

# Messing Primary School

Founded 1914



## Prospectus

Every Child, Every Chance, Every Day



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# Welcome to Messing Primary School

I am delighted you are considering Messing Primary School for your son or daughter. We love welcoming new children into our school family. Whether you are looking for a place in our Reception class or have older children, we will do our best to make applying for a place at Messing Primary School as simple as possible. We know that choosing a school for your children is an important decision. Our rural setting and small year groups (we currently have a year group intake of up to 12) mean that your child will make new friends easily. It is our hope that your whole family will quickly feel a part of life at Messing Primary School.



We aim to provide teaching and learning that is stimulating, challenging and tailored to the needs of each individual child. We want our pupils to be enquiring learners who are able to pursue their interests, while receiving a high standard of education. To achieve this, we offer a broad and balanced curriculum, both inside and outside the classroom.

In September 2018 we were inspected by Ofsted who graded the school 'Good' for overall effectiveness. Three areas were graded outstanding.

- **Effectiveness of leadership and management** **Outstanding**
- **Personal development, behaviour and welfare** **Outstanding**
- **Early years provision** **Outstanding**
- **Quality of teaching learning and assessment** **Good**
- **Outcomes for pupils** **Good**

The whole school community contributed to achieving this grading and we are all very proud of our school. We are continually seeking ways to improve and strive for excellence in all we do.

In September 2013, we became an Academy school, forming a pioneering partnership with New Hall School, a nearby leading independent boarding and day school. Through this, we are able to further enhance the education of our pupils and widen their experiences in areas such as music, sport and community projects. New Hall School, in Chelmsford, is rated as 'Outstanding' by Ofsted and the Independent School Inspectorate. You can read more about our partnership in this prospectus and on our website.

Personalised learning, teamwork and respect for others is at the heart of our school. Our pupils learn to foster caring relationships and to be sensitive to the needs of others. We offer a positive learning environment for all.

Our school building is set in idyllic rural surroundings, with its own sports field, sensory garden and play area. We welcome pupils from a wide local area, including Colchester, Messing, Kelvedon, Tiptree, Tolleshunt D'Arcy and Birch. We have close links with our neighbouring communities and value our local traditions and countryside setting.

We hope the information in this booklet, along with that on our website [www.messingprimaryschool.co.uk](http://www.messingprimaryschool.co.uk) will help you decide whether Messing Primary is the right school for your family. We know the best way to decide is to come and see for yourselves how much we have to offer. To arrange a visit, call us on 01621 815 415. I look forward to meeting you.

*J Halliday*

## Our Aims & Objectives

It is our aim to provide a broad, creative, thematic curriculum in response to Government strategies and to promote Quality First Teaching. At Messing Primary School, we believe that the curriculum is a powerful tool that promotes a love of learning, a willingness to explore and the time to have fun. We use the National Curriculum as a starting point for a wide and varied learning experience for our children. We enrich it with our strong ethos based on respect for ourselves and others, equality and a sense of wonder at the world in which we live. We are committed to developing the whole child. Our children will have the opportunity to be creative, to be physically active and to be academically challenged.

## Our Vision

The Vision at Messing Primary is to offer personalised learning so that each child has the opportunity to achieve their very best. 'Every Child, Every Chance, Every Day'.

## Our School

Messing Primary School was founded in 1914. We welcome pupils from a wide local area, including Colchester, Messing, Tiptree, Tolleshunt D'Arcy, Kelvedon and Birch. We have close links with our neighbouring communities and value our local traditions and countryside setting. Our school building is set in idyllic rural surroundings with its own sports field, sensory garden and play areas.



Our school building has three classrooms and an Early Years base, equipped with a kitchen, toilet and access to an outside play area. We have a school hall and enjoy strong links with the village community, sharing social occasions with local groups. Our outside play areas are well equipped and the sensory garden makes an attractive entrance to the school.

## Smiley club

Before and after school provision is available through our school based provision-'Smiley Club'. Miss Robertson, one of our excellent LSA's, oversees this, organising a wide range of exciting activities for

the children. We offer delicious food at lunchtime, prepared in our kitchen by our own cook. These are very popular with the children. To fulfil our aim of developing the whole child we offer a wide range of clubs which also prove very popular. These include Drumming, Computing, Art and craft, Sports, Dance, Gardening, French and recorders. The full list is available on our website.

## An Academy with New Hall School



Messing Primary School is an Academy school; this means we are publically-funded but independent from local authority control. We have additional freedom around the delivery of the curriculum and are able to provide a first-class education thanks to our small but dedicated team of staff and by utilising the expertise of our Academy Sponsor, New Hall School in Chelmsford.

New Hall School is an independent boarding and day school rated outstanding by Ofsted and ISI (Independent Schools Inspectorate). Through the New Hall Multi Academy Trust, they are accountable for improving the performance of Messing Primary School. They do this by providing unique learning opportunities for every child at Messing Primary School.

Through our partnership, dedicated subject-specialist teachers from New Hall School may work with our own teaching staff to provide learning that is stimulating, challenging and tailored to the needs of each individual child. New Hall staff have helped organise musical performances at Messing for our parents and the community.

The partnership means pupils from our school can use the outstanding facilities on offer at New Hall, including their 25 metre indoor swimming pool, where Messing Pupils can receive swimming lessons, free of charge, from the dedicated swimming coaches at New Hall.

The vision and leadership provided by New Hall School supports the success of Messing Primary School. The opportunities provided through the Academy sponsorship are unique to Messing Primary School and provide an exciting and stimulating addition to life at our school.



*(Above: New Hall School, Chelmsford)*

# Application & Admissions Process

If you are considering a place at Messing Primary School for your son or daughter, please contact the Office manager in the first instance who will be happy to guide you through the admissions process.

All the information you may need can be found via the following link:

<http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applications.aspx>

The link takes you to the online application form and gives the opportunity to download a paper copy.

You can also telephone for a paper application or for advice on 0845 603 2200.

## Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked after Children and previously looked after children
2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest.

We have an admission number of 12 children.

Applications for Reception Year intake need to be made by the LA deadline each year, usually in January of the academic year prior to entry. All parents living in Essex are sent the appropriate forms and the details for applying.

- All children are entitled to start school full-time in the autumn term of the school year in which they will turn 5 years of age.
- This is a parental choice and parents may, if they wish, wait until their child reaches statutory school age – the term after their 5<sup>th</sup> birthday.

The school operates an induction programme through our 'Learning Together' sessions and a phased entry system to ensure that all children settle in happily. Home visits or visits to Nursery may be made on parental request. Induction procedures are reviewed annually and shared with relevant parents.

Appeals against admission decisions may be made to the Local Authority.

## Mid-Year Admissions

Children admitted into school after the Reception Year are encouraged to visit the school for half a day before entry, to enable them to become familiar with the school and staff. On entry the child is allocated a 'friend' to show them the school routine and introduce them to their classmates.

# The School Curriculum

The Governing Body of Messing Primary School has accepted the curriculum aims of the National Curriculum which states that all children should develop as fully as possible during their school lives; that they achieve levels of attainment, maturity and independence which will enable them to follow suitable and satisfying occupations, and that they have the ability and will to make a positive contribution to the community.

Messing Primary School, in partnership with New Hall School, aims to offer outstanding and broad-based education to make a very positive impact in its local area. This involves innovative teaching and learning of ages 4-11, along with a holistic enrichment programme with positive role models and family support to respond to needs of local parents.

The curriculum is broad, balanced, relevant and stimulating to promote a spirit of curiosity and enquiring minds: the pupils are encouraged to develop a love of learning and they enjoy school. The curriculum is rich, diverse, rigorous and goal-driven, with an emphasis on active learning experiences.

Messing Primary School understands that the acquisition and development of reading, writing and mathematical skills is of fundamental importance. There is a strong focus across the whole school on literacy, numeracy and expressive language and an explicit teaching of systematic synthetic phonics.

Positive learning attitudes are actively promoted through a growth mind-set approach throughout the teaching and learning. This includes encouraging children to embrace and welcome challenge; to be resilient in the face of a challenge; to work collaboratively and to reflect on their learning and how they learn.

At present, the school is organised into four classes to cover Foundation stage and Key Stages 1 and 2. There is currently a Headteacher and 6 teachers employed, including a SENCo and 2 part-time teachers, which enable us to draw on a range of expertise. The school operates a 2 year work programme for Key Stage one and each of Class 2 and 3.

Parent-teacher consultation evenings are arranged during the school year. During these, teachers can advise parents on how to support their children at home, thus ensuring that parents and teachers work together for the benefit of the children. There is a home learning programme for all children which includes regular reading at home. Parents are encouraged to contact, or visit the school, at any time, by appointment if possible, should they feel the need to discuss a particular query or problem relating to their children's education, emotional or general well-being, or simply to view their children's work.

## **EYFS (Early Years Foundation Stage) and Reception**

In order to provide the “broad, balanced and relevant curriculum which is appropriate to the social, emotional, spiritual and intellectual development of individual children” to which our pupils are entitled, we take an approach to learning which is specifically focussed on meeting the needs of developmentally young children. Such an approach is broad enough to be relevant to pupils in the Foundation Stage whilst having sufficient depth to meet the needs of other pupils in Key Stage 1.



On commencing school in the Reception year, children join the class in the dedicated Early Years classroom with adjoining outside classroom. The areas of experience and learning in the Foundation Stage curriculum prepare pupils for learning in Key Stage 1 and are consistent with the National Curriculum. We aim to provide continuity and progression for all pupils from their entry in the Reception year onwards.

There is a focus on developing pupils' communication skills and increasing their command of language through listening, speaking, reading and writing. Systematic teaching of synthetic phonics will ensure that standards of spelling as well as reading are developed to a high standard.

### **Reading**

We believe that reading should be a pleasurable experience for our children and aim to teach them to read with fluency, enjoyment and understanding. Emphasis is placed on group reading in class. Children read from a variety of books, which are selected from a number of major reading schemes. These books are colour-coded according to ability levels and encompass fiction, non-fiction, poetry and plays.

There is a structured reading scheme that pupils will be helped to progress through steadily. Messing Primary School emphasises the importance of reading with understanding. Reading then becomes an enjoyable pastime rather than a tedious exercise.

Children also have the opportunity to borrow books from the school library.

### **Writing**



We teach a style of handwriting based on a cursive style and encourage pupils to present their work neatly and clearly and to take pride in their presentation. Children are expected to write independently as soon as they are able to write and they learn to write for a variety of audiences and purposes, including poetry, plays, letter writing, story writing and note taking. Work on spelling takes place daily and children have word banks, dictionaries and thesauri available for use in the classroom. Spelling activities are also given each week as part of home learning.

Writing is a skill which is integral to all other subjects and opportunities are given to the pupils to write creatively and factually through a variety of situations. Rules of grammar and spelling are incorporated into the language work. A handwriting scheme is used throughout the school to help pupils develop a clear, well-formed script.

### **Speaking and Listening**

It is vitally important, both within the classroom and in society generally, that children learn to communicate effectively. Pupils are taught to listen attentively at all times to teachers, adults and each other. There are frequent opportunities for children to express themselves verbally in discussions across the range of subjects. We also aim to increase children's self-confidence by giving them the opportunity to participate in plays, group presentations and explanations.

Speaking and listening skills will be developed through story, discussion and multi-media. The aim is to encourage pupils to speak confidently, express their views coherently and listen to others.



## Numeracy

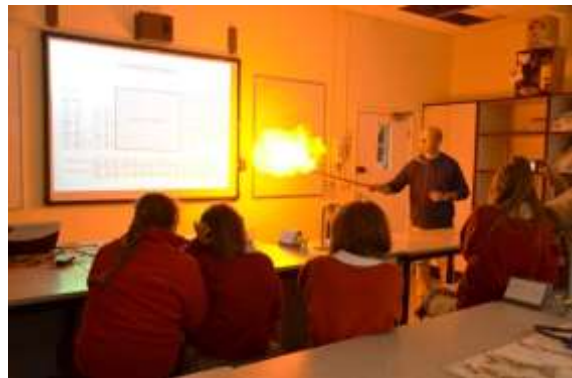
The National Curriculum informs our mathematics curriculum and our aim is to enable the children to be competent and confident in dealing with mathematics throughout their lives. We place an emphasis on developing mental calculation skills as well as being able to use and understand more formal methods of working. We aim to achieve a balance of practical and theoretical work within the mathematics curriculum, which provides a variety of learning opportunities. Engaging, fun and challenging lessons are planned, to provide the maximum learning opportunities for all children. Extra support is given when necessary.

The aims of the mathematics curriculum are:

- to enable the pupils to develop an ability to think clearly and logically
- to have an appreciation of the nature of number and space
- to possess mathematical skills and knowledge and an appreciation of mathematical patterns and relationships

## Science

An understanding of science is vital to help children make sense of the world around them, and to develop their curiosity and scientific skills. Children are taught a body of scientific knowledge and encouraged to acquire the skills of suggesting ideas for carrying out investigations, predicting results and recording activities. Science is therefore a 'hands on' subject and in addition to work in the classroom, trips are made to enhance their understanding and use of the outdoor environment.



Students have also enjoyed opportunities to expand their learning with trips to New Hall School's Science Department and teaching from specialist subject teachers (pictured).

Scientific Development will increase pupils' knowledge and understanding of nature, materials and forces and will develop the skills associated with science as a process of enquiry; for example, observing, forming hypotheses, conducting experiments and recording findings. A rich variety of software, and the provision of hardware such as data loggers, will enable science to be brought alive as pupils engage in the practical elements of the subject.

## Computing and ICT

ICT is a rapidly developing curriculum area with an increasingly high profile including the computing curriculum. It is an integral part of the whole curriculum and many of the skills taught are used to enhance the quality of learning in other subjects. We have a good range of ICT equipment in the school. Each classroom has an up to date interactive whiteboard to support learning. Digital video cameras, digital cameras, wireless linked laptops and tablets are also in constant use by pupils and teachers to support teaching and learning across a variety of subjects.

Each class has allocated time for dedicated ICT and computing lessons to ensure equality of access, but the children also have access during other curriculum times. We have a curriculum that enables links between subjects and we actively encourage the use of ICT as a tool across the school day. Each computer is internet and e-mail accessible and has strong safeguards set up as part of the system. We

adhere to a strict policy of all internet use being subject to parental permission and supervision by a member of staff. We have our own website at [www.messingprimaryschool.co.uk](http://www.messingprimaryschool.co.uk).

### **Religious Education**

In Religious Education, Messing Primary School will follow the Essex recommended RE scheme where deemed appropriate, 'which will develop knowledge and understanding of a range of religions; their beliefs, customs and practices'.

Pupils are taught to respect and value the beliefs of others. Messing School seeks to encourage pupils to be aware of religious and moral codes to sustain them through later life and to help them develop an understanding of Christian beliefs. Christian based assemblies will foster pupils' moral and spiritual development and build on their experiences. Assemblies will be led by the Headteacher, members of the teaching staff and/or visiting leaders from a range of faiths. The subject delivery will be enhanced by visiting speakers and class visits to places of worship.

Multiculturalism is a cross-curricular feature included in many foundation subjects, including art, music and RE. The school's policies and ethos encourages positive attitudes to different customs and beliefs. Daily assemblies may encompass hymn practice and recognition of individual "Golden Book" achievement as well as collective worship. Parents who wish their children to be withdrawn from Religious Education and Assembly should consult the Headteacher and alternative arrangements will be made.

### **Knowledge & Understanding of the world**



This area is concerned with people and with their environment, and how human action, now and in the past, has influenced events and conditions. History and Geography make a strong contribution to this area. Through our links with other schools locally and further afield, pupils have the opportunity of sharing their experiences and

the experiences of other pupils from across the globe.

### **Design and Technology (DT)**

Technological skills, which include the use of Information and Communication Technology (ICT); developing, planning and communicating ideas; working with tools, equipment, materials and components to produce good quality products; and evaluating processes and products are developed through practical experiences.

DT involves designing, making and evaluating products within a wide range of topics. Children explore a range of objects to inform their own design ideas and implement these in the making of their own samples. They are encouraged to modify their work during the making and to evaluate their finished product. DT involves a great deal of practical work and we follow the safety and supervision guidelines as set out in our DT policy.

## Music



The music curriculum is enhanced by specialist teaching from Essex music services. This teaching gives the children opportunities to listen to a variety of music, to take part in group singing and to play a range of musical instruments. We have regular school productions and the children enjoy singing in the village Church and at community events. Guitar, piano and violin lessons are offered with a peripatetic teacher for a termly fee. A weekly recorder club is also offered.

## Physical Education (PE)

Physical education and games develop the pupils' physical control and co-ordination, their tactical skills and imaginative responses, as well as to help them to evaluate and improve their performance. Pupils also acquire knowledge and understanding of the basic principles of fitness and health. This contributes to the school curriculum by enabling pupils to perform with increasing physical competence. The scheme of work will incorporate a variety of activities which are accessible to all ages and levels.

Children participate fully in the games, gymnastics and dance elements of PE, which contribute to physical fitness and a healthy lifestyle and develop the necessary skills for competitive sports. Specialist PE teaching staff from New Hall School teach at Messing Primary School each week. Our children are able to receive weekly swimming lessons at New Hall School's 25m indoor pool, taught by professional coaches, free of charge. In addition to this, we have a Sports Coach teach extra sports at after school clubs. Children have the opportunity to regularly take part in inter-school sports competitions.

Messing Primary School has a large playing field and a playground area suitable for a range of ball games. The field is marked for rounders, athletics and football, according to the season. The children have the opportunity to play a variety of team games as well as competitive games with local schools. All staff are qualified to teach PE.



## Art & Design

The school aims to give pupils experience in investigating and using a wide range of methods and materials, and exploring the development of their own artistic knowledge and understanding. This includes visits from artists and to Museums and Galleries in order to identify the progression of art, and become familiar with the works of influential artists.

Close observational drawing encourages children to develop their awareness of colour, pattern and shape. We often use the work of other artists, including looking at local contemporary work. A wide variety of skills are taught to enable children to produce their own artwork.

### **Modern languages**

Spanish is taught in Key stage 2. The majority of the learning is through speaking and listening and is activity based, focusing on the development of skills which allow children to ask and answer questions and hold short conversations in Spanish. They learn the skills of language learning which prepares them for future learning of any other language.

### **PSHE/British values**

Personal development supports the development of pupils' spiritual, moral, social and cultural awareness and encourages British values of tolerance and understanding. Pupils will be led towards distinguishing right from wrong and towards acting consistently with their beliefs and with a view to understand the consequences of their own and others' actions. At Messing Primary School we:



- Lead pupils towards becoming confident and positive contributors to their community and effective users of its services and facilities
- Enable pupils to gain insights into the origins and practices of their own cultures, and into those of the wider community
- Take steps to ensure that pupils appreciate racial and cultural diversity and avoid and resist racism or intolerance

### **Sex and Relationships Education**

Sex education is taught appropriate to the age and stage of the child. Parents are informed when appropriate and given an opportunity to see teaching materials. We aim to be complementary to the role of parents. The school nurse visits Years 5 and 6 for a talk on puberty.

### **More able and talented provision**



More able and talented pupils are defined as “Pupils and young people with one or more abilities developed to a level significantly ahead of their year group (or with the potential to develop those abilities)”.

The pedagogic approach that underpins developing this means that all pupils are encouraged, and taught, to take a significant measure of responsibility for shaping the content and direction of their own learning. Within that kind of culture more able and talented pupils thrive and are eager to satisfy their thirst for knowledge.

Staff are trained to identify more able and talented pupils and refer them for appropriate challenges, support and enrichment. Messing Primary School will focus on creating the right opportunities, with support and encouragement from outside organisations, in particular through the gifted and talented programme at New Hall, to help pupils to develop a desire to learn and to achieve their full potential.

Pupils are presented with work that challenges, stretches and excites them on a daily basis, in an environment that celebrates excellence. Support and enrichment activities complement teaching and learning.

### **Children with Special Educational Needs (SEND)**

The Messing Primary School approach to teaching and learning will ensure that each child's needs are met. In addition, Messing Primary School will ensure that the necessary provision is made for any child who has special educational needs and that those needs are made known to all who are likely to teach them.

Messing Primary School will ensure that teachers in the school are able to identify and provide for those pupils who have special educational needs and enable them to participate fully in the activities of the school so far as is reasonable and practical. The school will provide a range of ICT hardware and software to enable access to the curriculum for those with special or additional educational needs.

The support which we offer is available for your information on the school website or from the school office. These are explained in the school Special Educational Needs and Disabilities policy and Messing Primary School SEND information report.

### **Standard Attainment Tests (SATs) Results**

Where our Year 6 cohort is 10 or less we do not have to publish our results as these are not statistically viable. We are, however, very proud of the results we attain at both Key Stages and parents who are considering placing their child at Messing School are welcome to ask for a copy of our results from the school office. These are also available on our website.

### **Extra-Curricular Activities**

Various extra-curricular activities are offered during the year. These can include:

- Recorders
- French
- Maths
- Thinking skills
- Chess
- Sewing/Knitting
- Maths
- Dance
- Drama
- Football
- Netball
- Art Club
- Gardening
- Sport Multi-skills
- Residential visit



## Destination of Leavers

Messing Primary School prepares pupils for successful applications to a wide range of schools, including highly competitive selective schools. In recent years, leavers have secured places at the following schools:

- **New Hall School, Chelmsford**
- **Thurstable School, Tiptree**
- **Honywood Community Science School, Coggeshall**
- **Plume School, Maldon**
- **St Benedict's , Colchester**
- **The Stanway School, Colchester**
- **The Royal Ballet School, London**
- **Colchester County High School for Girls**
- **Colchester Royal Grammar School**
- **St Mary's School, Colchester**

## Uniform

Messing Primary School ties, jumpers and cardigans, with the school logo on, can be ordered from the School Office.

<i>Girls' Winter</i>	<i>Boys' Winter</i>
Grey trousers, skirts or pinafore dresses White blouse (not polo shirt) Red cardigan or v necked jumper (not sweatshirt) Tie*	Grey trousers White shirt (not polo shirt) Red v necked jumper (not sweatshirt) Tie*
<i>Girls' Summer (optional)</i>	<i>Boys' Summer (optional)</i>
Red gingham dresses, Black shoes or secure sandals (open toes but not sling backs)	Grey shorts, Black shoes or secure sandals
<i>Girls' PE</i>	<i>Boys' PE</i>
Black shorts, White t-shirt, White socks, Plimsolls or trainers, Black jogging trousers in winter	Black shorts, White t-shirt, White socks, Plimsolls or trainers, Black jogging trousers in winter
<b>Children in the Reception year will have the option of wearing tailored or polo shirts and whether to wear ties</b>	

\*The school will provide your child's first school tie free of charge. KS1 will have ties on elastic for ease of use and KS2 children will have ties which they will tie themselves. As your child progresses into KS2 they will be given the new type of tie (and taught how to tie it!)

We have a uniform sharing system whereby uniforms no longer needed are passed to the school and available to parents at no cost. Should parents have any financial difficulties with purchasing the

uniform, please ask to see the Headteacher. We will do our best to support parents and any queries will be totally confidential.

Shoes should be chosen for safety not fashion. They should be comfortable, sensible and preferably black. Trainers, sling backs and jelly shoes must not be worn to school. Nail varnish, make-up and body art are not appropriate in school.

For PE, children must have black shorts (or jogging bottoms in winter), white t-shirt, white socks and plimsolls/trainers, all of which should be in a draw-string bag to hang on a peg. This kit should be in school every day.

Children are allowed to wear watches, but we do not accept responsibility for loss or damage. Jewellery should not be worn as it can be a source of danger, but if your child does have pierced ears, only small studs should be worn. Jewellery, including earrings, must be removed for PE and games lessons. It is better if no jewellery is worn because it is safer and cannot be lost. Ear piercing should preferably happen at the start of the school holidays so that earrings may then be removed for PE lessons. We do not permit pupils to have mobile telephones or any other electronic gadgets in school.

## The School Day

- Morning 8.45am – 12.00pm (Break for 15 minutes at 10.30am)
- Afternoon 1pm – 3:15 pm (Key Stage 1 have a 15 minute afternoon break)

### Car Park

We are fortunate to have a large car park next to the school. Parents may drop their child off from 8.30 onwards where they will be supervised by the teaching staff on duty in the playground. A policy for the safe use of the car park is available on the school website and all parents are requested to familiarise themselves with this and pass the information on to any friends or family who will also be visiting the site.

Unless being dropped off, children should be accompanied by an adult until the school door is opened. All children, for safety reasons, must be collected from the playground after school. The adventure playground equipment is out of bounds before and after school as we are not insured then. Children are not allowed to leave the premises during the school day unless going home to lunch. If a medical or dental appointment is necessary, then the school should be notified and the child collected by a parent. If you arrange for your child to be collected by someone unknown to us, please let us know beforehand or we will not be able to release them. We expect the children to be collected within 10 minutes of the end school. If there is an unavoidable delay in collecting your child you must inform the school.

### Lunch Time

At Messing Primary we employ our own highly qualified cook and delicious lunches are prepared and cooked on the premises.

The cost of lunch for all pupils is £2.20 per day. This can be paid at the beginning of each half term or on a weekly basis. If paying by cheque, please make payable to 'Messing Primary School'. All money brought into school should be in an envelope with your child's name. We reserve the right to

refuse a school meal to any child should dinner money run into more than 1 week of arrears. Children may bring sandwich lunches in labelled lunch boxes. Healthy snacks may be brought for morning break time - no sweets, chocolate or fizzy drinks please. We strongly encourage children to have fruit or vegetables and have broadened the snack choices to include:

- Fruit
- Vegetable sticks (with hummus)
- Dried fruit
- Rice cakes
- Breadsticks
- Crackers/Cheese
- A small sandwich or roll. (Not jam)
- A healthy cereal bar(Not chocolate covered)

**WE AIM TO BE A NUT FREE SCHOOL.**

All children are provided with a water bottle by the PTFA for school use but we ask parents to supply their own replacements if necessary. All children in Key Stage 1 receive a piece of fruit or vegetable during morning break free of charge through the 'School Fruit & Vegetable Scheme'. If older children wish to have a snack they may bring in a piece of fruit to eat.





# Additional Useful Information

## Pastoral Care and Discipline

The school is a community in which behaviour is based on mutual respect and consideration for others. Our expectations are clear, communicated to all children, staff and parents and carers and modelled throughout the day to day practice of the school. They are summarised in the following Messing principles:

- Be safe
- Be kind
- Be responsible
- Be respectful

Within these parameters, class codes for learning are drawn up, in consultation with the pupils, at the beginning of every year and reflected in a class contract to which all agree.

The values, standards and attitudes of the school community are made clear to the children by example and discussion so that they are absorbed by them and made their own. Rules exist governing behaviour within the school, the playground and the games field. The behaviour policy on the school website explains these in detail.

If a child displays persistent anti-social behaviour, consultation is arranged between the teacher and parents so that an attempt can be made to correct the matter. In exceptional cases, the Headteacher may exclude a child from school for a fixed period, or he/she may propose permanent exclusion. Parents have a right to make representations to the Discipline Committee of the Governing Body. In the case of exclusions of more than 5 days there is also provision for appeals against the Governing Body's decision to be made to an Independent Appeals Panel.

## Safeguarding/Child Protection

It is our duty by law to 'take account of the need to safeguard and promote the welfare of children' in our care (Children Act 2004). We have named Child Protection Officers who are responsible for liaising with other public agencies as and when the need arises. The school will make a referral to Social Care when it has serious concerns about a child's wellbeing. If we ever have an immediate concern we will contact you and if you ever have a concern, please share this with us immediately. If you would like a copy of our policy, please contact the school office.

## Equal Opportunities

As an educationally inclusive school, the teaching and learning, achievements, attitudes and well-being of every young person matter. We take into account pupils' varied life experiences and needs, providing equal opportunities for all pupils, whatever their age, disability, race, religion or belief, sex, attainment and background to ensure that every child really does matter.

## Disability Provision

Messing Primary School is committed to planning for the provision of an accessible environment which values and includes all students, staff, parents and visitors regardless of their physical, sensory, social and emotional needs. We challenge negative attitudes about accessibility and disability and endeavour to develop awareness, tolerance, respect and inclusion across the school in relation to these.

## Complaints Procedure

We strive to ensure that all children will be happy and make good progress in our school. Any difficulties are best resolved as soon as possible by discussion with the teacher concerned. However, if any problems over the curriculum cannot be resolved informally there is a formal procedure which can be initiated. The arrangements for this are explained in the school's complaints policy available

from the school office and school website. In addition to this information can be found at [www.essex.gov.uk](http://www.essex.gov.uk) in the schools and pupils and parents section.

### **Parental Involvement**

Parents are encouraged to be involved in every aspect of their child's education. Parent-teacher consultation evenings are arranged during the school year. During these, teachers can advise parents on how to support their children at home, thus ensuring that parents and teachers work together for the benefit of the children. There is a home learning programme for all children which includes regular reading at home. Parents are encouraged to contact, or visit the school, at any time, by appointment if possible, should they feel the need to discuss a particular query or problem relating to their children's education, emotional or general well-being, or simply to view their children's work.

The PTFA (Parents, Teachers and Friends Association) is an active group drawn from the community which works to support the school with social and fund raising activities. Parents are automatically members of this group. The 'Friends' meet to plan programmes of activities throughout the school year. The children gain many benefits from this welcome support.

### **Charging and Remissions Policy**

There is no charge for activities which take place during school hours in accordance with the Education Reform Act. However, voluntary contributions are sometimes sought for school visits. Pupils are able to participate in visits whether or not parents contribute, provided there is sufficient support. Some school events and materials for items made by pupils may be financed from the school private fund - raised by parents and the community.

### **Illness**

To prevent further infection, children who have a sick bug should be kept off school for 48 hours. The school regularly advises parents about when to send in to school and when to keep a child off related to national health conditions guidance. Please telephone the school at the start of the morning by 9.30, every day of your child's absence, to keep us abreast of the reason for absence. This is also for safeguarding reasons. If your child becomes unwell during the school day, you will be asked to collect him/her, for this reason it is important that we have a contact number at all times.

### **Notification of Absence**

Parents are requested to inform the school by 9:30 am on each day of their child's absence. A message can be left on the school answer machine out of school hours. The School attendance officer will be notified of any unexplained absences. It is the school's duty to inform parents whose children have an attendance of below 93% each half term. If this falls below 90% this will be classed as persistent absence. The law does not give any entitlement to parents to remove their child from school during term-time for the purpose of a holiday. Head teachers may only grant leave of absence where an application has been made in advance and the head teacher considers that there are exceptional circumstances relating to the application

### **Medicines**

Medicines should not be brought to school if at all possible. In exceptional circumstances if it is necessary for us to administer medicine, it should be clearly marked with the child's name and dosage; also a request form to administer the medication must be completed when the medication is handed over to the office staff. We cannot accept medicines without this written request. Children with asthma, who are considered capable by their doctor, should carry their own inhalers.

### **Safety & Security**

The safety of your children, while at Messing Primary, is of the highest importance to us and our health and safety policy clarifies the procedures which are in place to ensure that your child is as safe as possible whilst in our care.

### **Arrangements to see School Documents**

Copies of school policies, reports by inspectors, documents from the DFE and other relevant items can be seen during school hours by prior arrangement. Key documents are available to download from the school website.

## Small is Beautiful

The benefits of choosing Messing Primary School include:

- A positive and caring learning environment
- Individual attention and care in our small year groups
- Continuity of an excellent education through school
- Specialist music teaching
- Parents and friends welcomed and involved and strong community links
- Rural setting providing a valuable resource for many areas of the curriculum
- Excellent home/school links and pre-school visits
- Adventure playground and a quiet area
- Access to facilities and teaching at New Hall School, Chelmsford ('Outstanding' Ofsted and ISI)



## Every Child, Every Chance, Every Day

What do pupils at Messing Primary School say?

"I love learning, because learning is fun."

"I have made great friends at school."

"I love my teachers, because they push me hard and I like challenges."

"I have learnt a lot and have lots of fun at the same time."

"There is lots of space to run around."

"Swimming at New Hall School is our favourite part of the week."



# Contact Us

*For all enquiries about Messing Primary School, please contact:*

Messing Primary School, School Road, Messing, Colchester, Essex CO5 9TH

Tel: 01621 815 415

Email: [admin@messingprimaryschool.co.uk](mailto:admin@messingprimaryschool.co.uk)

Web: [www.messingprimaryschool.co.uk](http://www.messingprimaryschool.co.uk)

Headteacher: Mrs Jackie Halliday

*For enquiries relating to the Multi Academy Trust, please contact:*

New Hall School Academy Trust

New Hall School, The Avenue, Chelmsford, CM3 3HS

Tel: 01245 467 588

Messing Primary School is an academy within New Hall Multi Academy Trust, a charitable company limited by guarantee, registered in England, company number 8643881. Registered office: New Hall School, The Avenue, Boreham, Chelmsford, Essex CM3 3HS.