

HALLSVILLE PRIMARY SCHOOL

Part of the Agate Momentum Trust



PROSPECTUS

Hallsville Primary School, Radland Road, Canning Town, London, E16 1LN

www.hallsville.newham.sch.uk

Telephone: 0207 476 2355

WELCOME



Hallsville Primary School is an Outstanding School based in the London Borough of Newham. The school caters for pupils aged 4 -11 years, with funded nursery provision for 2 year olds (15 hours per week*) and 3 & 4 year olds (15 hours and 30 hours per week)*. It is a two-form entry school, admitting two forms of 30 pupils per year.

Hallsville is part of The Agate Momentum Trust, a Multi Academy Trust, which was established on 1st January 2018. There are currently two schools in the MAT, Hallsville and Scott Wilkie Primary, and the aim of both schools is to provide an outstanding education for the pupils in the local community. We strive to offer our pupils a world class education, researching best practise and matching it to the needs of our pupils.

We value and recognise the importance of parents and the school in working together in partnership to ensure each child reaches their full potential. We are determined to give our children the best possible educational start in life.

We strive to offer a full, balanced and enriching curriculum that focuses on developing the whole child, including their social and emotional wellbeing. We want all our children to feel safe and secure so that they thrive in our school environment.

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 fulfilling and happy.

Keri Edge

Executive Headteacher

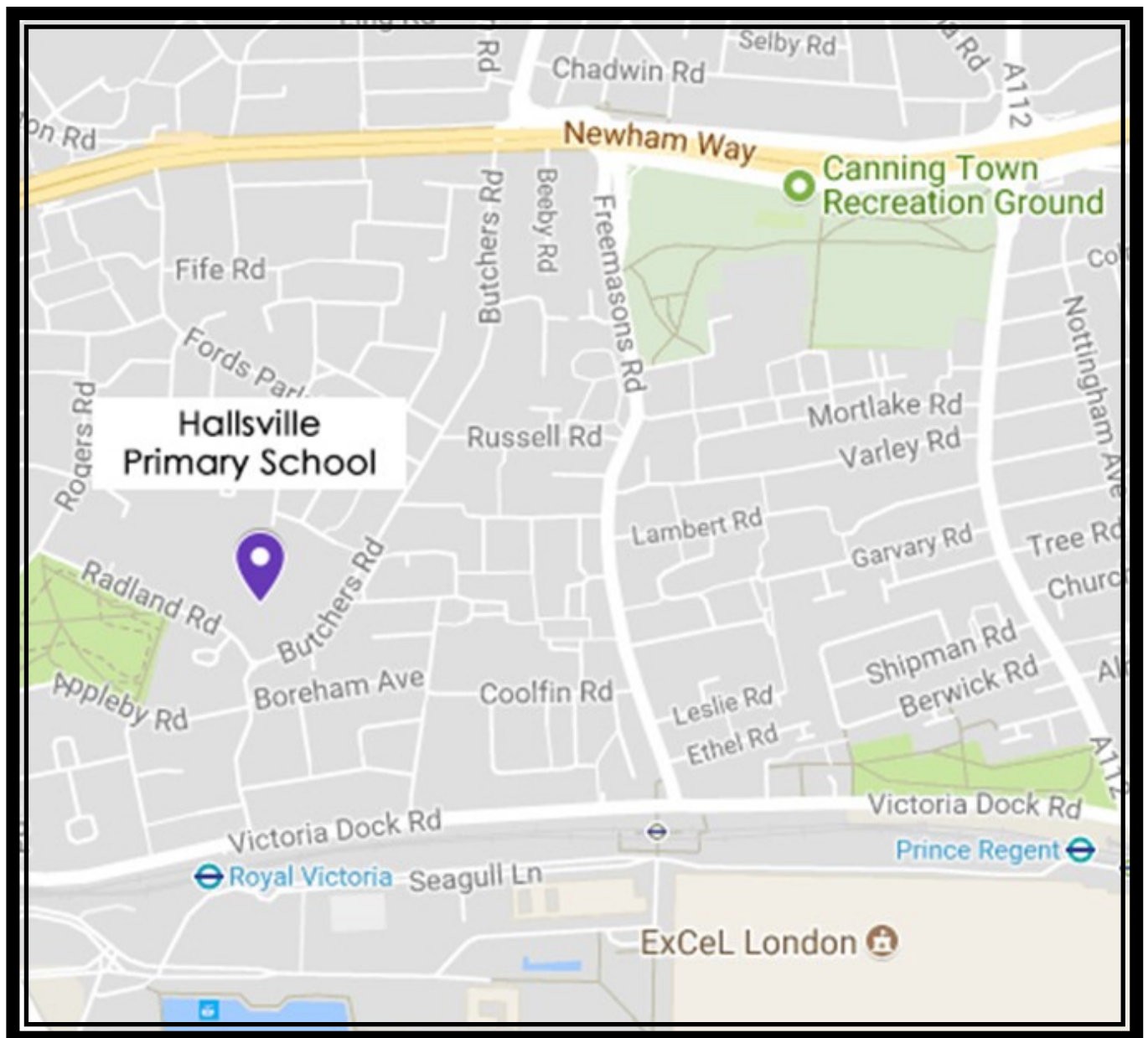
(*conditions apply in respect of this funding—see <https://www.gov.uk/childcare-calculator> for details)



WHERE TO FIND US

Bus routes 147 and 241 run close to the school and the nearest DLR station is Royal Victoria.

There is a large car park at the rear of the school for staff and visitors.



CONTENT

	Page no
Section 1 School Information	
Our Aims.....	6
School Admissions.....	7-9
The School Day at Hallsville.....	10
Uniform, Attendance and School Holidays	11
Illness, Worries, Complaints and Suggestions.....	12
Snacks, Meals and Lunch	13
Children with Special Needs	14
Educational Visits and After School Clubs	15
Teaching and Learning	16-17
Assessment	18
Hallsville Primary School, Newham and National Results	19
Section 2 Nursery and reception	
Nursery and Reception	21-24
Section 3 Additional Information	
Additional Curriculum and Assemblies.....	26
Important Information.....	27
Hallsville Staff	28
Governors and Senior Leadership Team	29
Key	30
Useful Contacts and Links	31

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!**

SCHOOL INFORMATION



SECTION 1

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

"Equality & Diversity": At Hallsville we are committed to anti-discriminatory practice and we value the diversity of all of our students and their families. You can find further information on our website at: <https://hallsville.newham.sch.uk/our-school/equality-and-diversity/>

"Rights Respecting School": Hallsville is a UNICEF Bronze award Rights Respecting School. This means that we are committed to children's rights being at the heart of everything we do. This accreditation means that we are a school that champions the United Nations' Convention of the Rights of the Child and have embedded the principles of the Convention into school through our ethos, policies and curriculum. You can find further information on our website at: <https://hallsville.newham.sch.uk/our-school/rights-respecting-school/>

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.

SCHOOL ADMISSIONS

Admission Criteria

The school uses Newham's admission criteria to decide which children should be offered a place. The criteria are:

1. Children who are adopted and looked after.
2. Children who have been assessed by Newham Council's Special Educational Needs service as requiring a particular named school to meet their special educational needs and/or physical access.
3. Children who have a sibling on roll and are reasonably expected to still be on roll at the time of admission to the school.
4. Children with a parent/carers (with legal parental responsibility) who is directly employed by the school.
5. Service children.
6. All other children, whether or not they live in Newham.

Determined Admission Arrangements – September 2023

The law requires that all schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.

All admission authorities **must** determine (i.e. formally agree) admission arrangements annually, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements for entry in September 2023, by **28 February 2022**. **The Agate Momentum Trust is the admission authority for Hallsville and Scott Wilkie Academies** and we have formally agreed to adopt the London Borough of Newham's admission arrangements for September 2023.

Our Determined Arrangements for the school year starting in September 2023 are:

Determined Arrangements for September 2023 entry

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.

SCHOOL ADMISSIONS



Nursery Admissions Process:

1. Collect and fill out a short form from the school office or download it on our school website.
2. We offer full time places (30 hours a week) to 3 year olds with working parents.*
3. We offer 2 year old places to eligible parents and those who have been sent a 'golden ticket' from the LA. *
4. We offer 3/4 year old part time places of 15 hours a week.
5. If places are available you will receive a call from our home school liaison Ann Jordan 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.
6. 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
- ♦ Childs NHS Number

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

****For further information on funded nursery places available please go to:***

<https://families.newham.gov.uk/kb5/newham/directory/advice.page?familychannel=3&id=Ae-TTzhHRJg>

<https://families.newham.gov.uk/kb5/newham/directory/advice.page?familychannel=3&id=2bRwtEwAVoc>

SCHOOL ADMISSIONS

Reception Admissions Process:

If your child is entering Reception in September 2023, you have to fill the Common Application Form (CAF). There are several ways to do this:

- ♦ Completed Online at <https://www.eadmissions.org.uk/>
- ♦ Collecting the form from Newham Council

Completed forms must be 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 2023

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.

To view the borough's Starting School Booklet visit: <https://www.newham.gov.uk/downloads/file/5010/we-are-going-to-school-digital-version-final>

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 office to pick up an application form.

https://newham-self.achieveservice.com/service/InYear_School_Admission_Application

Secondary Admissions Process:

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

- ♦ Completed Online at <https://www.eadmissions.org.uk/>
- ♦ Collecting the form from Newham council

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.

To view the borough Secondary School Booklet visit: <https://www.newham.gov.uk/downloads/file/5011/we-are-going-to-secondary-school-digital-version-final>

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 e-form. 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 their classroom ready for the start of the day for the times published below. At Hallsville we place great emphasis on punctuality and it is vital that all children are in their classroom on time. 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.

Times children are expected to be in their classrooms:

Start of the day: Reception: 8:50am Y1, Y2, Y3 & Y4: 8:40am Y5 & Y6: 8:30am

Lunchtime takes place between 12:45pm and 13:30

The school day finishes at 3:30pm for children in Reception and Y1—Y5 and at 4:00pm for Y6

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 the Social Services Department.

UNIFORM, ATTENDANCE & HOLIDAYS

School Uniform:

We have a school uniform, which consists of:

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

School uniform can be bought from Ian Howard - 409 Barking Rd, East Ham, London E6 2JT

PE Kit

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

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.

Address: **409 Barking Rd, London E6 2JT**

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.

In the academic year	2019-20 Attendance = 90%
	2020-21 Attendance = 95%
	2021-22 Attendance = 95%

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: <https://hallsville.newham.sch.uk/parents-and-carers/term-dates/>

ILLNESS, WORRIES, COMPLAINTS & SUGGESTIONS

Sickness

If your child is ill in school, we may 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 your contact details 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, they will be treated by a qualified first aider. We may 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 your child if they are injured and we are worried about the injury, as we feel you may be the best judge of what to do next.

Medication

If your child is on any form of medication e.g. using an 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. We are not able to administer pain relief unless it is prescribed.

Parent and Carer Volunteers

We would be very grateful if you could volunteer to help. We always need someone to change reading books and listen to children read. Or it may be that you possess a skill that could enrich the children's learning, e.g. cooking, sewing or gardening. Please let the class teacher know and they will put you in touch with Mrs Okwuegbuna the school Special Educational Needs and Disability Co-ordinator (SENDSCO) who will ask advise you of the recruitment process for volunteers. Mrs Okwuegbuna is the person in the school who supports children who may have barriers to learning.

Complaints

We hope that the school can resolve any complaints that parents may have. In the first instance please see the class teacher. 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 for further details:

www.hallsville.newham.sch.uk/

Security

In the interest of security, parents are requested to use the main entrance when visiting the school and to report to the school office. You will be asked to wear a school lanyard or visitor's 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 TIMES

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 lunch.

Currently primary school lunches in Newham are funded by the government and by the schools. Even though primary schools offer a free school lunch every day the school will apply for free school meal funding. You can find out about the difference that pupil premium makes via the school website:

<https://hallsville.newham.sch.uk/parents-and-carers/pupil-premium/>

Link for free school meal application: <https://newham-self.achieveservice.com/service/>

[Application for Free School Meals](#)

Drinks and Snacks

All children are given snacks and fruit every morning at breaktime. It is 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 SENDCO

Ms 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 maybe 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 building. There are ramps to allow wheelchair access at each main entrance. Toilet provision is available for wheelchair users.

To view the schools SEND policies visit both: <https://hallsville.newham.sch.uk/our-school/sen/>
& <http://hallsville.newham.sch.uk/our-school/policies/>

EDUCATIONAL VISITS & 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 may 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:

- ♦ After school clubs/ breakfast clubs and extended school care;
- ♦ 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 offers an array of before and after school clubs. 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: <https://hallsville.newham.sch.uk/events-and-activities/school-clubs/>

We also provide booster clubs for children in both key stages which aims to 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 and the school has a signed letter, 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 Razna Begum in the main office.

Extended School

Hallsville are considering a paid extended school, if you are interested please contact Razna Begum in the main office.

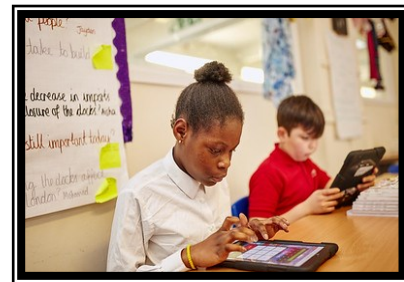
TEACHING AND LEARNING

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 (Maths No Problem)
- ◆ English (Read Write Inc and Talk For Writing)
- ◆ Science
- ◆ Music
- ◆ Physical education
- ◆ Art, design and technology,
- ◆ History
- ◆ Geography
- ◆ Computing
- ◆ PSHCE
- ◆ Religious Education
- ◆



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

Link to our Teaching Policy and Learning: <https://hallsville.newham.sch.uk/wp-content/uploads/2022/09/Teaching-and-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 develop a love of reading at home is a priority.

Work that children can do at home:

Reading, timetables and curiosity topical homework linked to topics that they are learning.

To view the school Homework Policy please visit:

<https://hallsville.newham.sch.uk/wp-content/uploads/2017/02/Homework-Policy.pdf>



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

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

Department of Education Performance Tables link:

<https://www.compare-school-performance.service.gov.uk/school/145363/hallsville-primary-school/primary>

Results Tables 2021-22

Please note that due to the Covid-19 pandemic there were no statutory assessments undertaken during the summer term of 2020 or 2021. The tables below show the Unvalidated results for the summer term of 2022 . Further details including the most recent set of validated results can be found on the school's website:

<https://hallsville.newham.sch.uk/our-school/results/>

KS1 results		National	Hallsville
		National 2019	School 2022
Reading	Expected	75%	79%
	Greater Depth	25%	23%
Writing	Expected	69%	72%
	Greater Depth	15%	15%
Maths	Expected	76%	79%
	Greater Depth	22%	22%
Science	Expected	83%	79%

KS2 results		National 2022	Hallsville 2022
Reading	Expected	74%	95%
	Greater Depth	28%	58%
	Average Scaled Score	105	110
	Progress	0	4.5
Writing	Expected	69%	90%
	Greater Depth	13%	20%
	Average Scaled Score	n/a	113
	Progress	0	3.3
Maths	Expected	71%	93%
	Greater Depth	22%	65%
	Average Scaled Score	104	112
	Progress	0	6.7
GPS	Expected	72%	92%
	Higher score	28%	68%
	Average Scaled Score	105	113
Combined	Expected	59%	90%
	Greater depth	7%	13%
Science	Expected	79%	95%

NURSERY AND RECEPTION



SECTION 2

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. 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 for 15 minutes from the start time.

Session 1 – carpet time, the teacher will introduce the area of learning for the session and teaching assistant's will support all the children during the carpet session. The 2 year old's in the afternoon session will have a fun and interactive story time.

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. The teacher will take the main activity which is a different area of learning each day and a Teaching Assistant will lead either maths or literacy. 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. One child will be dismissed at a time.

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 child's special book and writing book.

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. 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: 8.50 am - 3.30pm

Reception's Daily Time Table

8.50am – 9.15am – children enter their classroom and self register. The children practice handwriting following a fitness break which allows them to get air and exercise.

9.15am – 10.00am – children take part in the Read Write Inc. (RWI) phonics sessions where they learn letter sounds and develop their reading skills.

10.00am – 10.10am – children have the chance to choose activities, inside and outside.

10.10 – 11.10 am – Carpet session, whole class literacy. Children then take part in free flow activities and are also called by the class teacher to participate in literacy work.

11.10am – 12.00pm - Carpet session, whole class teaching Maths Mastery. Children then take part in free flow activities and are also called by the class teacher to participate in numeracy work. The teacher will work with all children in their groups within this hour slot.

12.00pm – 12.30pm - Tidy up time followed by a story.

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.

1.30pm – 2.45pm – The register gets taken. Nursery Rhyme, Word Spellings and Invent a story. 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 & RECEPTION

Secure Beginnings

Both being at Nursery and the transition from Nursery to school can be a challenging 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 to your child about their 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/pushchair. 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's 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 are encouraged to play in a variety of 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.
- 4) Playing hide and seek – this can be done inside or outside. You can take turn being the hider or seeker and involve all the family. You could hide a toy and get your child to find it.

NURSERY & 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 a go.

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 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 of learning. Outside learning is an essential part of their development. The 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 INFORMATION



SECTION 3

ADDITIONAL CURRICULUM & 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

Relationships, sex and health education is dealt with sensitively in two ways. Any questions which arise during a child's time at school will be answered honestly and appropriately. Additionally, PSHCE topics will often include some aspects of sex education. Age appropriate learning focused upon sex education is delivered in years 5 & 6. For children in year 5 and 6, parents will be informed when these sessions take place.

Sports Provision

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



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

In Year 5 your child will be given the opportunity to go swimming at the local leisure centre. In Year 3 your child will have the opportunity to go to the local gym .

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 Fair play 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 their health and 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. **Once a week we have whole school assembly in which we celebrate the children's birthdays and children present what they have been learning.** 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 ensures 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 our 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
Ian Tyne	Whole school
Jamie Cornuauud	Whole school
Sara Kwiatkowska	Nursery
Kirsty Gunning	Nursery
Joyce Babriye	Reception
Jo Gray	Reception
Roheema Khanom	Year 1
Maianne Manola	Year 1
Fathiya Bobo	Year 1
Tracey England	Year 2
Susan Wilson	Year 2
Vanitha Nursoo	Year 4
Louise Barnes	Year 5
Leigh Halsey	Year 6
Joanna Lam	KS2 and Year 6

HALLSVILLE STAFF

Year	Teaching Staff	Support Staff
Year 6	Mr Ana Fernandes Ms Rashida Khanom (AHT) (Year 5&6Phase Leader) Miss Andrea Perry	Ms Leigh Halsey Angie Smith-Scales Ms Joanna Lam Mr Sunil Kapur
Year 5	Ms Kirsty Marshall Miss Chloe Greene	Miss Louise Barnes Mr Shaun Hearn
Year 4	Miss Warda Abdi Miss Shakeera Begum Ms Fehmida Iqbal (AHT)	Ms Vanitha Nursoo Mrs Rachel Quartey Ms Maria Raheel Ms Tania Mumit
Year 3	Ms Fatwima Hingah Miss Naimh Cunningham	Miss Pauline Shaw Ms Alix Parker
Year 2	Ms Halima Zaman Miss Olivia Cox	Ms Tracey England Ms Alice Machacek
Year 1	Ms Anisah Rahman Ms Marianne Manola	Miss Sue Cook Ms Fatima Suhora Ms Fathiya Bobo Ms Naima Choudhury Ms Darlicia Banduku Ms Roheema Khanom
Reception	Ms Julie Pointer Miss Candice Jordan	Miss Joyce Babirye Ms Shabia Begum Miss Joanne Gray
Nursery	Miss Yasmin Ikram	Ms Rosalind Henning Ms Sara Kwiatkowska Miss Karolina Kwiatkowska Miss Kirtsty Gunning Miss Jamie Cornaud
Leadership team	Executive HT: Ms Keri Edge Head of School: Ms Kelly Jones Deputy Headteacher : Ms Fehmida Iqbal SENDCO AHT: Ms Ivie Okwuegbuna Assistant Headteacher: Lyndsey Miller Trust Operations Manager/CFO: Hannah Cleland	
Additional Teaching Staff	Mr Ian Tyne (Sports) Jamie Cornaud (Sports) Mr Nigel Mark (IT) Mr Adam Nunn (Music) Miss Dominique Marques (SEND/PPA)	Mr Ian Evans (Playground)
Admin and Other Support Staff	Ms Razna Begum Nicole Santos Liliana George	Office manager and Admissions Attendance Finance

TRUSTEES, GOVERNORS & SENIOR LEADERSHIP

Governance

The local governing body has a general oversight into the running of the school and is 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 through the school office.

Local Governing Body

Mr Barnes , Chair
 Ms Magwenzi , Vice Chair
 Ms Jones, Head of School, Hallsville
 Ms Quayum, Head of School, Scott Wilkie
 Ms Court, Parent
 Ms Tunmise , Parent
 Ms Edge, Executive Head Teacher
 Ms Lewis, Staff
 Ms Okwuegbuna, Staff

Trustees

Ms Denby, Chair
 Ms Edge, Executive Head Teacher
 Ms Dev-Purkaystha, Parent / Vice Chair
 Ms Jung
 Ms Otieno
 Ms Perry
 Mr Lee

Senior Leadership Team

Mrs Ivie Okwuegbuna: Assistant Head Teacher, SENCO

Ms Fehmida Iqbal : Deputy Headteacher

Miss Rashida Khanom: Assistant Head Teacher, Year 5 and 6 Phase Leader

Miss Lyndsey Miller: Assistant Head Teacher, Teaching & Learning, Curriculum, Talk For Write

Ms Susan Wilson: Leading Practitioner

Marianne Manola: Year 1 Lead

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:

EYFS	Ages 3– 5	Nursery and Reception
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"> Evidence-based approach to teaching maths Helps pupils develop a deep, long-term and adaptable understanding of maths Inclusive approach where all children achieve Slower pace which results in greater progress

USEFUL CONTACTS & 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: <https://www.eadmissions.org.uk/eAdmissions/app>

In Year Admissions: <https://www.newham.gov.uk/schools-education/year-admissions/1>

Free School Meals Application: <https://www.newham.gov.uk/schools-education/free-school-meals/2>

Hallsville:

Hallsville Policies: <https://hallsville.newham.sch.uk/our-school/policies/>

Ofsted Report: <https://reports.ofsted.gov.uk/provider/21/102724>