

HENLEY IN ARDEN C OF E PRIMARY PROSPECTUS



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'Welcome to Henley' film



Message from the Headteacher

Dear Parents and Carers,

Welcome to Henley in Arden Church of England Primary School; a special place where we welcome children and families from all faiths and backgrounds. Our Christian values are at the heart of all we do and we encourage all of our children to learn and live by their example. Our aim is to ensure everyone in our school community is 'Living Life in all its Fullness' (John 10:10).

We are a Primary School and Nursery for children from 3 - 11 years of age. At Henley in Arden Primary School, staff, children, parents and governors work together to secure high standards of achievement for all our pupils. As a member of the Arden Forest Multi-academy trust, we offer a broad and balanced curriculum within a stimulating and exciting learning environment.

We have a dedicated team of staff who work collaboratively to provide a wealth of learning and life experiences for all the children who attend our school. As a Thrive school we are committed to the social and emotional development of every child, in partnership with parents, carers and our community.

This booklet is an introduction to our school. Choosing the right school for your child is one of the most important decisions that you will make so please visit us or feel free to contact us for more information, or visit our website – www.henleyinardenprimary.org.uk

We look forward to welcoming your child to our school and sharing their journey of life-long learning together.

Yours sincerely,

Mrs Kate Adcock
Headteacher



Our School

Our school is for children aged 3 - 11 years. There are four classes, comprising of Nursery & Reception, Year One & Year Two, Year Three & Year Four and Year Five & Year Six with approximately 120 children in the school. We also have a special needs resource provision within our school grounds which hosts up to 14 children with high level needs from across the county.

The accommodation comprises of seven classrooms, a library, a large hall, a dedicated space for wrap-around provision and a large kitchen area. The hall is used for P.E, school plays and collective worship as well as for eating school meals, which are cooked on the premises.

The present buildings were opened in 1966 when the school moved from its previous location in the High Street.

The location of the school is very attractive, situated at the foot of the ancient Mount, the site of the original Henley in Arden castle. It is surrounded by wooded hillsides and fields. We have an ample playground and a very large school field, which is used all year round for playing on and for sporting activities. We also have a fantastic Forest School area, which is used frequently for outdoor learning.



Our Aim

‘Our key aim at Henley-in-Arden CE Primary School is to bless every child spiritually, emotionally and academically during their time with us, following Jesus’ example so they leave our school knowing they are loved, cared for and able to achieve success in their careers, relationships and citizenship.’

Through clear direction and collaboration, the staff and governors believe we can achieve this by providing...

- A strong basis of Christian values
 - A learning environment which promotes independent learning and self-assessment
 - A supportive learning community where high quality teaching shapes learning, ensuring high attainment
 - A meaningful, purposeful and relevant curriculum to meet the children’s individual needs
 - A partnership with families and the wider community including St John’s Church, Henley in Arden
 - A safe caring environment where high standards of behaviour are expected and valued
 - Opportunities for social responsibility and a sense of awe for the world in which they live
- ...enabling everyone at Henley to develop a sense of self-worth and a love for lifelong learning.

Admissions

All children who have reached their 4th birthday by August 31st are admitted to school in the September of that year. Any parents considering enrolling their child at school are most welcome to telephone to arrange a visit to see the school and to meet with the Headteacher or attend an open day.

Admissions booklets are delivered to the homes of children a year before they are due to start school. Admissions are through the Warwickshire Admissions Office (Tel: 01926 742047). Our school adheres to the Warwickshire County Council admissions policy, which can be found on www.warwickshire.gov.uk

The order of priority for admission is currently as follows:

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Children living in the priority area who have a brother or sister at the school at the time of admission.
3. Other children living in the priority area.
4. Children from outside the area who have a brother or sister at the school at the time of admission.
5. Other children from outside the priority area.

In each category, decisions are based on the distance between home and school by the shortest walking route, with priority going to those living nearest the school. This applies equally to those living inside and outside the county boundary.

Priority Area: The Parishes of Beaudesert, Henley-in-Arden, Oldberrow and Ullenhall. Part of the Parish of Wootton Wawen north of the River Alne and part of the Parish of Preston Bagot north of the canal.



School Structure

Age	Class	Stage
3-4 years 4-5 years	Nursery and reception	EYFS
5-6 years 6-7 years	Year 1 and 2	Key Stage 1
7-8 years 8-9 years	Year 3 and 4	Key Stage 2
9-10 years 10-11 years	Year 5 and 6	Key Stage 2

Senior Leadership team

Mrs K Adcock (Headteacher)
Mrs E Griffin (Assistant Headteacher)
Mrs M Gray (SENCO)

Teachers

Mrs S Lawton-Jones (EYFS)
Mrs E Field (Year 1 & Year 2)
Mrs E Griffin (Year 3 & Year 4)
Mrs S Jones (Year 5 & Year 6)
Mrs S Clark (Tillman Lodge)
Mrs C Sweet (Tillman Lodge)

Teaching Assistants

Miss L Wong - EYFS
Ms J Bradford
Mrs G Payne
Mrs T Hedderman

Mrs N Rabidas – Tillman Lodge
Miss F Charlton – Tillman Lodge
Mrs S Bleby – Tillman Lodge
Miss P Rudge - Tillman Lodge
Joe Riddiford - Sports Coach

Support Staff

Mrs F Taylor - Office
Mrs L Jay - Finance

Wrap Around

Katie Hems



School Day and Attendance

The school day starts at 8:45am and ends at 3.15pm

Children may start to come into school from 8.40am onwards and settle quietly in their classrooms ready for a 8:45am start. The gate to the school is opened at 8.35am each day and is closed at 8:50am. After this your child will be marked late.

It is very important that children attend school every day. We are required to keep and monitor records of attendance, absence and lateness. Wherever possible, we encourage parents to book medical appointments outside of the school day.

Regular attendance at school means that your child can make the most of their education, settle in at school and make and develop friendships. In particular, it is important that you don't take holidays in term time as it disrupts your child's learning. We do not authorise family holidays in term time. A pre-agreed absence may be authorised if there are exceptional circumstances (eg. Funeral). This is at the discretion of the Headteacher.

Some children qualify for school transport – please contact the School Office for details.

If your child arrives after 8:50am, bring them to the main office door where they are signed in so that they can be added to the register. This is very important in case of fire etc. In exceptional circumstances, if you know you are going to be late collecting your child, please call the School Office and we will tell your child and make sure they are safe until you arrive.

Before and After School Club

We are pleased to be able to offer a before school club from 7:30 which includes breakfast. We also offer an after school club called 'Discovery Den'. Both of these are available for children aged 4 and above.

Both of these are a paid childcare service. Please see our Discovery Den Pack for more information.



Nursery

Our school nursery is part of our Early Years Foundation Stage Unit, alongside Reception. We are open every day in term-time from 8:45am-3.15pm. Morning sessions are 8:45 am-12.00 pm each day and afternoon sessions are 12.00 pm-3.15 pm. These are our standard hours. However, we have the option to be flexible with our service so please contact the School Office on 01564 792766 to see if we can help you.

3 & 4 Year old (Universal Entitlement)

All 3 & 4 year olds are entitled to the 15 hours Universal Entitlement the term following their third birthday offering 570 hours a year over no fewer than 38 weeks. This equates to 15 hours a week for 38 weeks of the year.

3 & 4 year olds Extended Entitlement (30 hours)

A child will be entitled to the 15 hours extended funding giving them a total of 30 hours funding, from the term after their third birthday or the term after the 30 hour code validity start date, whichever is the latest, and where the child's parent has a current confirmation of eligibility from HMRC of a valid 11 digit code beginning with 500. The offer is for an additional 570 hours a year over no fewer than 38 weeks. This equates to an additional 15 hours a week for 38 weeks of the year. Children may stretch their entitlement over more than 38 weeks (and up to 52 weeks). We can also help parents with the administration of the 30 hour entitlement process.

NON FUNDED - Nursery Sessions COSTS 2026-27

Morning Session 8:45am – 11.45 £21.30

Extended Morning session to 12.15 £4.90

PM Session 12.15 – 3.15 £21.30

Non Funded whole day 8.45am – 3.15pm £47.40

FUNDED SESSIONS WITH OPTIONAL FEES

Continuous Fully Funded Block

8.45am – 2.45pm NIL – 6 hours EEF

30 mins Additional Extended Care in line with school hours 2.45pm – 3.15pm £4.90

Funded AM Session 8.45– 11.45 NIL – 3 hours EEF

30 minute Additional Extended Care 11.45am-12.15pm £4.90

Funded PM Session 12.15pm – 3.15pm NIL – 3 hours EEF

Nursery & Reception

The Nursery & Reception class take their learning from the Early Years Foundation Stage curriculum. This is for children aged 3 - 5.

Structured play is an essential aspect of the daily routine in our Nursery & Reception class. Children work from the six areas of learning as laid out in the Early Years Foundation Stage curriculum.

Our children learn to make choices and plan some of their learning themselves as well as learning to co-operate with their peers.

We teach our children to read and write through a combination of 'Jolly Phonics' and an excellent handwriting scheme. We have a wide range of reading books. Children will bring a reading book home every day to read with an adult. They will change their books as they need. The emphasis is on enjoying the pleasure of sharing a book and appreciating the story.

Every Wednesday, our children put on some sturdy waterproof clothes and explore the great outdoors where they can safely get muddy and cover many areas of the curriculum through nature. We call it 'Welly Wednesday'.

Years 1 - 6

The National Curriculum provides us with learning outcomes for children in Years 1 to 6. We deliver a personalised approach to the national curriculum which is tailored to needs of our children to ensure they make good progress and reach high standards.

We believe that children should be involved in their learning and have an understanding not just of what they are learning but also of why they are learning. We want to teach them skills that they can transfer to any subject such as organisation, research and investigation. We spend time finding out, from latest research, the best ways to help children learn. All children learn best if they are starting from what is familiar to them.

We have constructed a curriculum which prepares the children academically, emotionally, socially and spiritually to be active and successful participants of British and Global society. The planning and delivery of our curriculum is underpinned by the Arden Forest MAT Christian values, interlinked with our school vision and twelve Christian Values. Every year group has the same topic – this is to allow an inclusive curriculum for all children at Henley, including Tillman Lodge. We seek to carefully develop subject knowledge, through our progression of skills and knowledge documents, personalising learning to individual children's learning needs.

Further information can be found on the 'Curriculum' page on our website



A typical day in our Nursery and Reception

Children coming to Nursery and Reception have a busy and engaging day.

8.45 – 9.00 – Children enter the classroom via the outside door

9.00-9.10 – Register and lunch options

9.10 – 9.25 – Whole Class teaching – Nursery access this at their own level with the support of the classroom teaching assistant

9.25 – 10.15 – Children access provision, including guided activities led by the adults

10.15 – 10.45 – All children to go to the toilet, wash hands, have a snack and their drink.

10.45 – 11.00 – All children use the large playground outside.

11.00 – 11.45 – Children continue to access provision, including guided activities led by the adults

11.45 – 12.00 – Get ready for lunch and have a story/Word of the Day

12.00 – 1.00 – Lunch – Taken in the school hall with the rest of the school

1.00 – 1.10 – Afternoon Register

1.10 – 3.00 – Children continue to access provision, including guided activities led by the adults

3.00 – 3.15 – Story time then get ready to go home

We currently provide a PE session once a week and a Forest School session every Wednesday afternoon. Reception children attend assemblies on Mondays and Fridays.

If you would like further information about how to apply for a place, please phone the school office on 01564 792766.



Christian Values

These are the 12 values that underpin everything that we do at Henley:



Respect Code

Our behaviour policy is driven by our Respect Code. Our fair and consistent approach ensures all children behave well. Our latest Ofsted inspection recognised that *'Pupils are well behaved and are kind and considerate to each other. Older pupils care about the younger children.'*



School Meals

These are cooked on the premises and are of a high standard. Parents who pay for their child's school dinners use 'Parent Pay' which is an electronic service the school uses.

Lunch Times:

Lunchtime is between 12.00pm – 1.00pm.

The children take their mid-day meal in the hall and are provided with a drink. As an alternative, children may bring in their own packed lunch. You need to provide a drink in a plastic bottle. Fizzy drinks or sweets are not appropriate for a school lunch box.

All children in Reception through to Year Two are provided with a free school lunch (hot or cold) through the 'Universal Free School Meal Policy', which has been in place since September 2014.

Free meals in Key Stage 2 (Year 3 – 6) may be applied for in certain circumstances – details are available from our school office. If you find you are eligible for free school meals but do not want to take up the service, it is helpful to the school if you still register, as we get extra funding for the school. During the lunch period, children are supervised by the midday supervisors. After their meal, they are supervised on the playground/field where young leaders organise activities or children can play their own games. There are also a range of clubs available to all children to access during the lunchtime period. In very bad weather, they have special 'wet play' activities in their classrooms.



School Uniform

We are very proud of the smart appearance of all our children.

Key Stage 1 (Reception, Y1 and Y2)

Winter: Grey Pinafore / Skirt / Trousers
(September - Easter)
White polo shirt
Round Necked Navy School Sweatshirt
Navy / White / Grey tights

White / Grey socks
Black Shoes
Dark coloured Coat

Summer: Navy Blue Gingham Dresses
(Easter - July)
Navy Cardigan
Grey Shorts/trousers/skirt
Short Sleeved White Polo Shirt
Round Necked School Sweatshirt
Black Shoes
Dark coloured Coat/Cagoule

PE Kit: Navy Blue Shorts
Navy School T-Shirt
Black Pumps

Key Stage 2 (Y3 - Y6)

Grey Pinafore/Skirt/Trousers
White school shirt
Tie in House colour
V-necked Navy School Sweatshirt

Navy / White / Grey tights
White / Grey socks
Black Shoes
Dark coloured Coat

Navy Blue Gingham Dresses
Navy Cardigans
Grey Shorts/trousers/skirt
Short Sleeved White Polo Shirt
V-necked Navy School Sweatshirt
Black Shoes
Dark coloured Coat /Cagoule

Navy Blue Shorts
Navy School T-Shirt
Black Pumps
Football Boots / Trainers



Shoes with high or narrow heels are not allowed for safety reasons.

Children are asked not to wear jewellery, apart from simple studs in pierced ears.

These will need to be removed for P.E lessons, Sports clubs and swimming.

It is very important that your entire child's clothing is clearly marked with their name.

Optional house colours for ties in KS2 are:

Demontfort – RED, Beaudesert – GREEN, Arden - YELLOW

Uniform is available from:

- Monkhouse Uniform, – 1 Mell Square, Solihull, B91 3AZ (0121 733 1456)
Email address: solihull.shop@monkhouse.com
- National School Wear, 3-4 Bull's Head Yard, Alcester B49 5BX
(01789 400344)
- Orchard Clothing, 6 Dunlop Road, Hunt End Trading Estate, Redditch, B97 5XP
(0845 208 0471)

Opal Play

It has long been recognised that play is fundamental to a child's health, happiness, development and well being. Research has also shown that children spend 20% of their time in school playing. This led staff to reflect upon how playtimes could be improved in our school and last year our OPAL journey began.

The OPAL vision is that “every child in every school has an amazing hour of high quality play every day” and as a school we share this vision and recognise the enormous benefits play has on a child’s life.



Extra Curricular Activities

We offer a wide range of extra curriculum activities including:

Football Club, Rugby Club, Athletics Club, Art Club,
Piano/Keyboard lessons, Guitar lessons, Drum lessons

Partnership with Parents

Medical Needs

If a child in school requires regular medication then special arrangements must be made with the school. These can be made by coming into the School Office and filling out a medical form, detailing the medicine that needs to be given.

Please inform your child's class teacher if they need to use an inhaler for asthma during the day at school and provide the school with a labelled inhaler that can stay on the premises with clear written instructions. There is also a form to fill in for inhaler use so that everyone is clear about dosage

If your child has a severe medical condition we will work with medical professionals to ensure a care plan is written and adhered to during their time in school.

Evacuation and enforced school closure

Very occasionally, it is necessary to evacuate or close the school. The procedure we have in place to alert parents is an app called 'Studybugs' which sends messages directly to your mobile device.

We also use the county website and text messaging service which you can sign up to annually on www.warwickshire.gov.uk/schoolclosures.

If school is unable to open in the morning we will use Studybugs, the county website, the county text message service and radio stations to warn you of the closure. We will also post on our Facebook page to inform parents of any closure.



Safe and Active Travel

We have been part of the Safe and Active Travel programme for the last three years. For us, this means that we encourage children to walk, scoot or cycle to school as much as they can! They get taught about road safety by experts from the Safe and Active Travel team in Warwickshire. We hold events throughout the year like security marking their bikes or being part of campaigns such as the 'Clean Air' campaign which encourages parents to park away from the school site, helping to decrease car pollution for our children as they enter and leave school. This is a really important part of our work at Henley as we recognise how changing how we travel can have valuable health and well-being benefits, as well economic and environmental benefits.

Communication with Parents

We feel privileged at Henley Primary that you entrust your child into our care for their education and welfare. You play a vital part in your child's education, from teaching them good attitudes towards school to helping them with their home learning. We want to do all we can to help you to help your child. We host **training evenings** to cover various aspects of the curriculum and explain methodology which may be new to you.

We also arrange **two formal consultation evenings** when you can talk to your child's class teacher about their progress and their targets. You can, of course, speak to teachers any time you have a question or a concern.

We send a **regular newsletter** home with dates for your diary and other useful information. We have recently launched a **school podcast** which is also shared with parents. We also send many other information letters when needed.

We have **class assemblies** throughout the year when children present aspects of their recent work and learning in school. All are welcome to join the children on these occasions. Family members are also welcome to come into our **Celebration Assemblies** on Friday mornings at 9.00am.

We send home a **summary of the curriculum** each half term so that you can talk to your child about their learning. These plans are also available on our school website.

At the end of the school year, in July, we have a **'Meet the Teacher'** evening when you can visit school to meet your child's new teacher and view their new classroom and look at the resources they will be using.

School Reports are sent out each July. Progress summaries are also sent home throughout the year. You may make an appointment to discuss any of these reports if you wish.

We welcome, and are always grateful for, parents offering their services as **helpers in school** with swimming, reading practice, computer work, art and craft, cookery and school outings.

We operate an email system called **'Study Bugs'** to keep parents informed. These should all help to keep you up to date with events in school.

Although our key aim is to work in partnership with our parents, occasionally there may be instances where you disagree with something that has happened in school. If this is the case you may make an appointment with your child's class teacher or a member of Senior Leadership Team.





For further information please visit
our website at
www.henleyinardenprimary.org.uk
or telephone the school office on
01564 792766

