

Aycliffe Drive Primary School



School Information Booklet

Welcome to Aycliffe Drive

Contact Us

By letter:

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Key Contacts

Headteacher-Mrs Maria Green

Assistant Headteachers-Mrs
Shauna Eyles and Mr Hardip
Channa

INCo-Miss Katie Fitzsimmons

SENCo—Mrs Diane Major

Attendance Leader- Miss Tracey
Robson

Pastoral Support-Mrs Tracey Cain

Chair of Governors-Mrs Pam
Gent



Welcome to the Aycliffe Drive Primary School Brochure which is designed to provide information for parents and other interested parties who wish to get a real feel for our family orientated school.

There are a great many reasons why Aycliffe Drive is such a special place in which your child can learn and grow. Firstly, there are our hard working pupils who were given a good judgement by Ofsted in May 2017 for attitudes to learning and behaviour. Our children thrive during their time at our school and leave in Year 6 having made excellent progress and in most years, achieving SATS results well above national average.

I am very proud to lead such a dedicated and loyal team of teachers and support staff who work tirelessly to make our pupils' time at Aycliffe Drive happy, memorable and productive. The very low mobility among staff contributes towards the consistent ethos of high expectations in a warm and supportive environment that is a key feature of our school.

The stunning learning environments in all of our classrooms and outdoor areas are praised by visitors and the Local Authority had graded many areas including the Foundation Stage and Forest School as excellent settings.

We are extremely proud of our school and strive to ensure continuous improvements in the building and environment. In 2017-18 we have had extensive building projects resulting in a new roof, fascia and heating. New windows will be installed very soon.

Our highly skilled staff work very hard to provide an innovative, creative and imaginative curriculum which provides the potential for all children to achieve their very best and the very best is what we expect at Aycliffe Drive.

We are as always very happy to welcome visitors to our school.

Mrs Maria Green

Head Teacher



Our Aims

- To ensure that children are confident, happy and secure at all times. We aim to provide children with a happy and safe learning environment in which everyone is treated with kindness and respect. We hope that every child will leave Aycliffe Drive School having reached his/her full potential, both as a scholar and an individual.
- We are committed to ensuring that the same opportunities are provided for every child in our school regardless of gender, ethnicity, cultural and social background, religious beliefs, ability or disability.
- Individual achievements are valued and contribute to the breadth and balance of our curriculum. Opportunities to promote the Foundation subjects, performing arts, languages and sport are pursued. Pupils who have talents in any of these areas are encouraged and many of our clubs aim to develop talent.
- We will do everything to ensure that when your child leaves us, usually at 11+, he/she can read fluently with understanding and enjoyment, write well in all basic subjects, and correctly spell all basic words and converse confidently with others. We hope that your child understands and has confidence in the use of Mathematics and that he/she has gained knowledge and skills across the range of curriculum subjects.



Aycliffe Drive Nursery and Pre-School

We have a Nursery with an intake of 45 every September. This number is split into two which creates the Nursery AM and Nursery PM classes. Nursery AM class starts at 8.30am and finishes 11.30am. Nursery PM starts at 12.30pm until 3.30pm. Children between the ages of 3 and 4 get 15 funded hours a week. We are also able to provide places for children with 30 hours funding. We also have a Pre-School on our site which is for younger or the same aged children. For more information please call the school number and follow the instructions to talk to someone in either the Nursery or Pre-School.



Forest School and Outdoor Learning

We have a very dedicated full time Forest School teacher, Miss Irving who gets children from all years involved with working and learning outside. Miss Irving uses the children's curriculum while outside for the children to learn in a different environment. We have an outside classroom which is used to tell stories and the lesson plan for the session. The Forest School area is also an opportunity for the children to have fun as well as learn. Pupils in the older years are able to study history, geography and science in the outdoor areas. The children also get to make hot chocolate



Safety in school and Safeguarding

Your child's safety is our main priority.

- We have an automated gate system, so all visitors, deliveries, etc, have to go through the school office. Our office staff are able to see who is wanting to get into the school and talk to them before allowing anyone entrance.
- We have a two meter high fence between the school playing field and the park.
- The area in front of the main entrance is landscaped and gates and pedestrian railings separate the path from car park.
- Children are never left on their own without supervision.
- We always try to have a close relationship between staff and parents.
- Photos of children will be taken during school time for work purposes and will only be put on the school website if the faces are not clear.
- All staff attend a Safeguarding course every two years and are First Aid trained every three years.

School Complaint Procedure

If parents have an issue, concern or possible complaint, the first step is to arrange a meeting with the office to see the class teacher. We find most issues raised are resolved by these meetings. However, if a parent does not feel the issue has been resolved a meeting with the Headteacher will be arranged. If parents are still unhappy and would like to take the complaint further, they would need to contact the chair of Governors. The chair must only be contacted if parents have followed the steps before hand. Please see the full Complaint Procedure Policy on our website.



Year 5 and 6 Lunchtime Jobs

All year 5 and 6 pupils are considered to be leaders. They wear badges that identify their role in the school. As leaders they represent the school and learn important life skills e.g. team work, taking initiative, making decisions and helping others. Year 6 pupils are also Buddy Leaders. This involves working with a group of pupils from each year group (one child per year group) to do activities such as Christmas Crafts, sponsored walk, etc.



Medicine in School

If a child goes to the doctors and receives a prescription, we are only allowed to administer o the child if it is needed four or more times a day. It has to have a printed sticker with the child's name on and date and it has been prescribed. You must bring the medicine in the original packaging to the school office and complete a Med 1 form.

If the medicine is only three times a day or non prescribed but you would like your child to have it while at school, you are welcome to come to the school at break or lunch time to give to your child yourself.

Parents of children who require an inhaler should also come to the school office to fill in a Med 1 form. The inhalers are kept in the child's class at all times.

School Dinners

We offer school dinners throughout the school. The menu has a 3 week rota system and has 3 choices a day: red (hot meal), green (vegetarian) or yellow (school packed lunch). A new menu is sent out twice a year, in Autumn/Spring and Summer/Autumn, for you to sit down with your child and choose what he/she would like for dinner for the next term. Once you have completed the form you need to return it to the school office.

From September 2014 all children in Foundation and KS1 are entitled for free school meals (UFSM). Parents who are in receipt of certain benefits can apply for Free School Meals for their children in KS1 and KS2. For more information please contact the school office. If you are not entitled to Free School Meals and are in KS2 there will be a charge (all school meals should be paid for in advance at the start of every week, if you do not pay on time you will be asked to provide your child with a home packed lunch.)

If your child does not want a school dinner you can provide them with a home packed lunch.

Admissions

Nursery Admissions

Parents need to apply directly to us for a place in Nursery for the following September. Application forms will be available from the school office, Nursery and Pre-School at the start of the Spring term. Open mornings will be arranged to give parents the opportunity to visit the Nursery and ask any questions they may have. All 3 and 4 year olds are entitled to 15 hours free childcare, however we do offer 30 free hours childcare to children who are eligible. C

Children will be split into two classes; Nursery AM and Nursery PM. Nursery AM starts at 8.30am and finishes at 11.30am. Nursery PM starts at 12.30pm and finishes at 3.30pm. Children who attend for 30 hours will start at 8.30am and finish at 3.30pm.

All other Admissions

The rest of our Admissions go through the Hertfordshire County Council Admissions team. Parents with children due to start Reception in September will receive information about applying for a school place before the applications process open. Applications can be made online at www.hertfordshire.gov.uk/ or you can contact the team on 0300 1234 043. In-Year applications can be made at any time during the school year, through the Admissions team. If we are full in the year you are applying for, you will be put on the continuing interest list until a space become available.



School Class Organisation

We are a one and a half form entry school. This means we have one and a half classes of each year group. The half classes are mixed with the children in a similar year group e.g. years 1 and 2, 3 and 4, 5 and 6. Our admission number for each year group is 45.



Key Stage	Classes	Pupil age
Foundation Stage	Nursery	3-4
	Reception	4-5
Key Stage 1	Birch (Year 1)	5-6
	Sycamore (Year 1 and 2)	5-6 / 6-7
	Chestnut (Year 2)	6-7
Key Stage 2	Laurel (Year 3)	7-8
	Willow (Year 3 and 4)	7-8 / 8-9
	Hawthorn (Year 4)	8-9
	Maple (Year 5)	9-10
	Oak (Year 5 and 6)	9-10 / 10-11
	Redwood (Year 6)	10-11

Organisation of School day

1. School office opens from 8.30a.m.
2. Children are expected to be at school at 8.45 when they line up in their classes and are taken in by the teacher.
3. School starts promptly at 8.50am
4. If your child is late, they must come through the school office. (After 9.00a.m.) School gates will lock at 9.00am, if you need to get into school after this time you will need to buzz the school office.
5. Break time is at 10.30a.m. for 15 minutes.
6. Lunch time starts at 11.45p.m for Nursery (30 hours children) and Reception. KS1 start lunch at 12.00p.m and KS2 start at 12.15pm. Lunch finishes at 1.10p.m.
7. School finishes at 3.15p.m when you will need to pick your child up from their classroom doors. If someone else is collecting your child please let the office know by 3.00p.m.
8. School office closes at 4.00p.m.

It is very important if your child is unable to attend school to ring the school office and leave a message and send a note in with your child when they return to school.



Uniform

Aycliffe Drive is proud of its identity. Children wear the uniform when they start the Reception class through to year 6. We encourage the wearing of the uniform or at least the colours in the Nursery. Our school uniform consists of:

White shirt/blouse or red/white polo top
Grey/black trousers or skirt
Red sweatshirt or cardigan
Tie for children in KS2

In addition for summer:
Red checked/striped dress
Grey/black shorts

PE Kit

Black Shorts
White top

Sweatshirts, cardigans, polo shirts, summer and winter hats with the Aycliffe Drive School logo are available from www.YourSchooluniform.com

All children need a pair of shoes for indoors and a pair for outdoors.

House badges are part of the uniform and are expected to be worn everyday. Parents are able to purchase book bags, swimming hats, house badges and ties from the school office.

We expect the children to look smart and conform to the uniform at all times. This includes the wearing of school badges and the tying back of long hair. Hair should not be dyed or cut with logos. **Children should not come to school with nail varnish, make-up or tattoos.**



Attendance

What can you do?

You can help prevent your child missing school by:

- making sure they understand the importance of good attendance and punctuality;
- asking them about their school work and encouraging them to get involved in activities;
- discussing any problems they may have at school and informing us about anything serious;
- only letting your child stay at home if they are too ill to come to school. If in doubt send them in – we can always send them home again if they get worse!
- arranging appointments out of school hours;
- not booking holidays during term time.

Our Policy and Guidelines

You:

- have a legal responsibility to ensure that your child attends school regularly and on time.
- must contact us if your child is absent and let us know why. If you do not then we operate a 'First Response' system and we will contact you.

We will:

- follow up all instances of poor attendance and punctuality and keep you informed of your child's record.
- write to you and ask for a reason if you do not tell us why your child is absent. If you do not provide a reason, the absence will be unauthorised.
- write to you if your child's attendance is a cause for concern and remind you of the importance of good attendance.
- contact you again if your child's attendance does not improve.
- inform the Attendance Improvement Officer if your child's attendance falls below 85%.
- **not** authorise holidays taken during term time.
- apply to the Local Authority for a Penalty Notice to be issued to parents / carers who repeatedly fail to send their child to school on a regular basis.



Days off school add up to

LOST LEARNING!

100% attendance	0 weeks missed of learning	Best chance of success
95% attendance	1 week, 4 days of learning missed	Well done
90% attendance	3 weeks, 4 days of learning missed	Poor attendance
85% attendance	5 weeks, 3 days of learning missed	
80% attendance	7 weeks, 3 days of learning missed	Very poor attendance
75% attendance	9 weeks, 1 day of learning missed	



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Hemel Hempstead

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Email: admin@aycliffedrive.herts.sch.uk

Website: <http://www.aycliffedrive.herts.sch.uk/>



Staff at Aycliffe Drive

Head Teacher	Mrs Maria Green
Assistant Head Teacher	Mrs Shauna Eyles /Mr Hardip Channa
Upper Key Stage 2 Leader	Ms Hasmita Halai/ Ms Kate Kenyon
Lower Key Stage 2 Leader	Mr Matt Green
Key Stage 1 Leader/SENCO	Miss Katie Fitzsimmons
Foundation Leader	Mrs Gemma Long
Forest School Leader	Miss Catherine Irving
Additional Needs Support	Mrs Diane Major
Parent Listener	Mrs Angela Black
School Meals/attendance	Mrs Pam Hills
Office Administrator	Mrs Emma Ashmore
Finance Manager	Mrs Carol Robson
Reprographics Manager	Mrs Angela Burton
Premises Manager	Mr Colin Black
PE Apprentice	Miss Vicky Rodgers
Pastoral Support	Mrs Tracey Cain
School Business Manager	Miss Tracey Robson

Key Stage 2 Staff

Teachers

Mr Hardip Channa
Ms Hasmita Halai
Mr Matthew Green
Ms Melyssa Kent
Mrs Kate Kenyon
Mr Andrew Perry
Mr Jeannie Spary
Mrs Helen Chinn

Teaching Assistants

Mrs Angela Black
Mrs Hayley Horne
Mrs Louise Mayo
Miss Helen Rumph
Mrs Bernie Osborne
Mrs Christine Nethercoat

Key Stage 1 Staff

Teachers

Miss Nicola Magowan
Miss Kirsty Day
Miss Katie Fitzsimmons
Mrs Ann Johnson
Teaching Assistants
Miss Yvonne McAuley
Mrs Christine Meunier
Mrs Lisa Staines—HLTA
Mrs Terry-Ann Cowley

Foundation Staff

Teachers

Mrs Gemma Long
Mrs Helen Chinn
Mrs Christine Norton
Miss Joanne Cross
Nursery Nurses
Mrs Marion Patterson
Mrs Faye Trinnaman
Mrs Charlotte Tovee
Mrs Rachel Woodland-Payne
Mrs Janine Arnold
Teaching Assistants
Mrs Michelle Barry—L3
Mrs Nathalie Thomas

