Nursery morning sessions start at 8.30am and finishes at 11.30am and the afternoon Nursery session starts at 12.30pm and finishes at 3.30pm.

The school offers a 'soft start' for Reception to Year 6 from 8.30am – 8.50am, where children can go straight to class and read. Getting the school day off to an organised start is extremely important for the pupils – please note that pupils arriving after 8:50am will be marked as late.

Lunchtime arrangements:

Reception, Years 1 & 2: 11.45am – 12.45pm

Years 3 & 4: 12.15pm – 1.15pm

Years 5 & 6: 12.30pm – 1.30pm

Pupils can have a school dinner, go home for lunch or bring a packed lunch (in a lunch box clearly marked with their name and class). Payment for school lunch needs to be paid for online, prior to having the school meal.

Children are encouraged to bring fruit and water bottles to school. Sweets, chewing gum, unhealthy snacks (crisps and chocolates) and fizzy drinks are not permitted.

Curriculum Organisation

Children in the Early Years Foundation Stage (EYFS: Nursery and Reception) have a curriculum based on Early Years Foundation Curriculum. Learning is very active and experiential and the children enjoy a very stimulating variety of indoor and outdoor opportunities. Essential skills of independent learning, especially speaking, listening, physical skills, awareness of the world and early number concepts are developed. Our EYFS is an accredited Montessori setting. It is based on a deep understanding of the way children learn - through choosing, trying and doing themselves.

For Key Stages 1 and 2 careful account is taken of National Curriculum requirements. Themes for children to study are chosen to fit National Curriculum standards. The National Curriculum subjects are English, Maths, Science, Design and Technology, Computing, Art, Music, Physical Education (P.E), History and Geography. Religious Education (R.E) is taught according to the Redbridge Agreed Syllabus. Personal, Social Health and Citizenship Education (PSHCE) is also taught.

Sex and Relationships Education (SRE) is taught as part of the Health Education programme. It aims to foster a sense of responsibility and encourage the development of a positive self-image. Our policy encourages the exploration of values and moral issues and the development of communication and decision making skills. Parents have the right to withdraw their children from the sex based lessons of the SRE curriculum and are invited to discuss their concerns with the Headteacher.

In Year 5, pupils take part in swimming lessons in line with our statutory requirement to ensure all children can swim 25 metres in a variety of strokes by the end of Year 6.

Throughout our curriculum we promote the fundamental British values of democracy, equality, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. There is a daily act of collective worship and our R.E. policy aims to teach an understanding of all major faiths with which the children will come into contact. It also reflects that the religious traditions in this country are largely Christian. Parents have the right to withdraw their children from R.E. or collective worship by writing to the Headteacher.

The children's work is carefully assessed and recorded by every teacher and we use continual assessment as an aid to the learning process.

Admissions

The school follows Redbridge Council's Admission Policy. Admissions to all schools throughout the borough are organised centrally from the Pupils Admissions Section, Education Department. Nursery admissions are processed through the school and applications can be made when a child is 2 ½ years old. There is one September intake and children will only be accepted after this date if a place becomes available. Please check our school website for further information.

Attendance

It is very important for all children to attend school every day and arrive on time. It is also essential that your child is collected promptly at the end of each day and that you contact the school if arrangements change. If children are not collected by 4pm and we have not been informed of a reason for the delay, we are required to phone Social Services.

The school monitors each child's pattern of attendance and the Education Welfare Services will work with families whose child's attendance or punctuality is of concern.

Holidays

Your child may be at risk of being removed from roll if they do not attend school. Any unauthorised absences may result in a penalty notice being issued. If you need to take children out of school at any time, which is not a school holiday, you must request leave in writing prior to any booking. Leave will not be granted unless it is an exceptional circumstance and each case will be assessed under the guidelines provided by the LA.

Complaints

Should parents wish to make a complaint, please refer to the complaints policy and procedures available on the school website or at the school office.

How to make a complaint:

Stage 1: The Informal Stage (local resolution)

Step 1) Talk to the teacher concerned. If the matter is not resolved,

Step 2) Ask to see the phase leader or member of leadership team. If the issue is not resolved,

Step 3) Make an appointment to see the Head or Deputy, if you are still not satisfied your complaint has not been dealt with,

Step 4) Refer to Stage 2 (The formal stage of the complaints policy)

Communications

We try to give parents/carers as much information as possible about the school organisation and about individual children. This is done in the following ways: regular newsletters, Arbor Mail, Parent's Evenings, Information Meetings, School Parliament, Website, Parent's Noticeboard, and informal discussions with staff. The school website should be used as your main source of information. All important events, policies, and termly information relating to your child's education can be accessed instantly on the website.

Disclaimer

Neither the school nor the LA can accept responsibility for the personal property of children. Please make sure your child does not bring valuables to school.