

WELCOME TO DEBDEN



DEBDEN C of E PRIMARY ACADEMY

High Street, Debden, Saffron Walden, Essex CB11 3LE

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WELCOME

Our Mission Statement:

Together we value, inspire and prepare your child for their future within a happy, caring Christian community. We feel these three words sum up our vision for the school:

ASPIRE – ACHIEVE – VALUE

Welcome to Debden Church of England Primary Academy. I believe that your child should be VALUED as an individual and nurtured in a fun and inspiring way. We ASPIRE to give your child an outstanding well rounded education with a firm basis of reading, writing and maths to prepare them for the future. We believe that ALL children should ACHIEVE the best they can be. I believe childhood memories are made at primary school and we want to create these together. I am exceptionally proud to be Headteacher at this wonderful school, where we all have high expectations of what we can all achieve.

Please come and have a look around our warm and friendly school to find out what we can offer you and your child.

Mrs Louise Gurney - Headteacher

Who's who?

Headteacher:	Mrs Louise Gurney
Deputy teacher:	Mrs Jo Fradd
Teaching Staff:	Miss Hayley Green
	Mrs Lisa Murrell
	Mrs Rachel Hood
	Mr Jack Shelton
	Miss Maria Harding
	Mrs Rebekah Auty
Learning Support Assistants:	Mrs Sarah Cameron
	Mrs Maureen Hare
	Mrs Julia Magness
	Mrs Sally Dale
	Mrs Kathy Dixon
	Mrs Sarah Clarke
	Mrs Sarah Wilkinson
	Mrs Joy Wheeler
	Mrs Helen Scott
	Mrs Laura Woodman
Office Manager:	Mrs Sharon Dyster
Office Administrators:	Mrs Jo Arundell
	Mrs Sally Dale
Chair of Governors:	Mrs Linda Stephenson

THE SCHOOL

Debden Church of England Primary School was built in 1852 to serve the beautiful village of Debden. In 1978, a modern extension was built to harmonise with the original scheduled building. The school has an adjacent playing field backing on to farm land. This provides a stimulating environment, the appreciation of which we seek to encourage. The school serves children who are drawn from families in Debden, its surrounding villages and from Carver Barracks.

The school has undergone an extensive building programme which has given the school a new hall and two much needed classrooms.

ADMISSION ARRANGEMENTS

Children who will be five during the start of the academic year can be admitted on a full time basis.

Children and parents have the opportunity for 4 stay 'n' play sessions during the summer term.

Children from Carver Barracks attending full-time may be entitled to free transport.

Applications should be received by 31 March for entry for the following September.

THE SCHOOL CURRICULUM

Debden Academy offers an exciting opportunity for your child.

The aims of the school are to provide a happy, interesting and stimulating environment in which your child can learn, mature and share in the life of the school and the community. We believe primary education is laying the foundations for secondary school and your child's future.

The focus of the curriculum follows the statutory guidelines of Literacy, Maths and Science. Technology, History, Geography, Music, Art and Physical Education, Information Communication Technology and Religious Education completes the curriculum. Particular emphasis is placed on basic literacy and mathematical skills. French is offered to Key Stage 2 (Years 3, 4, 5 and 6). There are opportunities for children to have instrumental tuition for which full tuition fees are paid in advance.



Laptops are available for your child to use. Newly bought iPads are also a very interesting and stimulating resource for your child to use.

We strongly recommend you visit our website www.debden.essex.sch.uk to share some of the exciting things we have been learning about.

Children work in groups, as a class, or independently, as appropriate. Practical activities are used to introduce new skills, which are then applied in a variety of challenging situations.

Carefully chosen topics are designed to appeal to children and to bring in to play the full range of National Curriculum subjects, along with other subjects of interest. In this respect, Debden village and its surrounding countryside provide a unique educational resource.

Children are encouraged to observe and record their individual responses in a neat, organised, and articulate manner, using a variety of techniques. The school lays particular stress on such independent methods of working. In this way, children of widely differing abilities learn to work together and contribute according to their ability.

Knowledge of the human body and how it develops is included in the curriculum. A sex education programme is provided for Year 6 pupils.

As well as administering Standard Assessment Tasks (SATs), the school gives particular attention to the continuous evaluation and assessment of every pupil's development. Comprehensive records have been developed to enable parents to keep fully in touch with their children's progress and achievements. This system of assessment ensures continuity between classes and schools.



As a Church of England school, our aim is to recognise and teach Christian traditions and links with Debden Parish Church are strong. It is also important that children are made aware of the multi-cultural society of which they are part and thus have some knowledge of other faiths. This is achieved through visiting speakers, relevant artefacts and literature.

Personal, social and educational development is fostered through the planned curriculum and the school community. Throughout the school there is a clear code of practice, promoting values of honesty, tolerance and consideration for others.

It is hoped that these aims will ensure the provision of a broad and balanced education, upon which your child will flourish and realise their

full potential enabling them to become confident and responsible citizens of the future.

PROVISION FOR SPECIAL EDUCATIONAL NEEDS

The school operates an effective and caring system for identifying and monitoring the needs of all pupils in line with the new code of practice for schools. Those with special needs, either because they are academically more able or have specific physical or mental disabilities, are particularly targeted. Extra tuition is provided wherever possible and parental involvement is actively encouraged.

Where necessary individual learning programmes are developed and supported by learning support assistants in or out of the class as appropriate.

SAFEGUARDING

The role of the school in this area is like that of any good, caring parent. We will protect each child from harm by making use of the expertise of staff or outside bodies.

Our school is committed to the health, safety and wellbeing of all its pupils and we have statutory duties relating to child protection. If there is cause for concern, we may have to consult with other agencies even before we contact parents or carers. Should this be necessary, be assured that any concerns we have about a child are only discussed within a professional framework and are treated entirely confidentially. The procedures we have to follow have been laid down by the Essex Area Child Protection Committee. If you would like to know more about the school's role in child protection, or to see our child protection policy, please speak to the Headteacher.



SPORTING AIMS

The aim of Physical Education is to prepare children to become fit and healthy through participation in an active lifestyle. The Physical Education curriculum includes individual and team activities, taught at a level appropriate to the needs and capabilities of the pupils.



The school provides a wide range of sporting activities to promote health and fitness. We have a sports coach who specialises in sports who come to teach the children PE. We also offer swimming from Year 1 to Year 4, so that by the time they leave Debden Academy children are competent swimmers.

There is additional input from a hockey coach. The school participates in many local sporting tournaments.



EARLY YEARS

At Debden Academy, we passionately believe that Early Years education is the basis for your child's future achievements. We believe in an open door policy and partnership between school and parents.

We are proud and delighted to offer "Forest Schools" to our Early Years class, as well as offering it throughout the school to make the most of our beautiful surroundings.



Each child is offered an introduction to all areas of the curriculum with space to develop their own ideas and skills using play and investigation as a basis for activities.

Emphasis is put on developing:

- Reading, phonic and spelling patterns and developing the child as a writer.
- Early mathematical concepts of length, weight and time. Practical activities introduce the child to shape, money and number work.
- Scientific, technological, artistic, musical and physical skills.

The class teachers work collaboratively to promote the full potential of each child, developing their social and emotional selves in a happy, secure atmosphere echoed throughout the school.

SCHOOL ORGANISATION

Pupils are organised in to classes depending on a number of factors. Classes are sometimes mixed by ability. Teaching follows the guidelines of the National Curriculum.

School sessions are as follows:

Morning 8.45am- 12pm Afternoon 1pm- 3pm

We do not expect pupils to be in school before 8.30am

Pupils are expected to be outside at breaks and lunchtimes, unless the weather is unsuitable, and should be adequately clothed for this. At break times we expect those children who bring in a snack to only have a piece of fruit. In promoting healthy eating we do not allow sweets, biscuits or crisps.

SCHOOL ENTRANCE

Entrance to the school is by the black gates at the front of the building and along the path to the west (right) of the school, which leads to the playground at the rear of the school. For safety reasons, children

should not congregate at the front of the building before school starts. Parents should also meet their children there at the end of the day.

The visitors' entrance is by the school office to the left of the school building. All visitors should report to the school office and sign the visitors book. The out-of-bounds area is marked by fences and gates around the school perimeter and by the entrance to the west pathway. We also ask parents **not to park on the yellow lines** outside the school at any time but to use the parking facilities at the village hall.

CLASS ORGANISATION

Termly or ½ termly letters are sent out to parents advising what your child will be covering. There will also be a reading folder which will contain your child's reading book and reading diary, which you are encouraged to write in daily. With regard to reading books; there is more than one scheme used within school and your child will be given the most appropriate book for their ability and interest.

We would ask you to read with them as part of their homework and to add your comments in the book provided.

SCHOOL UNIFORM

The wearing of school uniform is **strongly encouraged**. School uniform is as follows:

BOYS

GIRLS

Grey trousers (shorts in warm weather)

White shirt or polo shirt

Grey or red jumper/cardigan/sweatshirt

Grey or white socks

Sensible black footwear

Grey skirt or pinafore (red + white checked or striped dress in warm weather)

White or red blouse or polo shirt

Grey or red jumper/cardigan/sweatshirt

Grey or white socks

Sensible black footwear

FOR PE

Red/Black shorts

White T-Shirt

Grey or white socks

Plimsolls or trainers

(to be kept in school in named draw-string bag or similar)

For reasons of safety, the wearing of jewellery is not allowed and must be removed during PE lessons and sports clubs.

We request that all clothing is named. This can be ordered and purchased in-store or online from Gray Palmer in Saffron Walden:

01799 522159

www.graypalmer.co.uk

It is important that the children wear strong, supportive footwear and use trainers only for PE. Sandals or footwear without toes do not give adequate support and should be discouraged.



SCHOOL RESOURCES

Learning Support Assistants

Classes are targeted with valuable extra support provided by Learning Support Assistants who promote the school's positive ethos.

Resources for learning

The school has a well stocked, up-to-date library. Each class has its own reading library where books are appropriately matched to the childrens' abilities.



Each class has access to laptops which are used to develop keyboard skills, word processing, data handling and art and design concepts. The computing curriculum is also taught discreetly.

Kitchen

We are exceptionally lucky to have a designated area dedicated to cooking, which may also be used for other curriculum areas.



ABSENCE

If your child is absent from school, some form of communication, either in person, in writing or by telephone, is required. If a child is not in school by 10am and if we have not heard why we will contact you by telephone.

Unauthorised absences from Debden Academy have been rare and we should like to maintain this good record. If there are requests for holidays, these will be unauthorised. A form needs to be completed – the headteacher may request a meeting to talk about what your child

will be missing. In exceptional circumstances, days off *may* be authorised.

We encourage medical appointments to be made out of school of hours where possible. If your child is absence due to a medical appointments for more than half a day, a leave of absence form must be completed.

If a child is late, or attends an appointment during school hours, they must report to the office on leaving and returning to school.

LUNCHES

Children may bring packed lunches or they may have a hot school meal which is provided daily at a cost of £2.30. School lunches can be ordered with payment on the first day of each week, or paid for termly or half-termly.

SCHOOL PAYMENTS

Debden Academy is a cashless school. Payments can be made via our online payment system, as well as by cheque made payable to “Debden C of E Primary Academy”.

HOMEWORK

Homework for KS1 children will largely consist of regular reading, number practice (such as times tables) phonics work - if applicable, understanding of books and widening their learning experiences.

As they progress through the school the homework gradually increases and *may* also involve maths activities, science assignments, finding information for topics or more formal written tasks.

The time for homework is roughly:

Years 1 & 2	1 hour per week
Years 3 & 4	1½ hours per week
Years 5 & 6	2–2½ hours per week

We operate a home/school liaison policy and as part of this encourage parents to comment appropriately on their child's homework.

EXTRACURRICULAR ACTIVITIES

Debden Academy has an extensive programme of extracurricular activities open to all children. These range from Lego club, to sports, orchestra and art. These are held either at lunchtime or straight after school and usually end by 4.05pm. For sports events children may wear their own kit and a warm tracksuit is often required.

Some clubs, which teachers run, are free. Others, that are run by external agencies are paid for via the School Office or privately.



LIAISON

Primary/Secondary

The school regularly participates in local activities. Effective curricular and pastoral links have been made by staff with the local secondary schools, encouraging progression and continuity between phases.

Pre-schools

We operate an inclusive transition from pre-school to “big school”. We believe that if your child is happy and settled, then the learning process

can begin. Therefore, our Early Years team visit all pre-schools as well as the stay 'n' play sessions offered at school, once primary places have been confirmed. The team will also make home visits at the beginning of term.

Community

The school is involved in many activities connected with the village and church and pupils take part in family services. The community is invited to special events, services and assemblies throughout the year. We also have proud links with Tang Ting, which Debden village is paired with.

SWIMMING

Swimming is offered on a regular basis at the Lord Butler Leisure Centre at Saffron Walden, supervised by a qualified instructor from Year 1 to Year 4.

A voluntary contribution is requested, payable termly or half-termly to cover costs.

SCHOOL VISITS

There are regular school visits to places of interest and importance during the school year. Parents are informed in writing of all school visits that require transport. Parents are welcome to accompany us. If parents are using their own vehicles to transport children they should check that they are adequately insured and provide restrained seats.

Voluntary contributions from parents are encouraged, otherwise some trips may have to be cancelled.

Local walks are a frequent extension of classroom work. They often take place at short notice and therefore no parental approval is sought for these.

An annual residential trip is organised for Year 6.

PASTORAL CARE AND DISCIPLINE

We encourage good behaviour - in line with our behaviour policy. Parents and pupils are aware of the School Code of Conduct and Classroom and Playground Expectations. Each parent will receive in this prospectus a home/school agreement which we would ask parents to read, sign and return to school. Should serious matters of discipline arise, parents are consulted immediately.



We have two specific rules that we feel encompass good behaviour; work hard, be kind, and we do encourage children to behave in a responsible and caring way towards each other and each other's property. We ask that dangerous items should not be brought into school.

SMOKING

The school building is a no-smoking zone. We ask parents and visitors to respect this at all times.

PERSONAL BELONGINGS

Personal playthings such as toy cars, balls and dolls should only be brought to school with the permission of a member of the teaching staff.

The staff cannot accept responsibility for loss or damage to personal possessions brought into school by the children.

COMPLAINTS

We are proud of our strong relationships we have with our parents/carers. Every effort is made to resolve complaints within the school. When this fails, the complaints procedure should be invoked. A copy of this procedure is available for consultation on the school website

MEDICINE

The school keeps a register of those children who are asthmatic. If children require antibiotics or other medicines, parents must either come to school to administer these themselves or complete a form authorising staff to administer these. First aid is always available. Parents will be informed of any serious accident. Parents are requested to inform the Headteacher in writing of any change in their child's medical status.

HEALTH

The school nurse and dentist visit regularly to conduct medical examinations with the permission and/or in the presence of parents. The school nurse arranges health interviews as required.

PARENT VISITS

Debden Primary Academy operates an open school policy. Thus, parents who wish to visit the school are welcome. They should make

an appointment through the Office Manager. Parents are entitled to inspect the school's curriculum documents, schemes of work, details of complaints procedures, school policies and pupil records. All of these documents are available for consultation on the school website

Pupils are encouraged to visit the school with their parents in the half-term before they are admitted. Parents are also encouraged to attend events such as sharing assemblies etc.

PARENT EVENINGS

Parents are invited to visit the school to meet their child's class teacher on at least two occasions during the academic year. More general meetings and workshops on specific topics are also arranged. In addition, parents are welcome to visit the school during the day to see the school at work and help in class activities. We are always looking for volunteers to come and hear readers.

A class assembly every year provides parents with an opportunity to see work completed by the children and share in their achievements.

FRIENDS OF DEBDEN SCHOOL (FODS)



This association brings together parents, governors, staff and the local community. All parents are automatically members of FODS.

FODS activities are organised by a committee. Activities include fund-raising events for the benefit of the school, social functions and educational meetings. A copy of the FODS constitution is held in the school office and is available for consultation there. Families are encouraged to attend as many events as possible as it does give people an opportunity to meet others in a sociable setting as well as raising funds.

The A.G.M. is held each year during the first half of the Autumn Term. The FODS committee is elected at this meeting and all parents are warmly invited to attend.

THE GOVERNING BODY

The members of the Governing body come from a variety of backgrounds.

The role of the Governors is to work closely with the school staff and the Local Education Authority to set the aims and determine the character of the school. They appoint staff, oversee the delivery of the National Curriculum, manage the school's budget and develop links with the local community.

The present Governors are:

Mrs Linda Stephenson	Chair
Mr Damien Carlier	General Member
VACANCY	General Member
Mrs Melissa Challinor	General Member
VACANCY	Foundation
Mr John Saxon	Foundation Incumbent
Mr Andrew Armour	Parent
Mrs Joanna Grandfield	Parent

Mrs Joanne Fradd

Staff

Mrs Louise Gurney

Headteacher

Mrs Sarah Mitchell

Executive Headteacher

SCHOOL INSPECTIONS

We are proud to be a multi-academy trust with Great Chesterford CE Primary Academy; our trust is the Great Oak Multi-Academy Trust.

Debden Primary Academy was inspected by the local authority in November 2016, where it was said we were GOOD.

HOME-SCHOOL AGREEMENT

Parents are asked to read, sign and return the Home School Agreement. This is to try and involve parents as fully as possible. We see this as just one part of the life of Debden Academy and would emphasise that contact with parents is something we hold as a high priority.

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Name of pupil/s _____ in Class _____

HOME SCHOOL AGREEMENTS

The School's Responsibilities

At Debden C of E Primary Academy we will endeavour to; -

- Provide a secure, stimulating, caring and enjoyable environment to aid learning.
- Keep you regularly informed about school life and, in particular, your child's progress.
- Inform you, at the earliest opportunity, of any concerns we may have regarding your child's progress or behaviour.
- Respond appropriately to reasonable concerns or worries.
- Involve children in the understanding of their roles and responsibilities.
- Arrange appropriate educational visits to enhance each child's learning.
- Inform parents about activities and events that are taking place in school.
- Discuss with children their roles and responsibilities.
- Support parents and children in ensuring good behaviour.

Signed

LK Gurney

Headteacher

As parents we will endeavour to:

- Take an active interest in all aspects of my children's education.
- Support the aims, values and Christian ethos of the school.
- Inform the school about circumstances that may affect my child's progress or well-being.
- Keep my child at home when they are ill.

- Support my child with his/her homework.
- Respect the professional judgement of the teaching staff.
- Avoid taking my child out of school in term time, if at all possible.
- Discuss with children their roles and responsibilities.

Signed _____ Parents/Carers

Date _____

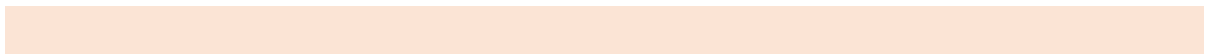
Would you please sign and return this slip once you have read the Prospectus.

I have read and agree to abide by the conditions set out in the Debden School Prospectus

Name: _____

Signed: _____

Date: _____



YEAR 7 SECONDARY TRANSFERS

We are exceptionally proud to give our children the foundations on which they build their futures on.

These are the secondary schools our children transferred to last year:

Saffron Walden County High School	2
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St Mary's	1
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Herts & Essex	2
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Joyce Franklin Academy	9
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