



The Echelford Primary School




Ofsted
Good
Provider



Lumen Learning Trust
Learning together for a brighter future

Prospectus



The Echelford Primary School

Joy Nurture
Diversity
Participation

Trust Honesty
Equality
Happiness

Courage
Inclusion
Excellence

Community

Perseverance

Resilience

Independence

Our Vision

Echelford is an inclusive primary school where everyone learns in an environment which encourages individuals to realise their own self-worth. We are committed to enabling opportunities to discover confidence, develop independence and build resilience so that individuals realise their own unique value and thrive both in our community and beyond.

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“The **only** thing that STANDS BETWEEN you and your DREAM is the **will to try** and the BELIEF that it is actually possible.”

Joel Brown



“ Echelford is a large school that maintains a **family feel** and **enriches the lives** of the children. ”

Parent

Welcome

Executive Principal
Mrs McCarthy

Co-Headteachers
**Mrs Bugembe
and
Miss Oakley**

Welcome to The Echelford Primary School.

We are delighted that you are considering Echelford Primary for your family. The first years of your child's education are precious and should be filled with a joy of learning. Our entire staff team is committed to securing the best possible outcomes for each individual. We pride ourselves on knowing and understanding every child so that we can craft our provision to meet their needs whilst helping them to appreciate their own uniqueness and developing a strong sense of self-worth.

Our school community is made up of three parallel classes in every year group from Reception (aged 4-5 years) all the way up to Year 6 (aged 10-11 years). This makes us one of the larger schools in Spelthorne and means we are uniquely placed to offer our children every opportunity to form numerous friendships and, at the end of their time with us, make a confident and smooth transition to secondary school.



We are privileged to have been part of the Lumen Learning Trust since Autumn 2013; Saxon in Shepperton, Riverbridge in Staines, Walton Oak in Walton and Darley Dene in Addlestone currently make up the family. We are proud to be part of the group of five schools whose collaborative efforts supported our successful Ofsted Inspection in 2021 when we were awarded the grade of Good in every area.

We would love to show you around our school and give you the chance to see the dynamic learning environment for yourself. Please make contact with the school office who will make a booking for you. Alternatively you can join a small tour, the dates for these are published on our school website

www.echelfordprimary.co.uk.

**“It is fantastic
to see a committed and
focused group of individuals
who come together to produce
an amazing experience for our
children every day.”**

Chair of Governing Body,
July 2018



“Creativity is INTELLIGENCE having *fun*”

Albert Einstein



Working in Partnership with You

We understand that you are busy and that if your child's time at school is going to compliment family life rather than complicate it, we need to offer a comprehensive range of provisions designed to give you choice and flexibility whilst encouraging a positive home-school relationship.



Our provision includes:

- **An extended school day** - We know the hours of the school day can present a challenge to working families so we have made sure children can be continually cared for from 7.35 am to 6.00 pm. Full details of our breakfast and after school clubs are available on page 14.
- **Lumen Summer camp** - The Summer holidays need to be action packed if children are going to enjoy them and this can be time consuming and expensive to organise yourself. We offer three weeks of full time fun in the Summer holidays and further details of the Summer camp are available on page 11.
- **Extra curricular clubs** - In addition to the 'After School Club' we also offer a locally unrivalled range of clubs for a small fee which you may choose to pay for using childcare vouchers. Further information about the clubs on offer can be found on our website.
- **Workshops for parents and carers with a childcare option** - Our parents and carers often ask us to share the teaching methods we use and key learning goals for each year group. As a result we have developed a range of workshops which are led throughout the year. Our annual timetable includes some universal events such as the Autumn term's informal 'meet the teacher' afternoon.
- **Flexibility in making meal choices** - School meals are free for all children in Reception, Year 1 and Year 2 and the majority of our families take up this offer. However, gone are the days of signing up for meals up to a term in advance; we ask only that you let us know a week in advance if you wish to change between school meals and packed lunches. For more information about the four daily options see page 18.





- **Support for your child, you and your family** – Life can throw an unexpected mix of things at you and we appreciate that sometimes, you will need a member of staff to talk to who can give you their time and help you access the services you need. The Lumen Learning Trust provides a unique set-up with a Pastoral Co-ordinator and team of Home School Link Workers and Emotional Literacy Support Workers. This entire team is made up of non-teaching staff which means that they have the time and resource to work alongside you as you navigate life's challenges. They will support children during school time but also have the flexibility to meet with you either in school or elsewhere depending on what is right in the given circumstance.
- **Trips and visits** – We are sure your children will enjoy learning in school but we also appreciate that visitors, days out and residential trips are often the lasting memories of primary school. All year groups make the most of termly opportunities to enrich the curriculum in this way and in Year 3, overnight adventures begin with a sleepover at school. More information about trips and visits can be found on pages 10 and 11.
- **Pupil Premium** – Pupil Premium is funding from the government to support children whose families are in receipt of additional benefits, e.g. Universal Credit. If you think that your child may be entitled to Pupil Premium funding, please speak to our school office, as not only may your child receive free school meals, this additional funding can also be used to help your child in many other ways. For example:

 - help ensure your child gets additional small group or 1-1 support when needed
 - subsidised school trips (both residential and day)
 - help towards reducing the cost of clubs (one free activity club per term)
 - support your child to access to the Lumen Summer Camp
- **Weekly newsletter, website, text messaging service, app, Facebook page** – In order to help you keep up with the fast pace of life here at Echelford, we send out communication in a variety of ways. The Headteachers write a newsletter each week to round up the week's events and alert you to anything coming up.



Communication is key to effective partnership working with parents and carers. We welcome your feedback on all aspects of our provision and strongly encourage you to speak to someone quickly should you have a concern. Our class teachers, Year Leaders and Senior Leadership team will always make the time to meet with you so that we can problem solve together.

Starting School at Echelford

Whether starting in Reception or joining one of the other year groups, we understand the transition process needs to be as smooth as possible to enable children to make the best start at Echelford.

Reception

For children joining us in Reception, we hold a range of transition events.

Your child will be invited to come and visit their new classroom and new teacher in a 30-minute taster session as part of a small group. This takes place in the summer term, usually mid-end of June. At the beginning of July we invite all of the children into school to spend two hours one morning in their new classroom with their new teacher and teaching assistant and it is a chance for them also to meet their classmates as a whole group. During this event we meet with parents and carers to give lots of practical information to support the transition into school. We also invite parents to sign up for their Home Visit which takes place at the beginning of the Autumn term prior to your child's start date. Individual meetings are an opportunity for the teacher and teaching assistant to meet with you and your child for approximately 20-30 mins and discuss anything that needs to be shared to support your child's start to school.

In September, the children have one half day before beginning with us full time. We plan for all children to be full-time quite quickly as our experience tells us that this is the best way to successfully integrate our children. However, this is closely monitored as we are aware that there may be some children who find the full day attendance difficult. If this is the case, we work closely with the parents and identify the best way forward.

Some children find the separation from parents/carers in the morning challenging. In most of these instances, we ask that you say a clear goodbye and let us manage the upset. Whilst it is hard as a parent/carer to leave your child, in our experience the tears stop flowing as soon as you have left. We will always ring to confirm that your child has settled about half an hour after the beginning of the school day if they have been unsettled.



Years 1–6

When we are made aware of a new child starting in a year group other than Reception, they are invited to the Move Up morning which takes place at the beginning of July where all the children spend the morning in their new class with their new classmates and their new teacher. When a child transfers during the year, we do our best to offer a mutually-convenient time for the child to tour the school and see their new class.

Teachers are available in the playground at the end of each school day for brief catch-up chats so those parents/carers wishing to check on how their child is settling are able to do this informally.



Awe and Wonder

We know that children learn best when they are excited, inspired and engaged. Daily lessons are crafted in response to the children's interests and there is an expectation that each year group seizes every opportunity to involve additional experiences including inviting visitors into school and taking the children out on trips.



Enriching experiences

We try to foster a love of learning and offer enriching experiences throughout the school. Educational visitors including musicians, dancers, sports specialists and other individuals who are experts in their field are invited into school to elevate the children's learning experience. We also provide opportunities for children to learn about future careers and are always delighted to hear from members of our community who may be willing to share their working life with us.

Our commitment to enabling each child to build independence, grow in confidence and develop resilience is central to our decision to provide residential experiences from Year 3 onwards. In Year 3 the children stay overnight in our school building which is a complete adventure for them and an excellent introduction to nights away. In Year 4 the children take part in a learning festival which sees them camp locally at the same time as their counterparts from the other Trust schools. Year 5s head to Tunbridge Wells for an outdoor adventure and Year 6 complete a city-break and immerse themselves in the best cultural experiences the West Country has to offer.



Breath-taking spaces

At Echelford we are very fortunate to have a collection of unique learning spaces referred to as 'The Lighthouse'. The Lighthouse, Wonder Room and Nest provide staff with a stimulating environment in which to nurture the curiosity of our children.



Year round excellence

Our creative approach to provision extends into the Summer holidays with our popular Summer camp. The camp is run by our own, highly qualified, members of staff whom your children already know and trust. A range of activities are offered ensuring your children make the most of time to enjoy themselves in the Summer holidays.

All of these activities form a valuable part of the children's learning and development but we do depend on the financial support of parents to be able to continue organising them.

However, no child will be excluded where there is a case of genuine financial need.



Learning

Children in Reception follow the Foundation Stage Curriculum as set out by Government guidelines. The curriculum is divided into seven key areas which cover all aspects of the child's development: Personal Social Emotional Development, Physical Development, Communication & Language, Literacy, Mathematics, Understanding of the World, and Expressive Arts & Design.



Throughout Years 1–6 the learning is focused on mastering the end of year objectives set out in the National Curriculum.

In Years 1 & 2 the children follow the Key Stage 1 programmes of study as outlined in the National Curriculum and in Years 3, 4, 5 and 6 they follow the Key Stage 2 programmes.

The National Curriculum for both key stages consists of the core subjects: Mathematics, English, Science and Computing; and the foundation subjects; History, Geography, Design & Technology, Art and Design, Music, and P.E. The Surrey Agreed Syllabus

is used for the teaching of Religious Education (R.E).

Within Key Stage 2 the pupils also get the opportunity to learn French from a specialist languages teacher. The school follows the JIGSAW programme of study for Personal Social Health Education (PSHE).

Children are taught in mixed ability classes throughout the school. They progress through the year groups according to age except in very exceptional instances where the individual needs of the child make an alternative programme necessary.





“A mind once **STRETCHED** by a new idea,
never goes back to its original **DIMENSIONS**”

Oliver Wendell Holmes

Before and After School Care

Before School Care

We run our own Before School Care from 7.35 am to 8.30 am.

This club is staffed by members of the Echelford team. A selection of breakfast foods are available.

Bookings must be made in advance online via Wisepay. From 8.30 am children are then dismissed to their appropriate classroom.



After School Care

Echelford offer After School Care Monday to Friday term time between 3.15 pm and 6.00 pm with a limited 4.00 pm early collection option. This club is also mainly staffed by the Echelford team. You are able to book via Wisepay 24 hours in advance and Childcare vouchers are accepted.

For all information including terms and conditions and declaration form please see our website under School Info – Before and After School Care.



The School Day



Reception	
Gates open	8.30 am
Start time	8.50 am
Lunch time	11.45 am – 1.00 pm
Finish	3.10 pm

Year 1 and Year 2	
Gates open	8.30 am
Start time	8.50 am
Break time	10.20 am
Lunch time	12.00 midday – 1.00 pm
Finish	3.10 pm

Year 3 and Year 4	
Gates open	8.30 am
Start time	8.50 am
Break time	10.30 am
Lunch time	12.15 pm – 1.15 pm
Finish	3.15 pm

Year 5 and Year 6	
Gates open	8.30 am
Start time	8.50 am
Break time	10.30 am
Lunch time	12.15 pm – 1.15 pm
Finish	3.20 pm

“Integrity is doing the
RIGHT THING when no
one is watching”

Anon

“My children *enjoy* going to school
at *Echelford*. They feel *safe, happy,*
and they like the teachers.”

Parent

School Uniform



We encourage our children to take pride in their appearance. To this end all pupils are expected to wear the prescribed school uniform, as we believe this is an important element in helping to develop a sense of belonging to Echelford. We ask parents/carers to support us in this policy by ensuring that children are sent to school correctly dressed.

All logoed school uniform is available to purchase from Shepperton Sports & Ski either in person at their shop located in Shepperton High Street (open Monday to Saturday 9.30am to 5.00pm), online via <https://www.sheppertonsportsandski.co.uk/>

or by using their Click & Collect Service. This service enables parents/carers to place orders and make payments directly with our supplier via telephone on 01932 225 718 and then collect their purchase from the school office every first and third Wednesday of the month during term time. Current price lists can be found on their website.

The remainder of our school uniform can be bought from supermarkets/clothing stores or from Shepperton Sport and Ski

We also run a 'Nearly New' Uniform Shop at most key school events, where you can buy our logoed items of uniform. Please ask the school office for details of the next sale.

Our Home School Link Worker is always available to discuss uniform needs with our parents/carers, as we would not want financial circumstances to limit a child's sense of belonging at Echelford.

Our school uniform is compulsory for all pupils and includes the following:

- Grey trousers
- Grey shorts
- Grey skirt
- Grey pinafore dress
- Royal blue V-neck knitted jumper with school logo or
- Royal blue V-neck sweatshirt with school logo or
- Royal blue V-neck knitted cardigan with school logo
- Royal blue and silver school tie (KS2 only)
- White cotton shirt (KS2 only)
- White polo shirt with school logo or white plain polo shirt (KS1 only)
- Black or grey socks (NOT trainer socks)
- Black or grey tights
- Black sensible outdoor shoes with velcro, buckle or laces (NOT trainers, Vans, canvas shoes, jelly shoes, sandals, high heels, ballerina/dolly shoes)
- Warm and waterproof outdoor coat or anorak
- Blue and white checked summer dress (can be worn with white socks from Easter to October)



P.E. Kit

- Royal blue round necked t-shirt with school logo
- Navy blue shorts
- Plimsolls
- Trainers (Years 1- 6)
- Plain navy tracksuit bottoms **without logos e.g. Nike, Puma**
- Plain navy jumper without logos, e.g. Nike, Puma

Other Optional Items

- Book bag with school logo (KS1 only)
- Royal blue school cap with school logo
- Echelford draw string bag for PE Kit with school logo



Please ensure that all items of clothing are clearly marked with your child's name.

Hair

- All children with shoulder-length or longer hair must have it completely tied back; hair should not be worn in a half-up-half-down style.
- Hair bands should be small and plain in the neutral colours of white, black, brown, beige and blue only.
- Decorative and large accessories such as bows and long ribbons are not appropriate for school as they serve no functional purpose.
- Short hair should be uniform in length i.e. not shaved in one part and excessively long elsewhere.
- Extreme hair styles are not permitted in school; this includes patterns cut into hair e.g. tram lines, excessive use of hair products e.g. gel and the use of hair dye in non-natural colours or bleach.

Healthy Lunches and Snacks



Our on-site catering provider offers our children high quality, fresh, nutritious and tasty food through an exciting and varied menu.

Children are able to choose from four options each day including:

- **a hot meal** such as roast chicken with roast potatoes and gravy;
- **a vegetarian option** such as savoury veggie mince with mashed potato;
- **a deli option** which will include wraps, baguettes and sandwiches with a variety of fillings;
- **a jacket potato option** with a daily selection of fillings.

Wholemeal bread, seasonal fresh vegetables, fresh salad, yoghurts and fruit will also be available daily along with a fresh dessert. A rolling three week menu rota is in place which changes each term to take advantage of seasonal produce and trends.

Free school meals are available to all children in Reception, Year 1 and Year 2 in addition to the children of families in receipt of particular support payments. If you think you may be eligible for free school meals, please speak to the school office who can help with information and applications.

Your child may prefer to have a packed lunch. To support our children with various allergies, we are a nut-free school and we also ask that you support us in helping your child to make healthy choices and keep sweets, chocolates, crisps etc. down to a minimum. In this context we also ask that the children only bring low-sugar squash, juice, milk or water in their lunchboxes. Please do not send your child to school with thermos flasks, glass bottles or anything which easily breaks.

To help with the smooth running of our school meals service, we ask that you give us a week's notice in writing to the school office when a child wishes to change from packed lunches to school dinners or vice versa.

Children are also able to bring a healthy snack to consume at break time. Following consultations with, and observations by, our School Council we have four set 'Healthy Snack Days' (Monday-Thursday) and one 'Treat Snack Day' (Friday) a week. This helps to ensure that snacks are nutritional and therefore more valuable in terms of concentration and energy levels as well as highlighting the importance of moderation within our diets. KS1 children have fruit provided for them daily free of charge as an alternative if you so wish.



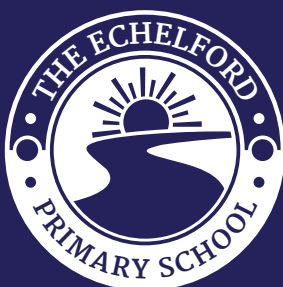
Children's Birthdays

We love to celebrate your child's birthday in school and appreciate that parents/carers may wish to send in something for your child's class. However, we now ask that parents/carers do not send in sweets/food to celebrate a birthday, due to the increasing number of children with complex allergies and dietary requirements. Instead, if you wish to celebrate your child's birthday in school, we suggest sending in a birthday book (new, second hand or spare one from home) which will be labelled with a special birthday sticker, shared with the class and kept in their class library.

“Just when the CATERPILLAR thought
the world was over, it became a *butterfly*”

Anon





The Echelford Primary School



The Echelford Primary School

Park Road, Ashford, Surrey TW15 1EX
T: 01784 253233 F: 01784 421870
office.echelford@lumenlearningtrust.co.uk
www.echelfordprimary.co.uk

Co-Headteachers: Mrs Bugembe and Miss K. Oakley
Executive Principal: Mrs M.E. McCarthy

The school office is open from 8.00 am to 5.00 pm,
Monday to Friday term time.

Echelford Primary School is part of the



Lumen Learning Trust
Learning together for a brighter future