

# Hertfordshire County Council Bengeo Primary School & Nursery



## School Prospectus

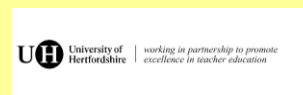
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Head Teacher: Mrs J Muncey  
Chair of Governors: Mrs L Mountford



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Also see the school web site - [www.bengoe.herts.sch.uk](http://www.bengoe.herts.sch.uk)

# Welcome to Bengoe

## Welcome Parents and Carers

It is with great pleasure that we welcome you and your child to the Bengoe Primary School prospectus and thank you for expressing an interest in our school. We fully appreciate that choosing a school for your family is a complex and important decision and hope that the information you find in the prospectus inspires you to visit the school and 'meet the team'.

If you do decide to join our school community we aim over the next few years to get to know your child as well as you do, provide them with the best education and help nurture and develop their personal and social skills. In order for us to achieve this, we need your help. You, as a parent, play a crucial and vital role in your child's education and the school firmly acknowledges this. Our school works as a team in which parents, children, staff and governors are all involved in the education of our children. We believe that children learn best in a positive, encouraging, safe and secure atmosphere.

We invite you to work alongside us and be a part of your child's school life and a part of our school family. Your continuing interest in your child's education is the key to both your child and our school making progress. During the school year there will be opportunities for you to visit the school, discuss your child's progress, join in activities and if you wish to offer your help and skills, this is always most appreciated.

We positively promote the values, virtues and ethics that underpin the British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs as outlined by the Government in 2013.

It is important that your child becomes an independent, successful and confident learner during their time in primary school. We will do everything we can to fulfil our responsibilities and help your child reach their potential.

You are most welcome to come along and visit, or ask any questions. Likewise, if at any time you have any concerns, or even if you don't, but wish to talk to your child's class teacher or myself, then please call or contact school so that we may arrange an appointment.

We look forward to working in partnership with you, as together we can ensure your child has the best possible start in life. A child only gets one chance, and here at Bengoe we do firmly believe that every child matters.

**We look forward to meeting and working with you.**

Mrs J Muncey                      Head Teacher

Mrs L Mountford                Chair of Governors

## Our Location

Bengeo Primary School is located in Bengeo, an area in the northern part of Hertford, the ancient county town of Hertfordshire.

The school is situated on The Avenue, a quiet residential road on the Western side of the B158, Bengeo Street.

The school's modern, purpose-built facilities are pleasantly located in spacious, well maintained and attractive grounds close to open, rolling countryside, but conveniently near to all local amenities, just over a mile north of Hertford's town centre.



# Our Vision Statement and Aims

## Vision Statement

The vision for Bengeo Primary School is to provide an enriched education where all pupils can flourish in their search for excellence.

## Vision in Action:

***Enrichment, Enjoyment, Environment*** - every term we offer a range of events across the school to enrich the curriculum and enhance the enjoyment of learning - these can include anything from a Viking visit to Cinderella's Ball! Engaging the pupils' interest and imagination is one of our priorities, and strengths. Our outdoor environment is one of our best resources and we use it to explore, to investigate and to appreciate our natural world.

***Pupil Participation*** - our pupils are confident and articulate, brimming with ideas about how to change the world! We have an effective school council who enthusiastically arrange many events and are actively involved in improvements to school life. However, pupils don't have to be on the school council to see their ideas in action - our pupils raise money, assist in assemblies, organise play-times, help younger pupils - the list is endless.

***Excellence and Expectations*** - we strive for excellence in all areas and have high expectations of all pupils. We provide a personalised learning environment which aims to enable each pupil to achieve their potential. We do this by continually assessing pupils in order to set personal 'next steps' and to map out their future learning. We provide a range of intervention, support and extension strategies to enhance pupils' progress towards the next stage in their learning.

***Music and Sport*** - over the years, music and sport have become distinctive features of Bengeo School. All our pupils learn to play an instrument during their time here and many pupils take this experience further through individual instrumental lessons at the school. We have a choir who sing at local and national events, including at the Royal Albert Hall, and we have a well-established orchestra. In sport, we are the proud winners of many trophies and, in addition to normal PE lessons, our children train and/or compete in football, rugby, netball, hockey, cross-country, athletics, swimming, gymnastics and dance.

## Aims

We seek to create a school that provides a stimulating education that is balanced, fulfilling and fun, where parents, staff and governors work together as partners for the benefit of the children.

## What does Bengoe Primary School have to offer?

- ❖ High standards and achievement. "This is a good school with many strong features" (OFSTED Inspection Report, 2012)
- ❖ A HQS (Hertfordshire Quality Standards) accredited Nursery, closely linked with Reception classes within the Foundation Stage
- ❖ Activemark 2008
- ❖ Gold Award (Travel Plan)
- ❖ A commitment to developing the health and well-being of pupils and staff - National Healthy Schools Plus Accreditation November 2015
- ❖ University of Hertfordshire partnership to promote excellence in teacher education
- ❖ High quality training for Teaching Assistants and students - NAPTA (National Association for Professional Teaching Assistants) Award. All our Teaching Assistants are CACHE Level 2 or 3 qualified.
- ❖ On-site playgroup (fee payable)
- ❖ Childcare facilities including two breakfast and after school clubs (fee payable)
- ❖ Active involvement in community cohesion
- ❖ Two form entry
- ❖ Flexible Nursery provision
- ❖ ICT suite including 18 networked computers, 32 wireless laptops and 60 ipads.
- ❖ Interactive whiteboards in all classrooms
- ❖ Computers with access to the Internet in every classroom
- ❖ Excellent music and sporting provision with opportunities for performance and competitive sport
- ❖ Structured homework policy applied throughout the school
- ❖ Positive code of behaviour throughout the school
- ❖ Proactive school council, Years 1 - 6
- ❖ Separate hard play areas for each key stage, incorporating outdoor play equipment, a sensory garden and our 'Golden Jubilee' garden
- ❖ Large, pleasant site on the edge of the countryside
- ❖ Wide range of extra-curricular clubs
- ❖ Hot lunches cooked on the premises
- ❖ A supportive and active Parents' Association
- ❖ Food technology room
- ❖ QISS Award 2011 (Quality in Study Support)

# The School Day

## Bengeo Nursery

Morning session: 9.00 am - 12.00 am  
Afternoon session: 12.10 pm - 3.10 pm

**Reception & Key Stage 1:** 8.55 am - 3.15 pm

Including 10.45 am - 11.05 am - morning play time (KS1)  
12.00 pm - 1.15 pm - lunch

**Key Stage 2:** 8.50 am - 3.20 pm

Including 10.50 am - 11.10 am - morning break  
12.15 pm - 1.15 pm - lunch

**Classroom doors open at 8.45am for KS1/KS2.**

## Curriculum and Organisation of the school

The school is organised into 3 stages:

- The Foundation Stage (Nursery and Reception) - Ages 3 -5
- Key Stage 1 (Years 1 and 2) - Ages 5 -7
- Key Stage 2 (Years 3 - 6) - Ages 7 -11

### The Early Years Foundation Stage - Ages 3 -5

The Early Years Foundation Stage Curriculum is followed from Nursery through to the end of the Reception year. The curriculum is organised in the following:

#### Prime Areas

- Communication and language
- Personal, social and emotional development
- Physical development

#### Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

These are areas that include developing specific skills and knowledge. Both the Prime and Specific areas will be taught through:

- Playing and exploring
- Active learning
- Creating and thinking critically

### Bengeo Nursery

The morning and afternoon Nursery classes are an integral part of the Foundation Stage at Bengeo School. The Nursery is a well-resourced, safe and stimulating environment where learning can flourish in a caring family atmosphere. We prepare children to be well-motivated independent learners ready for full-time school.

Children can enter the Nursery in the year when they are 3 years old. Bengeo currently offer 15 hours per week, funded, part-time nursery education.

### KS1 and KS2

In KS1 and KS2 our children follow the National Curriculum. The National Curriculum is divided into 2 groups:

- Core Subjects:** English, Maths, Science and Physical Education.
- Foundation Subjects:** Design and Technology, History and Geography, Art and Design, Music, Modern Foreign Language, Citizenship and Computing.

In addition we teach Religious Education and Personal, Social and Health Education. At Bengeo children learn French.

Each class follows a timetabled day with the mornings usually concentrating on English and Maths. The afternoons focus on other subjects of the National Curriculum.





## Homework

We believe homework covers any work or activities done outside school and not just the formal written work which is often associated with children in Key stage 2 classes. Throughout their time here, children will receive activities (homework) to be done at home, such as learning words, reading their books and playing number games. Spellings and times tables will also be set. Nursery children have rhyme challenges and a speaking and listening focus. Reception classes have a different focus each half term linked to speaking and listening, maths, letter formation, CVC words or writing. In KS2 children will receive regular, formal homework which is regularly monitored.

Homework Timetable:

	Pre-Learning (Topic/science)	Reading	Maths – Number facts	Spellings	Writing/Grammar	Revision
Nursery		Daily				
Reception		Daily				
Year 1 and 2	Yes	Daily	Weekly	Weekly	Fortnightly	
Years 3-5	Yes	Daily	Weekly	Weekly	Fortnightly	
Year 6	Yes	Daily	Weekly	Weekly	Fortnightly	As appropriate

(A copy of our school Homework policy is available on the website.)

## **Admissions**

We admit up to 60 Reception children each year, with part-time provision for 60 children in the Nursery.

In Hertfordshire there is one date of entry into the Nursery and Reception.

- Children enter the Nursery in the September of the academic year in which they become 4 years old.
- Children enter Reception class in the September of the academic year in which they become 5 years old.

**Please note**, recent guidance from the Minister of State for Schools, Nick Gibb MP, has indicated that the government intends to amend the School Admissions Code to allow summer born children to be admitted to the reception class at age five if this is the parents choice. Summer born children are those born between **1 April and 31 August**. Currently summer born children are expected to start reception at the age of four.

The school follows the current Local Authority Starting School Policy. You will be sent a booklet about this, together with general information about all the primary schools in your area, when your child is about 3 years old. Applications are made on line for a place in Nursery and then again in Reception. Please refer to:

[www.hertsdirect.org/services/edlearn/admissions](http://www.hertsdirect.org/services/edlearn/admissions)

If you are not offered a place in the school, you may appeal to the Local Education Authority. However there is currently no right of appeal for Nursery education.

During the term before your child starts Nursery or school, you will be invited to a welcome meeting where you will receive a 'Welcome Pack'. There will also be induction sessions for your child and an opportunity to try a school lunch.

## School Uniform

Our uniform supports our equal opportunities policy, looks smart and helps children to take a pride in their school. It is also very practical and we encourage all pupils to wear it. The colours are navy, white and gold, and items are available from Kids Connection, Market Place, Hertford. The basic navy skirts/trousers/white shirts etc can be purchased from supermarkets/high street stores.

We also have a stock of second hand uniform in school, available for a 50p donation. (See the office)

**Girls** - Navy skirts or long/short navy trousers.  
White polo shirts or white shirts/blouses.  
Navy sweatshirts/sweatshirt cardigan with the school logo.  
Navy/dark tights or white socks (not both).  
Gold and white checked or striped dresses.  
Low heeled dark shoes.

**Boys** - Long or short plain navy trousers.  
White polo shirts or white shirts.  
Navy sweatshirts/sweatshirt cardigan with the school logo.  
Dark shoes and socks.

Sunhats and book bags bearing the school's logo are available at Kids Connection along with a range of other optional items.

## Clothing & PE Kit

In addition to the above children need appropriate clothes for PE and other indoor activities. For PE the children will need dark blue shorts, white t shirt and plimsolls. In addition, the children will need a pair of tracksuit bottoms for outdoor PE.

Please label children's clothing clearly.

In the interests of hygiene, if the playgrounds are muddy children should change their shoes on arrival at school; please provide indoor shoes and a shoe bag. These indoor shoes may be the plimsolls needed for PE.

In the interests of safety, children should not wear jewellery at any time. Children may not wear jewellery of any kind during PE sessions and long hair needs to be tied back at all times, not just PE. Please note this applies to girls and boys.

Each child will have a named peg and drawer in the classroom area.



## Assessing your Child's Progress

Within the first 4-6 weeks in the Nursery, the children are assessed in order to provide a baseline for future learning. Progress is monitored regularly against appropriate developmental stages. Assessment continues in Reception and throughout their school life. Continuous assessment enables teachers to plan effectively and provide appropriate challenges and support for all pupils.

In Year 1 all children are tested in phonics designed to assess how well children can decode. In Year 2 and Year 6, children undertake end of Key Stage tests (commonly known as SATs).

Your child's Annual Report provides information on his/her achievements, progress and attitude to learning, as well as areas of development. In Years 2 and 6 the end-of-key stage results are also included.

For the most recent information on the School's SATs results, please refer to the School Website.

## Equal Opportunities and Inclusion

We believe that discrimination on the basis of colour, culture, origin, religious beliefs, gender or ability is unacceptable. There is no discrimination for admission of any pupils on the grounds of Special Educational Needs or of a disability. Our Behaviour Policy, Special Educational Needs Policy and Equality Scheme make it clear that we expect everyone to contribute to and be a part of a happy and caring environment. (These policies can be viewed on the school website.)

### Multi-cultural education

Education about other cultures is included within topic work and in Religious Education. Positive attitudes and respect for different ethnic groups are encouraged and, where possible, we try to ensure our resources reflect cultural differences.

### Facilities for people with physical disabilities

We have portable ramps for the steps inside the Sacombe Building to provide access to the disabled toilets. There are also two designated disabled parking bays. We have an Accessibility Plan which is regularly reviewed and updated to enable access.

## Special Educational Needs (SEN) / Additional Educational Needs (AEN)

If your child has Special Educational Needs the first point of contact is the class teacher or the Special Educational Needs Co-ordinator (Miss Walker). Many children have times when they find new work difficult and in most cases these problems can be overcome. Where progress continues to be less than expected, the class teacher, parents and the SENCo, should assess whether the child has SEN.

The School has a Special Educational Needs Policy which sets out the stages of need in the revised Code of Practice (2015). The Code implements a graduated response of: Assess, plan, do, review- In all cases, parents are included in the identification process and at each stage of the process. The graduated response details a child's specific needs, their assessments, objectives and provision. Where a child has an Education Health and Care Plan, there is an Annual Review.

A copy of the School Offer for pupils with Special Educational Needs, as well as the Special Educational Needs Policy can be found on the school website.

## More highly able and talented pupils

We define a 'more highly able' pupil as one who is within the top 5-10% of the pupil population in academic subjects. A 'talented' pupil is one who is in the top 5-10% of pupils with a specific ability in a non-academic area, eg. PE, art, music.

We are committed to providing an enriched learning environment for *all* our pupils, and, in all classes, work is differentiated (this means taught at different levels). In addition, there are three strategies for meeting the needs of pupils - ***acceleration***, ***enrichment*** and ***extension***:

- ***Acceleration*** consists of enabling a pupil to access work which would typically be for older pupils.
- ***Enrichment*** consists of broadening a pupil's education and can include enabling a pupil to study beyond the standard curriculum.
- ***Extension*** occurs when pupils are encouraged to develop more sophisticated thinking and reasoning skills within a subject

## Caring for your child / Every Child Matters

The principles of the Children Act 2004 underpin the work of the school. We are proud of our 'Healthy Schools Plus' national award and Hertfordshire Quality Standards accreditation for our Nursery. Your child's happiness, comfort and security are important concerns and everyone plays their part. When in school, your child will be in the specific care of the class teacher.

Bengeo School has a Child Protection Policy and a copy of Hertfordshire Safeguarding Children Board Child Protection Procedures 2015, both of which are available for parents/carers to see. The Headteacher is the Designated Senior Person for Child Protection. She will be happy to discuss any questions or concerns parents/carers may have about Child Protection Policies and Practice. The school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Bengeo School has a **Data Protection and Internet Safety Policy**, a copy of which is available online for parents/carers to see. We believe that it is essential for parents/ carers to be fully involved with promoting eSafety both in and outside of school and also to be aware of their responsibilities. We regularly consult and discuss eSafety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school.
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (e.g. on school website).

## Attendance and Punctuality

We expect good attendance and punctuality from all pupils. Pupil progress may be affected by absences. We regularly monitor attendance and punctuality and write to parents/carers when their child's attendance falls below 90%. Further guidance and procedures are included in the School Guide on our website.

We make annual reports to the Local Education Authority (LEA) and the government about the number of children who have had time away from school. The Attendance Improvement Officer regularly visits the school each term to check registers and will take action if attendance and time keeping are unacceptable. This may include meeting with parents or issuing a FPN (Fixed Penalty Notice) if more than 15 unauthorised absences are recorded over a period of two terms.

Children who are late must be signed in by an accompanying adult at the school office. If your child is ill and not attending school, please telephone the school office or email [absence@bengeo.herts.sch.uk](mailto:absence@bengeo.herts.sch.uk) on the first day of absence.

If you need to withdraw your child from school for any reason (for example, Dentist, Doctor, Hospital appointments) please advise the school office as soon as possible. The child must be collected by his/her parent or nominated responsible adult, at the appropriate time. Parents should sign their children in/out on the register that is kept in the school office. Whenever possible, please make appointments out of school time.

### Holidays

We **do not** authorise holidays during term time unless there are **exceptional** circumstances for doing so. Exceptional circumstances may include bereavement, religious holidays or travel linked to the armed services. This policy is adopted by all schools in the area.

## School Life

### Playtime

During playtimes a teacher is on duty with a team of teaching assistants to supervise the children and deal with any minor grazes and bumps. A member of staff is trained in first aid and will contact you if more serious accidents occur.

The Trim Trail is supervised during playtime. However, no outside apparatus may be used before or after school.

### Behaviour

We operate a levelled behaviour system and a reward and sanctions system which are implemented consistently across the school. A copy of the school's policy for behaviour is available on the school website.

### School rules

We try to keep rules to the minimum necessary. There are various requirements for particular activities and about behaviour in various parts of the school - these are passed on from time to time as appropriate and necessary.

Our School Council formed this set of rules outlining how we expect everyone to behave.

We will:

- listen carefully and follow instructions,
- be kind and show respect,
- care for our school and our belongings,
- use appropriate language,
- always try to do our best.

### School meals

School meals are nutritious and offer good value for money. There is a daily choice of hot and cold meals. However, parents may choose to provide a packed lunch instead and eating areas are available for these children. At lunchtime a team of mid-day supervisors, led by a senior supervisor, help the children in the dining and playground areas to ensure their safety.

Milk is available at morning playtime for Foundation Stage and Key Stage 1 pupils. It is free for Nursery children, any child in Reception prior to their 5<sup>th</sup> birthday and those who are entitled to free school meals.

### Child care facilities

We have two before/after school caring facilities within the school grounds for children from 8.00am until school starts and from after school until 6.00pm. Their contact details are as follows:

Bengeo Time Out Club

Call Angela on 07939 149168.

Busy Lizzies

Call Liz on 07957 364149

## Links between home and school

Keeping in touch is easy. Every Friday a weekly bulletin is emailed to parents to keep you up to date with what is happening in school. (Paper copies of this are available from the school office or it can be viewed on the school website.) We use a texting service to inform/remind parents of aspects of school life. You will also receive letters from the Parents' Association and the Governors from time to time.

Talking to your child's teacher is important, especially if you have any concerns you would like to discuss. Unless it is urgent, after school is best, or contact your child's class teacher to arrange a suitable time. You will also receive a termly Curriculum Overview leaflet, detailing work to be covered in the forthcoming term as well as notice of any special events.

There are consultation evenings in the autumn and spring terms when time is set aside for you to talk about your child's work, progress and well-being. An online booking system is used to book appointments. There is also an Open Evening in the summer term which is an opportunity to tour classrooms and discuss your child's annual report.

Helping out at school is a good way of becoming familiar with its day-to-day running and its atmosphere. It is also very much appreciated! If you can spare a little time on a regular basis to help with reading, art, craft, cookery or any other area, please let your child's teacher know.





## Our school in the community

### Parents' Association

**Bengeo Primary School Parents' Association** is a registered charity, whose aim is to raise funds by organising and running various events throughout the school year. We are fortunate to have a committed, resourceful parents' association. Funds are raised to provide equipment and materials over and above those provided by Hertfordshire County Council. The emphasis is on fun and many events include the whole family. The year's efforts culminate in the school fete, 'Bengeo Day' which involves the whole community.

As the parent or guardian of a child in the school you are automatically a member of this association. You will be invited to the Annual General Meeting when the new committee is elected, but all ideas, support and time are greatly appreciated.



## **Local links**

We encourage local links to develop the children's sense of involvement in the local community. These links include:

- regular fundraising events for school and for local or national charities
- close contact with the local police officer, who is often available to talk to children, parents and staff about community issues
- support from local businesses and organisations
- frequent use of our school site by various local community groups
- student placements from a range of organisations including the University of Hertfordshire, Ware College and local secondary schools.

## **Other Information**

### **The Governing Body**

The Governing Body consists of parents, teachers and appointees of the Local Authority and of East Herts District Council, together with four members co-opted from the local community. A full list of the current Governing Body is available on the School Website.

Governors serve for four years and are responsible for the effective management of the school. Minutes of the governors' meetings are on the parents' notice board, together with other current information and a copy of our latest OFSTED report action plan. You will often see our governors visiting school, at school meetings and attending school events.

### **Parking**

Our school car park is for staff and permit holders only. There are two designated disabled parking bays adjacent to the school. Parents must not drive into school to deliver or collect children unless they have received a special permit.

### **Charging for activities**

Charging for some school activities is necessary, particularly those which fall outside the National Curriculum such as school journeys and day visits, which most classes make during the year. However, if sufficient contributions are not received the activity may not go ahead. Our Charging Policy is available on the school website. Any parent who has problems regarding payments for trips etc can make an appointment to see the Head Teacher, who may be able to help.

### **Making a complaint**

A complaints procedure exists in all schools. If you have any concerns about your child's education or the School, you should talk to the class teacher in the first instance. In the rare event that the matter is not dealt with to your satisfaction, please approach the office for an appointment with the Key Stage Leader or head teacher. If the matter requires further investigation a formal complaint may be made to the Governing Body, they must then consider this carefully before deciding what action is needed. If the outcome is still unsatisfactory, you may appeal in writing to the Director of Education at County Hall.

Information about current legislation, the curriculum, governance of the school and other useful local information is available on the website, in the reception area or on the school notice boards.

### Working together

Our staff will act professionally at all times. In return it is our expectation that all children, parents and carers will be polite and courteous to staff.

### Secondary transfer

In Year 6 you will receive information from the Local Authority about all the secondary schools in the area explaining the secondary transfer system.

### And finally . . .

Thank you for taking the time to read this prospectus. Should you have any other questions about the school, please direct them to the Head Teacher who will be pleased to answer them when you visit.

