



**Offley Endowed Primary
School and Nursery**
Be All You Can Be



Welcome to Offley Endowed Primary School & Nursery

Foreword: Mr Edwards, Headteacher, says:

Choosing the right school for your child is one of the most important decisions you will have to make. Staff, governors, pupils and parents warmly welcome you to our school, and we will do our best to help you as much as we can when making this decision.

Proud

I am extremely proud to be the Headteacher at Offley. It is a special place to teach and learn. This prospectus has been designed to give you a flavour of some of the fantastic things that we do here. You are welcome to visit us anytime, and I enjoy showing parents around on a personal tour and spending half an hour with everyone who shows an interest in our lovely rural school. I hope you will find that the information in this prospectus helps you understand how we all love life at Offley.

Be All You Can Be

Please also have a look at our website and some of the newsletters to see some of the great activities our pupils and staff are involved in over the year. Our motto, 'Be All You Can Be', captures our school's ethos, and I hope our prospectus reflects this.

Parent partnership

We are all committed to working closely with parents in developing and supporting our children, and our curriculum is carefully planned to ensure all learning is taught in a creative and inspiring way.

Christian values

We have a close link with the Church in Offley and showcase our wonderful Key Stage 2 choir with termly services in the Church. We have Christian values that we follow closely, and this promotes respect, calmness and kindness across the whole school. My main aim is that I want our children to be happy and confident, to share a passion for learning, to achieve well and to make outstanding progress during their time here. We value each child and ensure we foster their individuality, interests and talents. The rich learning experiences offered at Offley, along with our nurture of children as individuals, results in excellent outcomes and pupils being well-prepared for their futures.

Get in touch

If you wish to hear more about what we can offer your child, please contact us for more information or an appointment to meet me. Call us on 01462 768392 or email admin@offley.herts.sch.uk.



School day: settling in

School hours

- 8.30am - School gates open.
- 8.45am – Registration for all children.
- 3.10 pm – School ends.

Breakfast club and after-school provision

We have a before and after school club on site. Breakfast Club opens at 7.45am, and after-school care is known as Jesters and runs until 5:45pm (4.15pm on Friday).

Uniform

The Governors and staff believe that school uniform increases the children's pride and ownership of their school, and we insist on children at Offley wearing a uniform. The school uniform consists of grey/black trousers, a grey tunic or skirt, a white shirt, blouse or polo short, a red school sweatshirt and a red school fleece (for outdoor use).



School meals and snacks

Lunch

Children have a wide range of healthy hot school meals to choose from or they can bring in a packed lunch. School meals for children in Foundation Stage, Years 1 and 2 are government-funded. School meals for children in Years 3-6 can be ordered and paid for online.

Free school meals

Application forms for free school meals are available on request to families receiving certain income-related benefits. Although meals for all infants are now government-funded, we would still ask you to complete the application form, if you fall into this category.

Milk

School Milk is free for children under 5 and is approximately £15 per term for over 5s. Milk is provided for the whole school at reduced prices as a result of European Community subsidy and is good for growing children. Pupils who are still aged 4, and children of parents who have applied for benefit related free school meals are entitled to free milk but still must send consent if you wish for your child to receive milk. Please speak to the office for further information and register with www.coolmilk.com.

Fruit and snacks

Children in Reception and Key Stage 1 have access to free fruit, milk and water at break-times. If your child would prefer to bring a snack in from home instead, please can we remind parents/guardians that this must be a healthy choice. We are also a nut-free school.

Creative curriculum: foundations for success

A clear purpose

Our curriculum has a clear purpose, an intent. Teaching is strong, and all staff have a clear understanding of how to implement our curriculum in order to maximise the impact.

All areas of learning

We, staff and pupils, are trying to foster life-long learning behaviours at Offley. In all that we do, we ensure that we create a learning-focused climate built on nurturing, positive relationships, enabling all to feel safe and to thrive.

Intent statement

Each area of the national curriculum has its own intent statement. These will identify the specific aims of each of the areas and what they want each child to know and have learned by each transition point.

The curriculum is divided into three stages

1. **Early Years Foundation Stage:** from ages 0-5
2. **Key Stage 1:** from ages 5-7
3. **Key Stage 2:** from ages 7-11

Early Years

The Early Years Foundation Stage Curriculum is based on the Government's Early Learning Goals with seven areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Key Stages 1-2

Areas of the curriculum are:

- Mathematics
- English
- Science
- Design and Technology
- History
- Geography
- Art and Design
- Music
- Physical Education (including swimming)
- Computing
- Religious Education
- Relationships and Health Education.



Enriched curriculum: trips, visits and visitors

Educational visits and residential trips

To further enrich our curriculum, all children are offered a range of visits, both locally and further afield. These include:

- 2-night residential visit for Year 4.
- 4-night residential visit for Year 6.

In recent times we have also visited:

- Whipsnade Zoo.
- Sea Life Centre in Brighton.
- England Games at Wembley.
- Young Voices with Years 4-6 at Wembley Arena.

Residential trips

Older children have the opportunity to go on residential trips during the school year. We feel these experiences can help develop qualities of self-reliance and tolerance of others. Children learn independence and develop confidence.

Visitors

We have a range of visitors come into school and talk to the children. Examples are:

- Reverend Bell and Jo White to lead collective worship
- Police and firefighters
- Charities such as 'PHASE' promoting well-being and resilience through workshops



Inclusion: a curriculum for all

Special educational needs

Our school aims to be an inclusive school: to make all our children feel welcome and happy. Every child is different, and we view those differences as an opportunity for adults and children alike to learn more about themselves. If your child is recognised as having a special educational need or disability, he or she will be treated no less favourably than other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a disadvantage, and we will know that we have succeeded when pupils are participating fully in school life. We will take all reasonable steps to ensure that no one is treated differently without lawful justification.

Monitor and assess

Throughout their time at Offley, a pupil's progress is continuously monitored and tracked. Every pupil's progress is assessed at least once per term. This helps to highlight any problems immediately and identifies any children who may be falling behind. As soon as any problems are highlighted, appropriate intervention is taken to support pupils in the learning process through being placed on the SEND register and given an Individualised SEN target.



SEN targets

The SEND register is maintained by the Special Educational Needs Co-ordinator (SENDCo) who is Mrs Tonge (Key Stage 2 teacher). The register is reviewed on a termly basis. Individualised SEN targets are written by the class teacher in consultation with the pupil, parent and SENDCo, and any other agencies who may be involved. Individual behaviour plans (IBPs) are also administered and shared with the children and parents if a plan is deemed necessary.

More able children

We recognise that all children are individuals with their own specific needs, gifts and talents. The school looks at the whole child and we have developed a range of additional skills, to extend more able pupils in all year groups.



Behaviour and self-development

A positive and pro-active approach

At Offley, we take a positive and pro-active approach to behaviour management. We believe that all interaction should be underpinned by our distinctive Christian character and our Christian values. We believe that good behaviour is essential in order for effective teaching and learning to take place, and that both pupils and staff have the right to work in an environment that is safe, friendly, peaceful and fair.

Rewarding success

We believe that high self-esteem promotes good behaviour, effective learning and positive relationships, and that these arise from emphasising potential, rewarding success and giving praise for effort and achievement. We celebrate success in a weekly celebration assembly every Friday morning.



Links with home

We believe in working to build a partnership with parents/carers so that they are able to support the school in promoting good behaviour and attendance. We feel it is important that parents /carers know the measures we take to promote good behaviour in school and are able to participate in their children's education by having two-way communication with the school. This information is shared through:

- Our Home School Agreement.
- Newsletters and awards sent home.
- Parent meetings.
- Ensuring parents are involved in supporting the school in managing their child's behaviour
- Issues, including their involvement in meetings where appropriate.



Your child's achievements

Feedback, assessment and planning

At Offley, we believe marking should provide constructive feedback to every child, focussing on successes and improvements against learning objectives, enabling pupils to become reflective learners and helping them close the gap between current and desired performance.

School reports and parent's evenings

Feedback on termly assessment is provided to parents via two parent consultations a year, and parents also receive concise reports three times a year to see their child's progress and development. Parents are always welcome to come in talk about their child's learning at any point in the academic year.



Clubs...sport and music

Wide range of clubs

We run a wide variety of after-school clubs to appeal to every child. Recent examples are:

- Multi-sports.
- Football.
- Ickledrama.
- Spanish Club.
- Netball
- Cricket
- Allotment Club
- Ukulele

Sport

By offering a range of sports clubs, including football, netball and multi-sports, children at Offley are able to participate in after-school and lunchtime activities which encourage them to be physically active, as well as allowing them to compete in inter-school competitions. Almost 50% of our children take part in after-school activities. The school minibus is used regularly to take children to other local schools.



Sports coaching

We have used the services of a qualified Sports Coach through 'Challenge Sport and Education Limited'. Not only does this ensure that each class (Years 1-6) has a minimum of one PE lesson delivered by a coach, but we are continuing to upskill our teachers, support staff and trainee teachers, by sharing of planning and assessment, shadowing and team teaching and working with our coach to increase the number of competitive fixtures offered by school with other local schools.

Music

Music forms an important part of the National Curriculum, but we also offer students additional music enrichment opportunities such as lessons in piano, ukulele and the violin. We have weekly choir practice and attend many singing events at venues across the County and beyond.

Musical instruments

All students learn the guitar before they leave Offley. Children can also take Ukulele, piano and violin lessons. All children in Key Stage 2 are in the choir. We sing at Luton Airport every year as well as in the Mary Magdalene Church in Offley for church services.



Admissions...and getting involved

Admissions for Offley Endowed Primary School and Nursery

We are very proud of our wonderful school and all that it has to offer. We strongly recommend that you contact us directly to arrange a visit as we would love to show you around.

Applications

At Offley, we follow Hertfordshire County Council's Admissions Policy. We admit children to our Reception year group at the beginning of the Autumn Term once they reach the age of 4. Prospective parents are invited to make an appointment with the Headteacher when considering applying for a place here at Offley. After this initial visit, parents need to apply to the Local Authority for a place at the school, whether or not they live in the catchment areas of Offley and Lilley. Offley admits children into our Nursery the term after their 3rd birthday. We accept three year olds in September, January and April. All Nursery admissions are done directly with the school.

Contact Hertfordshire Council School Admission Team

- Visit: www.hertfordshire.gov.uk/services/schools-and-education/school-admissions
- Ring us on: 0300 123 4043
- Email us: contact@hertfordshire.gov.uk

Getting involved

Voluntary helpers

Volunteers are always welcome to help in school with reading, and we also like to offer children real life skills such as visits from policemen and politicians. If you feel able to offer your support in some way, please do not hesitate to contact us.

OSA

We have an active parent fundraising group, known as OSA, (Offley School Association) who regularly meet to arrange events throughout the school year. Their efforts and activities raise a considerable amount of money that go towards making our school environment a special place. Funds have been spent on hall spotlights, new dictionaries and reading books for our younger children and a new school stage.

Governors

The governors of Offley are drawn from the whole school community. They meet at least once a term as a full governing body as well as having termly committee meetings. The committees are under three headings: Personnel, Standards and Curriculum and Finance and Premises. The role of the governors is to be a critical friend to the school and especially the Headteacher. With the staff, it is our job to ensure that the school provides the very best standards of education for all pupils whilst upholding all of its statutory duties.



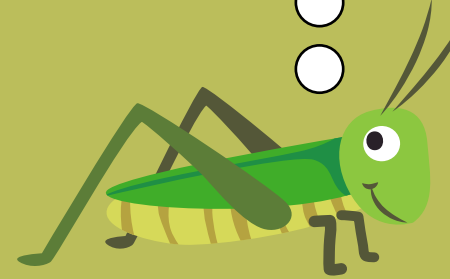
Wider OPPortunities curriculum

At Offley, we like to give the children more than just a formal education. We want the children to broaden their experiences and have memories that last a lifetime. We have created a list that we call, 'things you do before you leave Offley.' We hope that your child(ren) keep this prospectus and tick them off as they progress through the school.

Things you Do Before you leave offley.

- | | | | |
|---|-----------------------|---|-----------------------|
| 1 Play an instrument | <input type="radio"/> | 12 Ride a bike | <input type="radio"/> |
| 2 Perform in a choir | <input type="radio"/> | 13 Walk in the countryside | <input type="radio"/> |
| 3 Perform in a play | <input type="radio"/> | 14 Grow a plant | <input type="radio"/> |
| 4 Take part in a charity event | <input type="radio"/> | 15 Care for an animal | <input type="radio"/> |
| 5 Represent the school | <input type="radio"/> | 16 Communicate with someone in a different country. | <input type="radio"/> |
| 6 Take a role of responsibility in school | <input type="radio"/> | 17 Participate in a national celebration. | <input type="radio"/> |
| 7 Teach others | <input type="radio"/> | 18 Watch professional live music | <input type="radio"/> |
| 8 Take part in a collaborative outdoor art project. | <input type="radio"/> | 19 Watch a professional play | <input type="radio"/> |
| 9 Care for others in the local community | <input type="radio"/> | 20 Go to a sporting event | <input type="radio"/> |
| 10 Help to improve the local environment. | <input type="radio"/> | 21 Attend a Church Service | <input type="radio"/> |
| 11 Road safety course | <input type="radio"/> | 22 Stay away from home overnight | <input type="radio"/> |

Offley Endowed Primary School and Nursery is proud to offer an excellent education and thrives on providing wider curriculum opportunities to every child that attends our wonderful, rural, village school.



Our school code - we aim to:

- Work in partnership with children, parents, carers and the wider community.
- Engage all children in their learning and help them to prepare for their future.
- Achieve high standards of discipline which are firm but fair.
- Promote our children's understanding of their own and others spiritual, moral and social development.
- Help them become good citizens in a multicultural society.
- Create and maintain a secure and stimulating learning environment in an atmosphere of care, trust and mutual respect.
- Deliver a curriculum that offers rich, varied and challenging opportunities encouraging an enquiring mind, creativity and academic achievement.

The Offley Endowed Primary School and Nursery values

These aims are underpinned by our distinctive Christian character and values, especially:

Generosity, Compassion, Courage, Forgiveness, Friendship, Respect, Thankfulness, Trust, Perseverance, Justice, Service and Truthfulness.

These values are explored in more detail with the children during lessons and collective worship on a programme of one per half term.



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