

“This is an excellent school.”

Ofsted report, July 2008

A Message from the Headteacher

Dear Parents, Carers and Friends,

Welcome to Ickleford Voluntary Controlled Church of England School. Ickleford School is a happy and purposeful place to be and a warm welcome awaits you and your child.

The present school was built in 1848 although the first record of a school in Ickleford was in 1839. The front of the school is a Grade 2 listed building and behind it are classrooms which were built in the 1960s and 1970s. We also have a heated outdoor swimming pool, and a conservation area.

We have over 200 children on the school roll. The school is small enough for each child to be known well by everyone, yet large enough to provide a wide range of educational experiences. We aim to enable each child to achieve to the best of his/her ability and to have a happy time in school.

Yours sincerely,

Sue Dury

Headteacher



The school aims:

- to provide a happy, secure and stimulating environment, which challenges and encourages each child to achieve to the best of his or her individual ability;
- to treat each child as an individual, taking into account varying needs and abilities, so that each achieves to his/her full potential;
- to provide a wide and balanced curriculum guided by the requirements of the National Curriculum, to which all have equal access, so that each child is equipped with the skills necessary for his/her future;
- to work alongside the child's family enabling us to provide the best education possible;
- to encourage self-confidence, self-discipline and independence of learning;
- to encourage each child to be respectful of others regardless of age, ability, race, creed or gender and to foster respect for his/her environment.

**Reception
children
enjoying
the sunshine**



Teaching Staff

Present members of the teaching staff are:

Mrs S Dury Headteacher

Mrs E Lovett Deputy Headteacher

Curriculum Stage	Class Teacher	Class Name	Class Size
Foundation Stage	Mrs C Worsley	Reception	30
Key Stage 1	Mr B Horgan	Year 1	30
	Mrs U Banbury	Year 2	30
Key Stage 2	Miss S Uphill	Year 3	30
	Mr G Martin	Year 4	30
	Mrs E Lovett	Year 5	30
	Mrs E Sansom	Year 6	29

Ms J Frost
Mrs S Wright
Mrs T Hargadon

Special Needs
Additional Teacher
French Teacher

Mr P Brunton
Mrs E Dobson
Miss T Gurum
Mr S Jenner
Mrs H King

Woodwind
Cello
Violin and Orchestra
Brass
Piano and Keyboard

School times

Morning School: 8.55 am - 12 o'clock

Morning Break: 10.35 am - 10.50 am

Afternoon School: 1.15 pm - 3.25 pm Infants

1.15 pm - 3.30 pm Juniors

Children may arrive at school at 8.45 (but no earlier) when playground supervision will be available.

Non-Teaching Staff

The successful running of a school depends on many people. We also have working at the school:

Mrs Chris Beaufoy	Teaching Assistant
Mrs Cora Fletcher	Teaching Assistant
Mrs Gale Hall	Teaching Assistant
Miss Sam Jones	Teaching Assistant
Mrs Debbie Kitchener	Teaching Assistant
Mrs Michele Manrique	Teaching Assistant
Mrs Kamaljit Parmar	Teaching Assistant
Mrs Alison Syme	Teaching Assistant
Mrs Sharon Watson	Teaching Assistant
Mrs Mary Grist	Secretary
Mrs Helen Smith	Admin Assistant - Finance
Mrs Sarah Kitching	Administrator
Mrs Bev Gibbins	Site Manager
Mrs Linda Bird	School Premises Assistant
Mrs Pauline Marshall	Senior Lunchtime Supervisor
Mrs Heather Collins	Lunchtime Supervisor
Mrs Julie Crosse	Lunchtime Supervisor
Mrs Zoe Lawrence	Lunchtime Supervisor
Mrs Sharon Watson	Lunchtime Supervisor
Mrs Gemma Wiegand	Lunchtime Supervisor
Mrs Ann Lawton	Road Crossing Patrol

**Year 3
making their
own pizza at
Pizza Express**



The Governing Body

The headteacher has responsibility for the day to day running of the school although it is the governing body which retains overall responsibility. The headteacher presents a termly report to the governors and consults them on a number of issues at the regular governors' meetings. There are also frequent committee meetings and meetings between the headteacher and the chairman.

The governing body is drawn from a number of sources, but all have the interests of the school in common. Since we are a Church of England Voluntary Controlled School, the incumbent is an ex-officio member of the governing body. Representatives of the Parochial Church Council and the Diocesan Board of Education are also members.

All elected governors are in the office for four years.

Members of the governing body are:

Chairman	Dr Miles Maxwell 17 Witter Avenue Ickleford SG5 3UF	(Community)
Vice Chairman	Rev Margaret Holford	(Diocesan Board of Education Foundation)
	Mrs Jane Canfer	(Community)
	Mr Matthew Crabtree	(Parent)
	Mr Carl Dinnen	(Parent)
	Mrs Rose Freeman	(Local Education Authority)
	Mrs Bev Gibbins	(Non-teaching Staff)
	Mrs Jude Ilott	(Parent)
	Mrs Vivien Kerr	(Diocesan Board of Education Foundation)
	Mr Philip Laws	(Parent)
	Mr Hugo Norton-Taylor	(Parent)
	Mrs Sue Dury	(Headteacher)
	Mrs Elaine Sansom	(Teacher)
	Dr Clare Tagg	(Community)
	Mrs Philippa Wood	(Diocesan Board of Education Foundation)
	Mrs Morag Appleton	Clerk to the Governors

Admissions

There are 30 places available each year in our Reception class, and the County Council controls our admission arrangements. Hertfordshire County Council sends out information in the academic year before a child is eligible for primary education (ie when the child is 3 or 4 years old). Parents give their preference for a primary school and may apply online, or fill in a form.

If we have more applications than there are places available, the County Council allocates places according to its published criteria. Prospective parents are welcome to make an appointment to visit the school.

Parents who have been refused a place for their child have a right of appeal to an independent panel. This is organised by the Clerk of Appeals, County Hall, Hertford SG13 8DF.

**Year 4 at the
Verulamium
Museum**



The Curriculum

The school teaches the National Curriculum subjects and R.E. The National Curriculum consists of English, Maths, Science, Design and Technology, History, Geography, Information and Communications Technology, Modern Foreign Language (French), Art, Music, Physical Education and PSHE (Personal, Social and Health Education). Much of our work is taught as individual subjects, although different subject areas often overlap. Our curriculum policies are available to view in the school entrance area.

French is taught in Years 3 to 6 by a visiting specialist teacher. We have specialist teachers for French, Music and Physical Education.

Throughout their time in school the children are assessed to ensure their teaching is planned appropriately. Parents are informed of their child's progress at Parent Consultation Evenings and in annual reports. At the end of Key Stage 1 (7 yrs) and Key Stage 2 (11 yrs), the children will be assessed by national tests and formal teacher assessment arrangements and the results will be given to parents.

We have a suite of thirty computers and we also have computers in the classrooms. We have wireless internet connections throughout the school and our internet access is provided by Hertfordshire County Council, which ensures that only appropriate sites can be accessed. Each classroom has an interactive whiteboard.

We have a library and the children in Key Stage 2 may borrow books.

A strings group playing at the school concert



Assemblies and R.E.

Religious Education is taught at the school, following the Herts Agreed Syllabus.

A whole school assembly takes place on four days each week. On Friday we hold separate Infant and Junior assemblies. The assembly usually includes a hymn and a prayer. Rev. Margaret Holford, curate at St Katharine's Church, Ickleford sometimes leads our assemblies, and we visit the church for festivals, such as Harvest and Christmas.

Parents have a right to withdraw their child from religious education and collective worship if they so wish; alternative provision would then be made.

Special Educational Needs

The progress of the children is constantly monitored by the class teacher and detailed records are kept. If the class teacher is concerned about any child, we have a qualified Special Educational Needs teacher who is able to give help and advice. In some cases an individual programme of work will be devised to help with the area of difficulty. The parents will be consulted and kept informed.

Outside agencies under the control of the Local Authority (LA), such as Special Needs Advisers or the Educational Psychologist, are available for us to consult. Parental permission is always sought before the Educational Psychologist assesses a child's needs and the parents are involved in the discussions which follow such assessments.

Concerns

The school aims to work closely with parents, and we hope that parents who have any concerns or anxieties will in the first instance raise these with the class teacher or the headteacher. We find that nearly all concerns or potential complaints can be resolved happily through discussion.

The governors of the school do have arrangements for considering complaints formally. For general complaints and matters to do with special educational needs they have adopted a policy which follows procedures recommended by the Hertfordshire County Council. You can obtain a copy of this from the school. There are, in addition, special arrangements for considering complaints about matters to do with the teaching of the national curriculum and about collective worship in the school. You can also obtain a copy of these arrangements from the school.

Parental Involvement

Many of the activities we provide, such as swimming and visits could not take place without the greatly valued support of our parents. If you feel that you are able to help out in the school please contact one of the staff.

The school has a flourishing Parent Teacher Association. There is an A.G.M. in the Autumn Term and the committee elected at the meeting organises a variety of fund-raising events. These are enjoyable social events, and the money raised enables us to improve the educational provision at the school

Homework

The children are given homework to speed their progress and reinforce work done in school. When your child first starts school the emphasis will be on reading, and your encouragement can make a tremendous difference to your child's progress if reading is seen as an enjoyable activity. As they get older, the children are also expected to learn spellings and multiplication tables, and by Year 6 homework is set most nights. If you ever need more information about what is expected, your child's teacher will be pleased to help.

**Looking for
water creatures
at College Lake**



Transport to and from School

We ask, for safety reasons, that you do not drive into the school grounds when bringing your children at the beginning of the school day or picking them up at the end of the day. We also ask you not to stop on the main road outside the school and to be considerate towards our neighbours when parking elsewhere.

The situation will be eased if people walk to school with their children whenever possible. Please use the school path rather than the driveway entrance.

There is a car park by the playground in Chambers Lane, where it is possible to park and then walk to school along a footpath away from traffic.

Day Visits and School Journeys

Visits to places of educational interest are regularly made to enrich the work being done in school. Recent visits have been made to Duxford, the Fitzwilliam Museum, a butterfly park and Hitchin British Schools. The local village area is also valuable when carrying out history and geography studies.

Year 5 and Year 6 children take part in residential school journeys. Year 5 pupils visit an Activity Centre, and Year 6 pupils visit the Isle of Wight.

If visits take place within school time we are not allowed to charge for such items as transport or admission fees. We are allowed to ask for contributions towards such costs. No child would be refused a place if a contribution was not offered, although we may have to cancel a trip if we do not receive sufficient contributions.

**Year 5 at the
PGL
Activity Centre**



Sex Education

It is the policy of the school's governing body that sex education is provided at the school. Throughout the school, opportunities will be taken to discuss relationships and animal or human reproduction, etc. when appropriate. In Years 5 and 6 all children will be given the opportunity to discuss the changes which are taking place or are about to take place in their bodies. A DVD is usually shown.

Parents will be given an opportunity to view the DVD before it is seen by the children. Parents have the right to withdraw their child from all or part of the sex education provided.

The full sex education policy is available to be seen at school.

Health

The School Nurse frequently visits the school and there are occasional visits from other health professionals.

Printing in Year 1



Organisation of teaching

After admission into the reception class, each group moves through the school in age-based classes. Each class has its own teacher and its own room for the year.

Each class teacher takes responsibility for planning the children's work for the year in line with the school's policies and schemes of work. Most of the teaching will be done by the class teacher but sometimes other teachers are involved.

All teachers employ a variety of methods; children may work individually, in groups or as a class. Extra help is provided where needed and extension work is given to exceptionally able children. Each class also has at least one teaching assistant to support the children.

The teachers forecast their work weekly and termly. Each term, parents will receive a summary of the work to be covered.

Sport

The children at Ickleford School are encouraged to be fit and active. As their skills develop they are able to take part in a wide range of sports. Netball and football skills are practised during lesson times and there are also after school clubs. The school teams regularly play in rallies and matches with other local schools. We have sports coaches to take games lessons with the children and the teachers take the gymnastics and dance lessons.

In the summer term the school's own outdoor heated swimming pool is used as much as possible. With regular practice most children become confident swimmers, and the Y6 children have swimming lessons at Hitchin pool for one term to enable them to obtain more advanced qualifications.

Rounders and athletics are popular in the summer. The older children work towards athletics badges and we have Sports Day, when the House teams compete for the Peckham cup.

The school field has a football pitch marked out in the winter and an athletics track and rounders markings in the summer. There is also a netball court on the playground. The time allocated to sport varies according to the weather, the time of year and the age of the child, but averages two hours a week.

Music

Music plays an important part in the life of Ickleford School. Composition, performance and appraisal of music are taught during lessons, and instrumental tuition is available on the piano, keyboard, violin, cello, woodwind and brass. The choir, orchestra, and recorder clubs meet at lunchtime, and the choir has sung in the Royal Albert Hall on several occasions, including the BBC Blue Peter Proms.

Visits are arranged to concerts and the Royal Ballet, and musical groups visit the school.

The children had a 'round the world' trip on World Languages day



Clubs

Many extra-curricular activities take place during the lunch hour and after school. In addition to the clubs mentioned in the two sections above, there are clubs for art, drama and computer work. French Club is run by a visiting graduate of French.

Discipline

The children are expected to behave in a manner which is sensible, safe and considerate towards others. They are encouraged to develop self-discipline in a positive climate where good behaviour is acknowledged and praised.

Most disciplinary points are dealt with by the class teacher or the lunchtime supervisors as and when they arise. Occasionally the headteacher or deputy-headteacher is involved. If there is a serious problem with bad behaviour the parents of the child will be informed and possibly asked to come into school to discuss the matter. In extreme cases the governing body will be involved.

Bullying will not be tolerated and we seek the co-operation of children, parents and staff in the early detection and reporting of bullying. Parents are welcome to approach a teacher or the headteacher if they have any concerns.

Our Behaviour Policy may be viewed in the school.

Trying a little Chinese writing



Charging Policy

Following the 1988 Education Reform Act, the circumstances under which we can levy charges are strictly laid down. Our charging policy is mentioned under the section on Day Visits and School Journeys. A more detailed explanation is available at school.

The governing body's policy states that charges will not be made for small items of technology or cookery. We do, however, welcome contributions which help us with the often considerable costs involved. Large items can be charged for, although parental permission will be sought before they are made.

Absences and Taking Holidays

Please notify the school of **every** absence your child has, either by a 'phone call or a written note **on the first day of absence**. If we do not receive a valid reason the absence has to be recorded as unauthorised.

Lateness after registration (i.e. 8.55 am or 1.15 pm) without a note or 'phone call is recorded.

We strongly urge parents to avoid taking holidays during term time. Holiday absence will not be authorised unless the circumstances are exceptional.

Ofsted inspectors asked us to *“highlight the detrimental effects of parents taking their children on holiday during term time*

National Assessment tests take place in Y2 and Y6. Please check the dates with the school before booking a holiday for children in these year groups.

Medical

Please let the school know if your child suffers from any medical problems (especially asthma) which might affect his/her schooling. We would particularly ask you to inform us of any allergies your child might have. If any pills, lotions or medicines need to be administered in the daytime we would prefer you to come into school to do this. If this is impossible please fill in a consent form in the office and send in a single dose each day with the child's name and when the medicine should be administered. We will try to ensure that it is taken at the right time.

Occasionally children are ill at school. Most minor problems, such as grazes, are dealt with at school, although on occasions it may be necessary to consult parents. For this reason it is crucial that you keep us informed of any change in your daytime contact numbers.

In cases of extreme urgency an ambulance may be called before parents are contacted. If parents cannot be contacted the headteacher or the teacher-in-charge will make decisions in what is considered to be the best interests of the child.

If your child has been sick or has had diarrhoea please allow 24 hours clear of symptoms before sending him/her back to school.

School Meals

School meals are freshly cooked on the premises and we can cater for almost any diet.



Trying out robots designed during a ‘Robotics’ workshop

Visits to School

Visitors to school to see it in action are always welcome. Should you wish to visit the school please contact either the headteacher or the school secretary for an appointment.

New Reception children will be invited to come into school with their parents at the end of the term before they are due to start school. This will give them a chance to meet the other children in the class, to see the class routine and to stay for a school meal.

Child Protection

Schools have a clear responsibility to ensure that they work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within the school, or a child or adult reports a situation involving possible abuse, we would not be able to guarantee confidentiality. It is possible that these concerns would have to be referred to Social Services. This is in line with Government and Hertfordshire policy.

Personal Property

Please ensure that all personal property has your child's name clearly marked on it.

Only small stud earrings are allowed in school, no other type of jewellery. Watches may be worn; however the school cannot accept responsibility if the watch is lost or damaged.

Uniform

The school uniform is red, white and grey and may be bought from any retailer. A comprehensive list of items can be found on the next page. School sweatshirts, cardigans, P.E. kit, caps and book bags are available from the school office.

Please name your child's clothing.



May Dancing

Uniform List

Girls

Red school sweatshirt or cardigan – available from school
Red/white checked gingham dress
Grey tunic or skirt - or - grey or black tailored, straight trousers - no leggings or jeans
White blouse - or - white polo shirt
Sensible outdoor shoes - dark colour
Dark shoes or sandals to be worn indoors – eg black plimsolls

Boys

Red school sweatshirt – available from school
Short or long grey or black trousers - no jeans
White shirt - or - white polo shirt
Sensible outdoor shoes - dark colour
Dark shoes or sandals to be worn indoors – eg black plimsolls

P.E.

Girls and Boys

Red shorts, white T-shirt and socks for indoor PE. A white T-shirt with the school logo, red shorts and a drawstring bag are available from the school office.
Tracksuit trousers and tracksuit jacket plus trainers for outdoor games,

Art

Apron/overall or old shirt for messy tasks

All items need to be named

**Clearing the
Reception class
play area!**



Term Dates

Autumn Term 2011

Term begins:	Monday 5 September
Inset Day:	Monday 19 September
Half-Term:	Monday 24 – Friday 28 October
Occasional Day:	Monday 28 November
Term ends:	Friday 16 December

Spring Term 2012

Term begins:	Wednesday 4 January
Half-Term:	Monday 13 – Friday 17 February
Term ends:	Friday 30 March

Summer Term 2012

Term begins:	Tuesday 17 April
Bank Holiday:	Monday 7 May
Half-Term:	Monday 4 – Friday 8 June
Term ends:	Friday 20 July

Information

A range of documents is held in school which parents may wish to see. These include curriculum schemes and policies and our Ofsted Inspection report. These can be seen by arrangement with the headteacher.

Playing a game of ‘duck, duck, goose’ on the school field

