

# Hallsville Primary School Prospectus 2017-2018



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# Welcome to Hallsville Primary School



Hallsville is a county primary school for pupils aged 5 -11 years, with a nursery class for 3-5 years, maintained by the London Borough of Newham. We are a two-form entry school, and therefore we are able to take up to 60 children in each year group. We are also federated with Scott Wilkie Primary School.

On behalf of everyone who works at Hallsville, I would like to welcome you and your child to our school - we all hope that your time with the school will be fruitful and happy.

It has long been recognised that close links between parents and school help to ensure good progress for your child so they can reach their full potential in life. We pay particular attention to developing the whole child including social and emotional well being.

Our primary focus is ensuring that all children in our care feel safe and secure within our school.

In this way, together, we should ensure that strong foundations for learning are built, giving your child the best possible educational start in life.

Yours sincerely,

**Keri Edge**

**Executive Headteacher**

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## Our Aims

**“At Hallsville, working with the local community, we aim to provide a secure and enjoyable learning environment in which high standards are achieved and each child’s potential is fulfilled and celebrated.”**

We aim to do this by:

- ⇒ setting high standards for teaching and learning
- ⇒ ensuring that children reach their full potential
- ⇒ recognising that improving basic skills is the responsibility of all staff
- ⇒ ensuring children believe in their ability and develop their self esteem
- ⇒ offering the pupils a broad, balanced and enriching curriculum which matches the needs of the pupils and is in line with National Curriculum requirements
- ⇒ fostering individual pupil development; socially, emotionally, physically, intellectually and spiritually
- ⇒ reflecting the cultural diversity of the school’s community
- ⇒ encouraging education in partnership with parents and carers
- ⇒ encouraging respect for others through knowledge and understanding
- ⇒ ensuring that there is equality of opportunity for all
- ⇒ providing a school community in which children and adults appreciate, tolerate and respect each other and their environment

### Hallsville Values

- ⇒ We love learning and challenge makes us grow.
- ⇒ Our strength is in valuing our differences.
- ⇒ We show we care through our behaviour.
- ⇒ Our learning begins with us. Work hard!

### Behaviour

We aim to develop mutual respect and consideration. We also encourage self-discipline in the children, and we want the children to recognise the school values . We have clearly defined parameters, which are stated, in our Behaviour Policy and the children are expected to adhere to these. We ask parents to support us in our approach to discipline and if a child isn't following the school values parents may be invited to discuss how we can best work together to help your child.

**Link to Behaviour Policy:** <http://www.hallsville.newham.sch.uk/documents/policies/Behaviour-Policy.pdf>

## School Admissions

### Admission Criteria

Children may be enrolled for the main school in the term in which they become five years old. The school uses Newham's admission criteria to decide which children should be offered a place. The criteria are:

1. Children with brothers and/or sisters in the school and live in our catchment area.
2. Children who do not live our catchment area but do have a brother or sister in the school and you can prove that a place was not available at the local school for that brother or sister.
3. Children in our catchment area.
4. Children who do not live our catchment area but do have a brother or sister in the school.
5. Other children who do not live locally.

### HOME- SCHOOL AGREEMENT

You will be asked to sign the Hallsville Home School Agreement. This document sets out expectations for teachers, children and parents. We firmly believe that the way forward is for all of us to work together for your child's education.

### How To Apply:

#### Nursery Admissions Process:

1. Collect and fill out a short form from the school office or download it on our school website, you can fill out the form from when your child/children reach 2 years of age. You will be put on the waiting list. We only admit the children into Nursery once they reach 3 years of age.
2. If places are available you will receive a call from our home school liaison Ann Jordon to arrange a home visit. Ann will be accompanied by one of the Nursery staff on the home visit. This visit will allow you to ask questions regarding the school and your child/children. It also allows us to get to know you and your child/children. Furthermore you will be given an admissions date.
3. On the day of the home visit you will be given an admission form that needs to be filled out and brought into school before your child/children start. You will also be required to bring in some documentation:

- \* Proof of Identity: child's full birth certificate, passport
- \* Proof of address: tenancy agreement, council tax bill/ statement, utility bill
- \* Proof of benefits (If applicable): tax credits letter, benefit agency letter, income support/JSA
- \* National insurance number

**Important information:** If you have any questions or need help regarding admission, please contact Newham Pupil Services on 020 8430 2000.

## School Admissions

### Reception Admissions Process:

If your child is entering Reception in September 2018, you have to fill the Common Application Form (CAF). There are several ways to do this:

- ⇒ Completed Online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)
- ⇒ Collecting the form from any Newham school from September 2019

**Completed forms must be either handed into the school, completed on line or posted to arrive at Pupil Services, Newham Dockside, 1000 Dockside Road, London E16 2QU no later than 5pm on the 15 January 2018**

Once the London Borough of Newham has processed your application, you will be invited for an admissions interview at our school. You will need to provide certain documents such as your child's birth certificate or passport and proof of payment of council tax (or tenancy agreement stating that this is paid for by your landlord). Home visits will be carried out for new pupils starting our school.

**Link to Starting School Booklet:** <https://www.newham.gov.uk/Documents/Education%20and%20learning/StartingPrimarySchool.pdf>

### In Year Admissions Process:

All school admissions have to be sent to Newham Pupil Services, the form can be completed on line via the link below, or you can go to your local school or council, to pick up an application form.

**In year admissions:** <https://www.newham.gov.uk/Pages/Services/Admissions-primary-school.aspx>

### Secondary Admissions Process:

Your child will move on to secondary school after finishing Year 6 in primary school.

- ⇒ Completed Online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)
- ⇒ Collecting the form from any Newham school from September 2018

**Completed forms must be either handed into the school, completed on line or posted to arrive at Pupil Services, Newham Dockside, 1000 Dockside Road, London E16 2QU no later than 5pm on the 23 October 2018.**

**Link to Secondary School Booklet:** <https://www.newham.gov.uk/Documents/Education%20and%20learning/MovingToSecondarySchool.pdf>

**Please Note:** After you send your application you will receive a reference number, which will look a bit like this: 316-2012-09-E001234. If you do not get a reference number, it means you have not sent the eform. You can easily log in to the website, check your application and send it again.

## The School Day at Hallsville

### Start of the school day:

Please note that your child should be in the school playground by **8:45a.m** ready to line up for the start of the day. At Hallsville we place great emphasis on punctuality and it is vital that all children are in the classroom by 8.50am. If your child regularly comes to school late you are giving them the message that school is not important, which impacts adversely upon their progress and. We make a note of all children who are late and contact parents if this is a regular occurrence.



### In the main school the hours are:

School begins at **8:50am** for a 9:00am start– 12:30pm — 13:30 to 3:30pm

### Nursery Hours:

AM Session: 8:45am – 11:45am

PM Session: 12:30pm – 3:30pm

***\*Nursery Entrance: On Radland Rd, opposite Gorse Close, there is a secure buzzer system in place to gain access.***

### Collecting children at the end of the school day:

#### **Children in Nursery and Reception classes:**

⇒ **MUST BE PICKED UP BY AN AUTHORISED PERSON** who is 18 years and over

#### **Children in Year 1 and Year 2:**

⇒ **Must** be collected by a responsible person.

#### **Children in Year 3:**

⇒ Children are walked over to a collection point.

#### **Children in Year 4, 5 and 6:**

⇒ Parents **must** make arrangements to meet their children or give permission for them to walk home unaccompanied. It is important that parents and carers keep school informed about who is collecting children and any changes to their usual routine.

### If you are going to be late:

**If you are going to be late for any reason it is very important that you notify the school before home time.** The collection point where late children meet is in the main foyer. Teachers of Nursery, Reception, Years 1, 2, and 3 will take those children to this meeting point. Older children must make their own way there.

Parents must be prompt collecting children at 3.30pm, where parents are late collecting their children from the school policy is to send a letter home to inform you that we have noticed that you are frequently late collecting your child. If matters do not improve then you will be asked to come in and speak to a member of staff. If your child continues to be collected late then we will have to inform Education welfare or the Social Services Department.

## Uniform, Attendance and School Holidays

### School Uniform:

We have a school uniform, which consists of:

Winter	Summer
Navy/ black/ grey trousers or skirt	The same as winter as well as:
White shirt or blouse	Summer dress- red and white check or stripes
Red sweatshirt, jumper or cardigan	Red/ blue caps with school logo
Red fleece (optional)	Tailored shorts

### PE Kit

Your child will need a separate PE kit, which is as follows:

**Boys** - shorts, a T-shirt and plimsolls

**Girls** - a leotard or shorts, a T-shirt and plimsolls

In the winter all children are allowed to wear tracksuits for outside activities. Each child's name should be clearly marked in each item of clothing.

Hallsville has its own logo and the sweatshirts, polo shirts and fleeces can be obtained from Ian Howard in Barking Road or visit <http://hallsville.gooddies.co.uk/>

### Attendance:

We have incentives for good attendance which includes certificates and a cup awarded to the class with the best attendance each week. We also award medals to pupils who achieve 100% attendance and punctuality for every term. Good attendance enhances relationships and progress.

Our attendance officer telephones home when children are not in school and makes home visits.

Our Attendance Management Officer makes home visits for children who regularly do not attend school, or to seek reasons for unexplained absences.

These strategies have led to a much-improved attendance throughout the school.

In Reception we have a weekly Attend-a-bear award that is given out to the class with the best attendance each week.

**In the academic year 2015-16 attendance = 95.39%**

### School Term and Holiday Dates

Hallsville cares about the education your child receives. Evidence shows that pupil's education suffers if they take time off school. We therefore encourage all our parents to take their holidays within the school holiday times. See school website:

[http://www.hallsville.newham.sch.uk/term\\_dates.htm](http://www.hallsville.newham.sch.uk/term_dates.htm)



## Illness, Worries, Complaints and Suggestions



### Sickness

If your child is ill in school, we will need to contact you. Therefore it is vital that you fill in and return to us the admission form, which states an emergency contact number. Please inform us of any changes to the form such as a change in address or workplace. **We must have an emergency number at all times.**

### Injuries:

If your child needs urgent medical attention she /he will usually be taken to Newham General Hospital, where someone will remain with your child until you arrive. If your child has a minor injury, such as a cut or a bruise, we will wash the injury with cold water, but we are unable to apply any antiseptic or cream, as this is now not advised as children may suffer an allergic reaction. We will always let you know if we feel you should keep an eye on any minor injury suffered at school. You will receive a telephone call for any head injuries your child sustains in school. Also you may be contacted to come and have a look at some injuries, as we feel you would be the best judge of what to do next.

### Medication

If your child is on any form of medication e.g. asthma pump, it is essential for the parent to fill in a medical authorisation form, which states the type of medicine, what the child is suffering from and the dosage. The responsibility for medication rests with parents, although the school will endeavour, where necessary, to administer the medicine during school hours. We can only administer prescribed medication which has to be required 4 times a day.

### Parent and Carer volunteers

We would be very grateful if you could volunteer to help. We always need someone to change their reading books and listen to them read. Or it may be that you possess a skill that could enrich the children's learning, e.g. cooking, sewing, reading or making. Please let the class teacher know and they will put you in touch with Mrs Okwuegbuna the school Special Educational Needs Co-ordinator (SENCO) who will ask you to fill in a list 99 form to ensure that you can work within the school. Mrs Okwuegbuna is the person in the school who supports children who may have barriers to learning.

### Parents & Hallsville

Parents are always welcome at Hallsville. It is vital that parents and school work together; we both want the best for your child.

You are welcome to phone Ann the home school liaison officer, who will be happy to deal with any issues that may arise. If you need to see the class teacher, Ann can arrange the appointment for you most days after 3.15pm. She can also arrange an appointment with a senior leader should you feel that is necessary.

### Complaints

We hope that the school can resolve any complaints that parents may have. In the first instance please see Ann or the class teacher and then the headteacher. In most cases we find that complaints are dealt with successfully at this informal level.

At Hallsville we have a complaints procedure. Please see the school website:

[www.hallsville.newham.sch.uk/](http://www.hallsville.newham.sch.uk/) for further details.

### Security

In the interest of security, parents are requested to use the main entrance when visiting the school and report to the school office. You will be asked to wear a school lanyard or sticker whilst on the school premises. Parents are advised that under no circumstances should they drive into the school grounds or park obstructing the school gates.

## Snacks, meals and Lunch

**Lunch Time: 12:30pm to 13:30pm**



### School Meals

School lunches are provided and cooked on the premises. You will be asked when your child starts school if he/she has any specific dietary requirement for religious or medical reasons. Halal and vegetarian choices are always available, water is also provided with the lunches.

Currently primary school lunches are free as the cost is covered by the London Borough of Newham. Even though primary schools offer a free school lunch every day, if you apply for a free school meal - and we agree your application - you can raise £1,300 for your child's school. This extra money comes from the government, and in the next school year the amount goes up to £1,320 per child. You can find out about the difference that pupil premium makes via the school website: <http://hallsville.newham.sch.uk/>

**Link for free school meal application:** <https://achieve.newham.gov.uk/default.aspx/RenderForm/?F.Name=CV8DyEJxMp8&HideToolbar=1>

From September 2017, children will not be permitted to bring packed lunches they have specific dietary requirements that we can not cater for. School Dinners are provided for all pupils, provided with a healthy and balanced diet: <http://hallsville.newham.sch.uk/wp-content/uploads/2017/02/Food-Policy.pdf>

### Drinks and Snacks

Foundation and Key Stage 1 children are given fruit and milk through the Healthy Eating Scheme every morning playtime. It essential that your children are well hydrated and therefore we ask that you provide a water bottle with your child's name on to be kept in class.



## Children with Special Needs

**Our SENCO:** Ivie Okwuegbuna

At Hallsville we support Newham Council's local offer on Inclusive Education, which hopes to give all children the opportunity to work together in mainstream schools.

At Hallsville School there are a number of children who are assessed as having special educational needs.

Children with particular types of special need can sometimes benefit from specialist help. This is, wherever possible, given in the classroom. Although, at times it may be more beneficial that the child works with an adult on a one to one basis, or works in a small group.

We aim to involve parents fully in any discussion and assessment of their child's needs.

**Access:** Hallsville is a single storey bungalow style building. There are ramps to allow wheelchair access at each main entrance. Toilet provision is available for wheelchair users.

### **Important Links:**

**Accessibility Plan:** <http://www.hallsville.newham.sch.uk/documents/policies/accessibility-plan.pdf>

**SEN Policy:** <http://www.hallsville.newham.sch.uk/documents/policies/SEN-policy.pdf>

**SEN Local Offer:** <http://www.hallsville.newham.sch.uk/documents/policies/SEN-local-offer.pdf>

**SEN Information Report:** <http://www.hallsville.newham.sch.uk/documents/policies/SEN-information-report.pdf>

## Educational Visits and After School Clubs

### Educational Visits

Each year group will go on an educational trip which is linked to the term's topic of work. Although by law the school is unable to compulsorily charge parents for an educational trip, it will be necessary to ask for a voluntary contribution to cover the travel costs and a possible entrance fee.

### Charging Policy

**By Law, no school can make a charge for:**

- ⇒ education wholly or mainly within school hours;
- ⇒ materials or ingredients for things made in school which pupils or parents do not want to keep;

However parents should note that visits might not be possible without voluntary contributions.

**Charges may be made for the following:**

- ⇒ individual music tuition;
- ⇒ Certain excursions where a third party is involved;
- ⇒ board and lodgings where a school activity involves a residential element;
- ⇒ The exact cost of 'optional extras' i.e. not connected directly with the National Curriculum.

**Link to Charging Policy:** <http://www.hallsville.newham.sch.uk/documents/policies/Charging-Policy.pdf>



### Before and After School Club

Hallsville Primary School is proud of the number of before and after school clubs it offers its pupils. Letters will be sent home advertising the clubs. Permission slips must be returned to the school, before children are able to attend.

**Link to our School Clubs:** <http://www.hallsville.newham.sch.uk/clubs.html>

We also provide booster clubs for children in both key stages which will support pupils with their maths, English and SATs preparations.

Parents must ensure they pick their child up after the clubs, or if they are responsible enough, parents may give their children clear instructions to go straight home.

If you would like your child to take part in these clubs please contact Madeleine Lee our After School Club co-ordinator.



## Teaching and Learning

### National Curriculum

The National Curriculum provides clear targets which set out what children should know, understand and be able to do at their own level. All state schools are required to teach the National Curriculum. At Hallsville, we have developed clear guidelines for planning and record keeping, which show the processes and skills through which the curriculum is delivered.

We teach the following subjects:

- Maths (KS1 Maths Mastery and KS2 Maths No Problem)
- English (Read Write Inc and Talk For Writing)
- Science
- Music
- Physical education
- Art, design and technology,
- History
- Geography
- Computing
- PHSCE
- Religious Education
- French (KS2 only)



Teachers where appropriate teach these subjects making cross curricular links. (Subjects are not taught in isolation but through each other). The school works hard to engage and interest our pupils in learning. We invite many specialist teachers into school to take lessons. We also plan some excellent educational visits taking advantage London.

For computing we are proud to have an interactive white board and computers in every class. We also have a dedicated computer room for whole class computer teaching.

**Link to our Teaching Policy and Learning:** [http://www.hallsville.newham.sch.uk/documents/policies/Teaching\\_Learning\\_Policy.pdf](http://www.hallsville.newham.sch.uk/documents/policies/Teaching_Learning_Policy.pdf)

# Teaching and Learning

## Homework

We have a whole school Homework Policy. Homework varies from year group to year group. Your child must have a book bag. Working with you to support reaching at home is a priority.

### ⇒ **Homework Expectations**

Pupils have a right to be set homework. The weekly total times are as follows:

Nursery	60 minutes
Reception	100 minutes
Years 1 and 2	150 minutes
Years 3 and 4	200 minutes
Years 5 and 6	300 minutes

These times should be seen as maximum times and should be set equally for each child.

### **Work that children can do at home:**

Reading, learning spellings and new words, learning multiplication tables and revising work.

**Link to Homework policy:** <http://www.hallsville.newham.sch.uk/documents/policies/Homework-Policy.pdf>

## Assessment



### Assessment

Assessment forms the basis of good practice in teaching and learning.

Teachers at Hallsville assess pupils on a daily basis through observation, questioning and marking.

Formal assessment takes place 3 x times a year in reading/ writing and maths. This assessment supports teachers in knowing children's strengths and areas that require revising or revisiting.

Parents Evenings take place twice a year. At these meetings parents are informed of their children's strengths and next learning targets.

An annual report is sent home at the end of the academic year. Effort grades are given in all subjects and levels of attainment in speaking and listening/ reading, writing and maths.

Pupils at Hallsville are engaged in the assessment process. The teacher will often ask them to assess their own work or the work of a peer.

Statutory assessment takes place at the end of every Key Stage.

In the Foundation Stage, teachers keep an individual pupil progress record about the progress of their children. This information provides evidence to support levels of attainment achieved in the Foundation Stage Profile. Parents are informed in the annual school report which is sent to parents at the end of the school year which outlines strengths of their child and targets.

At the end of Year 1 children are assessed using the phonics screening test.

At the end of Key Stage 1 teachers assess pupils in speaking, listening, reading, writing maths and science. Results are reported with the annual school report.

At the end of Key Stage 2 children sit tests in spelling, punctuation and grammar (SPAG), as well as English and mathematics. The papers are marked externally. Results are reported with the annual report at the end of the year. Writing and science are assessed on the basis of teacher assessment against national standards.

## Hallsville Primary School, Newham and National Results

### Key Stage Two Results Comparisons 2016:

Subject	Hallsville attainment scaled score 100+	National Attainment scaled score 100+	Proportion of children achieving a high level of attainment-Hallsville	Proportion of children achieving a high level of attainment-National	Average progress Score Hallsville	Average progress Score National
<b>Reading, writing &amp; mathematics combined</b>	86%	53%	10%	5%		
<b>Reading</b>	98%	66%	<b>36%</b>	19%	107.9	<b>102.9</b>
<b>Grammar, punctuation &amp; spelling</b>	98%	72%	54%	22%	110.0	104.0
<b>Writing</b>	88%	74%	22%	15%		
<b>Mathematics</b>	93%	70%	46%	17%	108.2	103.0

### The Department of Education Performance Tables link:

<https://www.compare-school-performance.service.gov.uk/school/102724?tab=primary>

KS1 Table



## Nursery



Lots of learning takes place in the nursery so it is essential that you make sure your child arrives on time and that they are collected on time. The nursery staff will open the gates 10 minutes prior to home time. Nursery children are expected to wear school uniform.

### **Times:**

**AM Nursery: 8.45am – 11.45am**

**PM Nursery: 12.30pm – 3.30pm**

### **AM and PM Daily Routine**

**Start** – children enter Nursery and find their name cards to self-register. This is settling in time and parents/carers are welcome to help settle their child at an activity.

**Session 1** – carpet time, children split into two groups and the class teacher, teaching assistant (level 5) and nursery nurse teach the children the focus area for the session.

**Session 2** - children take part in free flow: this is where they have time to choose activities and they will also be called to take part in two adult led activities. There is always a member of staff who will be free and able to supervise and support children's play.

**Session 3** – tidy up time.

**Session 4** – Key worker time; children will go into small groups with their key person. During this time children take part in activities that develop their speaking and listening skill as well as their social and emotional skills. Short phonics sessions are also carried out (RWI).

**End** – Home Time - access is via the buzzer on the gate and you wait outside the class while the teacher dismisses the class.

### **Key worker:**

Each child in our setting will be assigned a key worker this will be the person who works closely with your child to ensure they are making good progress. They are also responsible for the Childs profile.

### **Healthy Snack:**

There is a designated snack area: fruit and vegetables are readily available throughout the session.

- Please bring a labelled water bottle for your child.
- Drinking water is also available in the class.

## Reception

Lots of learning takes place in reception so it is essential that you make sure your child arrives on time and that they are collected on time. Please make sure that they are dressed suitably in school uniform. Having good attendance is crucial to your child's learning. Absence from school can have adverse effects upon children's confidence, relationships and attainment.

### **Times:**

**Everyday: 8.50am – 3.30pm**



### Reception's Daily Time Table

**8.50am – 9.15am** – children enter their classroom and self register. Then they can choose activities that interest them and go into the adjoining Reception class as well to find out what activities are also available. This time is when the parent/carer can help settle their child or speak to staff members.

**9.15am – 10am** – children take part in the Read Write Inc. (RWI) phonics sessions where they learn letter sounds and develop their reading skills.

**10.00am – 10.15am** – break time; children have the chance to choose activities, inside and outside.

**10.15 – 11.15 am** – Carpet session, whole class teaching either Maths Mastery or literacy. Then children take part in free flow activities and are also called by the class teacher to participate in either numeracy or literacy work. The teacher will work with all children in their groups within this hour slot.

**11.15am – 12.15pm** - Carpet session, whole class teaching either Maths Mastery or Literacy. Then children take part in free flow activities and are also called by class teacher to participate in either literacy or numeracy work. The teacher will work with all children in their groups within this hour slot.

**11.15am – 12.15pm** - Tidy up time

**12.30pm – 1.30pm** – Lunch Time; children have their lunch and then have outside play and the teaching assistants provide opportunities for children to engage in physical activities, such as ball games, hula hooping, football and circle games such as duck, duck goose etc.

**1.15pm – 2.30pm** – Creative Curriculum; each week we focus on a particular area of learning and these include Understanding the world – people, communities, the world and technology. Expressive arts and design – exploring, using media, being imaginative. Personal, Social and Emotional Development –this has a focus on making relationships, self-confidence, self-awareness, managing feelings and behaviour. Physical Development – physical movements and handling, health and self-care.

**2.45pm – 3.30pm** – tidy up time, our 'Love of Reading' session and home time. Children are dismissed through the Reception garden double doors by a member of staff. Please ensure that if you are not collecting your child that you have informed the staff.

# **Nursery And Reception**

## **Secure Beginnings**

Being at Nursery can be exhausting for young children and it is crucial that we recognise the emotional and physical energy they have used during their Nursery session. In order for children to reach their full potential we believe their home routines are key to supporting their development.

The transition from Nursery to school can be an emotional and exhausting experience for young children. It is crucial that we recognise the emotional and physical energy they have used during their school day. In order for children to reach their full potential we believe their home routines are key to supporting their development. We offer some guidance below:

### **Bed Time Routine**

- 1) Bath time – helps to relax children
- 2) Cleaning Teeth – ensure your child brushes their teeth before bed and when they wake in the morning. You may need to check and brush your child's teeth when they have finished to ensure they are clean.
- 2) Quiet time – a great time to speak about your child's day.
- 3) Bed time – time to share story books and read to your child (early reading skills can be developed here e.g. exploring the illustrations and predicting what will happen at the end of the story etc.)

### **Toileting**

It is essential that your child has been potty trained before they start Nursery unless they have a Special Educational Need such as Autism. At 18 months of age children can be introduced to a potty to encourage them to be clean during the day. Night time wetting can be more challenging but by getting your child clean in the day the night time will follow. Offer rewards to your child for using the potty.

### **Independence**

Encouraging your children to become independent individuals is essential. It is your responsibility to encourage them to walk rather than be pushed in a pram. They need to gain control over their large motor skills as they develop and change. If your child does still have a dummy please phase this out as soon as possible. There has been research into the detrimental impact dummies have upon children speech and language development.

### **Quality Play Time**

In our society playing games consoles such as Wii, PlayStation's, handheld consoles and tablets are becoming the way children choose to spend their free time. It is essential that children's are encouraged to play in a variety ways.

- 1) Board games (snakes and ladders) are great to encourage turn taking and sharing.
- 2) Building with Lego and building blocks – building towers with your child will enable you to encourage lots of mathematical language e.g. size, shape and colour and develop fine motor skills.
- 3) Engaging in imaginary play – children sometimes need adults to direct their play. If your child is playing with a dolls house or a bat cave (superhero play) you may need you to model creating a story for them.

## **Nursery And Reception**

### **Independence / Settling In**

The settling in period is essential to ensure that your child feels safe and secure, instilling a sense of independence from main carers. The first school week is an important part of the settling in process for your child, therefore the school day will finish at 2pm for the first week to help ease your child into the school day. On the first day of the school we feel it is very important that you stay and help settle them by taking part in the activities that interest them, of course if your child is happy you are free to go. This is an ideal time for you to speak to the class teacher or teaching assistants about any concerns or information you would like to share with them about your child. The settling in process will be staggered depending on if your child is born in spring, summer or Winter months. Spring and summer born children will start the first week of the Autumn and the Autumn born children will start on the second week of the autumn term. (Reception)

### **Homework / Reading Books**

We set homework for literacy and maths each Friday and expect it back in school by Wednesday the following week. Children are also given up to three books to read at home, two of which will be suited to your child's reading level and the other a story book for you to read with your child either at bedtime or after school. (Reception)

### **Reading Scheme**

We use a reading, which is called Read Write Inc. (RWI) scheme. We begin by introducing all the letter sounds to the children and then group the children according to ability in order to pitch the phonic teaching appropriately. During these sessions children learn to blend sounds together to read words and eventually read books. The children will refer to their reading as using Fred Talk, this means they are using letter sounds to read words. (Reception)



## Nursery and Reception

How and what will my child learn in the Early Years Setting?

### **Characteristics of Effective learning**

**playing and exploring –**  
Finding out and exploring  
Playing with what they know  
Being willing to have ago.

**active learning –**  
Being involved and having a go  
Keeping trying  
Enjoying and achieving what  
they set out to do.

**Creating and thinking critically**  
Having their own ideas  
Making links  
Choosing ways to do things.



### The Nursery Environment

It is clearly organised by areas of learning and they reflect the New Early Years Foundation Stage Curriculum –  
There are three prime areas of learning and four specific areas of learning. see below

### Reception Organisation and the Foundation Stage Curriculum

The Reception classes are organised into spaces that reflect the Foundation Stage Curriculum. There is art, maths literacy, role play, book and exploration areas. The two classes are adjoined and there is also easy access to the outside area. This enables children to have free and easy access to all the areas at learning. Outside learning is an essential part of their development. The new Foundation Stage framework has seven areas of learning and they are as follows:

#### Three Prime:

**Personal, social and emotional development** – making relationships, self-confidence, self-awareness, managing feelings and behaviour.

**Physical Development** – physical movements and handling, health and self-care

**Communication and Language** – listening skills, attention, understanding and speaking

#### Four Specific:

**Literacy** – Reading and writing skills

**Mathematics** – Numbers, shapes, space and measures

**Understanding the World** – people, communities, the world and technology.

**Expressive Arts and Design** – exploring and using media. Being imaginative.

## Additional Curriculum and Assemblies

### Religious Education

RE is taught throughout the school as a compulsory part of the Curriculum. Our RE curriculum is taken from Newham's Agreed Syllabus. While Christian-based, it also ensures that our pupils gain respect for and an awareness and understanding of other world religions. We also aim to encourage the children to consider moral issues such as love, hate, harmony, discord, jealousy and tolerance.

### PSHCE

Sex education is dealt with sensitively in two ways. Any questions which rise during a child's time at school will be answered honestly and appropriately. Additionally, PSHE topics will often include some aspects of sex education. (Units at age appropriate learning focused upon sex education are delivered in years 5 & 6. The children in year 5 and 6 groups receive a formal sex education session.) Parents will be informed when these sessions take place.

### Sports and PE

#### Sports Provision

PE is an essential part of the curriculum and every child is expected to participate in all activities. The national curriculum entitles your child to take part in gymnastics, dance and games activities.

Every summer we have a school sports day which parents are invited to come and support.

In Year 3 and Year 6 your child will be given the opportunity to go swimming at the local leisure centre.

Some of the other sports we take part in are: -

football, rugby, netball, cricket, cheerleading and rounder's.

In year 6 the children will also have the opportunity to go to Fairplay House to take part in environmental and outdoor adventurous activities.

### Fitness Runs

Children in KS1 and KS2 take part in fitness breaks throughout the day to support health/wellbeing as well as concentration in lessons.

### Assemblies

An assembly is held each day and takes different forms on different days. We aim to teach the children to value all religions and beliefs and to develop them spiritually, morally, culturally and socially. Every

Thursday we have whole school assembly in which we celebrate the children's birthdays and a class presents what they have been learning. We encourage parents to come to support whole school assembly on Thursdays. Each week in KS1 and KS2 we have certificate assemblies to celebrate the children's achievements.



## Important Information

### Mobile Phones

Please ensure you do not use your mobile phones in the school setting, when you drop off and pick up your child. This allows you to talk and listen to your child and find out about their day.

### Exiting The Building

Please ensure you exit via the playground after dropping off your child in the morning, this ensure that the school day can start promptly.

### Contact Information

Please ensure we have up to date contact details for you, so that we are able to contact you in case of an emergency. This also enables us to ensure you are up to date with any information that we send via out text messaging service (e.g. school closures, photography days etc.).

### School First Aiders

We have a number of first aiders throughout the school:

Name	Location
Carol Gay	Main Office
Kyle Anderson-Brooks	Main Office
Lynn Henning	Year 2- Class- West Wing
Peju Akinyimika	Reception - West Wing
Jonathan Jacob	Year 6- East Wing
Roheema Khanom	Nursery- East Wing
Joanne Gray	Nursery- East Wing
Bimpe Adekoya	Mobile Classroom Year 5- East Wing
Kim Joseph	Year 3- East Wing
Kenielle Roach	Playground
Chris Cuming	Playground
Vince Walker	Premises Manager- Out of Hours

## Hallsville Staff

<b>Year</b>	<b>Teaching Staff</b>	<b>Support Staff</b>
<b>Year 6</b>	Lorraine Johnson Lyndsey Miller Kelly Jones	Madeleine Lee Jonathan Jacob
<b>Year 5</b>	Warda Abdi	Bimpe Adekoya Rose Walker Rachel Quartey
<b>Year 4</b>	Rashida Khanom Sonia Pinkerton Candice Jordan	Pauline Shaw
<b>Year 3</b>	Andrea Perry Julien Von Lieres	Geneta Crooke Kim Joseph Leigh Halsey
<b>Year 2</b>	Alisanne Bell Dominique Marques Maxine Prince	Angie Smith– Scales Lynn Henning Sara Kwiatkowska
<b>Year 1</b>	Rosanna Chandler Caroline Walton	Elisha Adamson
<b>Reception</b>	Sue Tindling Julie Pointer Lauren Byrne	Joyce Babirye Peju Akinyimika
<b>Nursery</b>	Catherine Maher-McGrath	Jo Gray Roheema Khanom Anastasija Matusevica
<b>Additional Teaching Staff</b>	Tracey England Kenielle Roach Ian Evans Adam Nunn Nigel Marks	
<b>Non Teaching Staff</b>	Ann Jordan Barbara Powell Carol Gay Kyle Anderson-Brooks Vince Walker Denise Youles Ben Roberts Chris Cuming	



## Governors and Senior Leadership Team

### Governors

The Governing Body of the Hallsville and Scott Wilkie Federation consists of one Staff Governor, two Parent Governors, one LA Governor and eight Co-opted Governors. They have a general oversight into the running of the school and they are responsible for the appointment of staff and the schools' delegated budget. If you wish to contact the Governing Body, please contact Hannah Cleland, School Business Manager in the school office.



Ms Keri Edge  
Executive Headteacher



Mrs Bola Awoyemi  
Chair  
Co-opted Governor



Ms Lorraine Johnson  
Head of School

### Senior Leadership Team

Mrs Sue Tindling  
Assistant Head Teacher  
Foundation Stage co-ordinator

Mrs Kelly Jones  
Deputy Head Teacher  
Years 5 and 6 Team Leader

Ms Maxine Prince  
Assistant Head Teacher  
KS1 Phase Leader

Mrs Ivie Okwuegbuna  
Assistant Head Teacher  
SENCO

Miss Rashida Khanom  
Years 3 and 4 Leader

# KEY

## National curriculum

a common programme of study in schools that is designed to ensure nationwide uniformity of content and standards in education.

The National Curriculum is divided into four Key Stages that children are taken through during their school life:

<b>EYFS</b>	<b>Ages 3– 5</b>	<b>Nursery and Reception</b>
Key Stage 1	Ages 5-7	Years 1 and 2
Key Stage 2	Ages 7-11	Years 3, 4, 5 and 6
Key Stage 3	Ages 11-14	Years 7, 8 and 9
Key Stage 4	Ages 14-16	Years 10 and 11

Read Write Inc. (RWI)	Developed by Ruth Miskin, provides a structured and systematic approach to teaching literacy.
Talk For Writing	developed by Pie Corbett supported by Julia Strong, is powerful because it is based on the principles of how children learn. Talk for Writing enables children to imitate the key language they need for a particular topic orally before they try reading and analysing it.
Maths! No Problem Maths Mastery	<ul style="list-style-type: none"> <li>• Evidence-based approach to teaching maths</li> <li>• Helps pupils develop a deep, long-term and adaptable understanding of maths</li> <li>• Inclusive approach where all children achieve</li> <li>• Slower pace which results in greater progress</li> </ul>

## Useful Contacts and Links

### Telephone Numbers:

**Newham Council:** 020 8430 2000

**Abrahams Care (Child Care Centre):** 0207 476 7262

**B Stars (Child Care Centre):** 07908 193 806

**Community Links:** 020 7473 2270

### Website Links:

#### Admissions:

**Online Admissions:** [www.eadmissions.org.uk/eAdmissions/app](http://www.eadmissions.org.uk/eAdmissions/app)

**In Year Admissions:** [www.newham.gov.uk/Pages/Services/In-year-admissions.aspx](http://www.newham.gov.uk/Pages/Services/In-year-admissions.aspx)

#### Hallsville:

**Hallsville Policies:** [www.hallsville.newham.sch.uk/policies.htm](http://www.hallsville.newham.sch.uk/policies.htm)

**School History:** [www.hallsville.newham.sch.uk/past.html](http://www.hallsville.newham.sch.uk/past.html)

**Ofsted Report:** <http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/102724>

#### Newham:

**School Directory:** [www.newham.gov.uk/Pages/Services/Schools-Directory.aspx](http://www.newham.gov.uk/Pages/Services/Schools-Directory.aspx)

**Newham Leisure Centres:** [www.activenewham.org.uk/leisure\\_centres](http://www.activenewham.org.uk/leisure_centres)

**Free School Meals Application:** <https://achieve.newham.gov.uk/default.aspx/RenderForm/?F.Name=CV8DyEJxMp8&HideToolbar=1>