

## Introduction

Welcome to our school. At Great Dunmow Primary School, we aim to give your child a broad and balanced education in a secure and attractive environment.

It is a very exciting time for Great Dunmow Primary School. We moved into our state of the art school in 2005 where we not only provide a high standard of education but have also maintained a friendly atmosphere. The children, parents, staff and governors have a unique opportunity to be involved in developing our new school. We are in the fortunate position to be able to build on and expand our current strengths and move forward into the future making an already good school into an even better one.

***Our expectations are high for:***

- a curriculum with an emphasis on literacy, numeracy, science and technology, underpinned by the arts and sport.
- a good working ethos and high standards of behaviour.

My staff and the children in the school look forward to working with you and your child to make a firm educational partnership. I hope that this booklet will answer any questions you have about the school, but if you need more information and would like to visit the school, do please contact me.

***Mrs. Sylvia Ruck (Mrs)***  
***Headteacher***

## Information about the School

Type of school:	Primary School
Type of control:	Foundation
Age range of pupils:	4 to 11 years old
Number on roll:	361
Gender of pupils:	Boys and girls
School address:	Walnut Walk, Woodlands Park Drive, Great Dunmow, Essex CM6 1ZR
Telephone number:	01371 873184
Fax number:	01371 876932
Appropriate authority:	Governing Body
Headteacher :	Mrs Sylvia Ruck
Chair of Governors:	Mr Martin Lee

## ***Welcome to Great Dunmow Primary School***

We hope you will find this prospectus useful. It covers most of the general questions that parents usually ask us about:

- Term dates & times, punctuality, absence & holidays;
- Play times & lunch times;
- Pupils' medicine & jewellery;
- Parents helping in school;
- Speaking to teachers;
- School uniform.

However, if there is other information you need, please contact me. I look forward to working with you and making sure that together, we do the best for your child during their time at Great Dunmow Primary School.

**Sylvia Ruck (Mrs)**  
**Headteacher**

### **If you need to contact us:**

Walnut Walk, Woodlands Park Drive, Great Dunmow, Essex CM6 1ZR  
Telephone 01371 873184 Fax 01371 876932

### **Term Dates 2009-2010**

#### ***Autumn Term 2009:***

Wednesday 2<sup>nd</sup> September - 18<sup>th</sup> December 2009  
(Half term Monday 26<sup>th</sup> October to Friday 30<sup>th</sup> October inclusive)  
*N.B. Reception pupils start on Monday 7<sup>th</sup> September*

#### ***Spring Term 2010:***

Monday 5<sup>th</sup> January 2010 - Thursday 1<sup>st</sup> April 2010  
(Half term Monday 15<sup>th</sup> February to Friday 19<sup>th</sup> February inclusive.)

#### ***Summer Term 2010:***

Monday 19<sup>th</sup> April 2010 - Thursday 22<sup>nd</sup> July 2010  
(Half term Monday 31<sup>st</sup> May to Friday 4<sup>th</sup> June inclusive)  
*N.B. There are additional non-pupil days 2<sup>nd</sup> September, 27<sup>th</sup> November, 4<sup>th</sup> January, 7<sup>th</sup> and 8<sup>th</sup> July*

## Times of the School Day

### Reception, Key stage 1 and 2

- 8.45am** Bell rings for pupils to access school
- 8.55am** Bell rings for start of the school day
- 10.20 - 10.35am** Playtime Key Stage 1
- 10.40 - 10.55am** Playtime Key Stage 2
- 12.00 - 1.05pm** Lunchtime
- 1.05pm** Teachers collect pupils from playground for registration
- 2.15 - 2.35pm** Reception and Key stage 1 playtime
- 3.20pm** End of school - pupils meet their parents or carers.

**N.B. Please note that for the security of your children any pupils arriving late will have to sign in at the main reception.**

## Punctuality

We expect pupils to arrive at school in good time for the morning and afternoon sessions. We do our best to make sure the school is secure and therefore external doors are locked at 8.55 am and 1.05 p.m. If you arrive after these times, please report to the main reception to register your child. Pupils who arrive after 10.30 a.m. should bring a packed lunch unless a meal has been ordered for them, before 10.30 a.m. on the day it is required. You may order a meal for your child by telephoning the school if you know your child is going to be late. All lunches to be booked by 9.30am.

## Collecting Pupils during the School Day

If for any reason you need to collect your child during the teaching sessions, please come to the main reception. The office staff will collect your child from their class and sign them out. So that this works well for everyone, please provide us a note that gives the time and reason you will be collecting your child.

## Absence

If your child is away from school, please telephone the school at the beginning of the morning or afternoon session on that day. It is the school policy to contact parents if we have not heard from you by 9.30 a.m. on the first day of absence. You will be aware that we are required by the Government to keep a list of all absences and the reasons for them. It is essential when your child returns to school you provide a written note explaining the reason for the absence. If we do not receive a note, under national regulations, the absence counts as unauthorised.

## Admissions to the School

If you would like your child to attend our school, you should first try to visit us to see the school at work. Usually this is arranged at short notice once you have contacted us.

Pupils are admitted to the reception class in the academic year in which they are five years old. Children born between September and April start school in the Autumn term full time; children born between May and August start part time in September and have the option of coming full time from January

A school place is usually available for all children living in our 'catchment area'. Applications, both catchment and out of catchment are made through the Local Authority. It is useful for you to put your child's name on the school's waiting list so we can plan our admissions and contact you at the appropriate time.

For pupils joining the reception class, pre-school visits are arranged in the term before they start. This helps children to become familiar with their classroom and to meet their teacher. In turn, it helps parents and carers to find out more about the way the school works. We keep close contact with the playgroups that most children in the catchment area attend before joining us.

**The Admissions Policy for Great Dunmow Primary School will be as follows:**

Please see our attached Admissions Policy for information.

### Appeals

If you are refused a place at the school you have the right to appeal, to an independent panel, against that decision. Information about how to appeal will be sent with the letter refusing you a place.

## **Aims and Ethos**

**The School will provide a high quality education for pupils aged 4-11, with emphasis on developing good standards of Literacy, Numeracy, Investigation, Communication and Presentation skills. It is committed to the all-round development of each pupil, setting the expectations of behaviour, relationships and attitudes to work that will lead to high achievement.**

**Our main aim is to work with parents and the community to create a safe, caring and stimulating school. We aim to provide for the all round development of each child.**

**Governors and staff are united in their vision to provide equal opportunities for every pupil to benefit from:**

- a broad and balanced curriculum that includes all National Curriculum subjects, religious education and a range of cross-curricular links and out of school activities appropriate to pupils' ages, abilities and interests;
- spiritual, moral, social, cultural and physical development;
- preparation for the changes, responsibilities and experiences of adult life.

**We aim to help all pupils to:**

- gain the knowledge, skills and practical abilities which will be a relevant foundation for later life;
- appreciate all forms of human achievements, scientific, literacy, artistic, physical and humanitarian;
- understand the world in which they live;
- act considerately towards others;
- gain moral values, tolerance of all races, cultures and respect for religion;
- develop self esteem, independence and a sense of personal responsibility for their health and personal welfare;
- always want to give their personal best performance in everything they do;
- manage and enjoy learning, and become self-motivated to continue this beyond school.

## Home School Agreement

Our school aims and ethos are underpinned in our Home School Agreement. This agreement also reinforces the close working relationship between school and home that is essential if we are to work together to provide the best education for your child.

## Content and Organisation of the Curriculum

The curriculum is organised to meet the national requirements for pupils aged four to five years in the Foundation Year, in Key Stage 1 (aged five to seven years) and Key Stage 2 (aged eight to eleven).

Pupils in the Foundation year follow the nationally expected *six areas of learning*. They provide a framework for later achievement. They are:

- personal, social and emotional development
- communication, language and literacy
- mathematical development
- knowledge and understanding of the world
- physical development
- creative development

From Year One all pupils follow the *National Curriculum and study religious education*. The subjects are:

- English, Mathematics, Science and Information Technology - National Curriculum core foundation subjects;
- National Curriculum foundation subjects: art, design and technology, geography, history, music, physical education; PSHE
- Religious education is provided in line with the Essex County agreed RE syllabus that is broadly Christian in nature, but includes the study of other world faiths.

## Curriculum Provision

All the teachers work together to plan our curriculum. It is mainly organised into subjects that can link together through a topic. Subject areas that do not fit in the topic are taught as discrete units. This means that each year pupil's work builds on what has gone before. A copy of the curriculum plan for each class is available for you to see in the school office.

### Swimming lessons

We are in the fortunate position of having a school swimming pool where during the summer months; a qualified swimming instructor is employed to teach the children. Contributions are made by parents to support the swimming programme.

### Instrumental lessons

Children are offered the opportunity to learn the: Violin, Cello, Guitar, Flute, Clarinet, Piano and Recorder. We encourage children's musical ability with an active Choir and Orchestra.

### Class Organisation

Our classes are arranged into year groups. This means that pupils of similar ages (for example 6 year olds) are taught together. Depending on the number of children that we have on roll, we do our best to arrange single age classes with an average of 30 children in each.

The Local Education Authority guides the number of pupils the school has on roll. In each class pupils are of mixed ability and the teacher takes care to set work that meets the ability and experience of each pupil. Each day, lessons are arranged for the whole class, such as discussion and story reading. Work is set for KS2 pupils with similar abilities, such as English and Mathematics, or in groups for practical work, for instance in Art. Occasionally pupils work individually or in pairs, for example using the computer. Whatever arrangement is made, we try to make certain that all children have the support and guidance they need to make good progress. In KS2 we offer extension groups in Literacy and Mathematics for our more able learners and children are supported in class as much as possible. This work is underpinned by the teaching of thinking skills. *(Please note this does not happen in the Reception class when children are becoming familiar with the school routines and their class teacher and teaching assistant. However as with all work it is carefully planned to match the needs of the different ability groups within a class.)*

### Special Educational Needs - Inclusion

There are pupils who experience some difficulty in learning from time to time and need extra help either to reinforce or to extend and enhance their learning skills. We make particular arrangements for each individual pupil who is carefully

assessed to find out what stage of special educational need they have. Usually an experienced special educational needs teacher or learning support assistant provides support for pupils in their class or in small groups out of their classroom. You will always be consulted if your child requires additional support, so you can discuss the matter with us.

### **Daily Collective Worship and Assembly**

Each day a collective act of worship and assembly is held that all pupils are invited to attend. This is broadly Christian in nature. However, it is your right to withdraw your child from the worship within these activities if you wish. In this case, please speak to the Headteacher so that alternative arrangements can be made.

### **Health, Personal and Sex Education**

Health and sex education is provided as part of a continuing programme throughout the infant and junior years. In Key Stage 1 and lower Key Stage 2 all the health and sex education is of a very general nature. In upper Key Stage 2 (Years 5 and 6) the human reproductive system is taught. This is invariably integral with our work, for example, in science and personal and social education. Our approach is continually under review to take account of pupils' differing needs. This involves close liaison with our school nurse and, of course with parents and government guidance. We also look at drug education in Years 5 and 6, for example, looking at the adverse effects of smoking and alcohol abuse and how to resist peer pressure. A copy of the school policy is readily available if more detail is required. (Parents/carers have a right to withdraw their child from sex education. Please contact the school office if you wish to discuss this).

### **Sport**

Physical Education is an important part of the curriculum. Our pupils have the opportunity to enjoy and take part in many different types of physical activity. These are chosen carefully to meet their ages and experience. This includes gymnastics, competitive games and dance.

We hold a competitive sports day each year that includes a variety of team and individual races. We arrange for specialist sports coaches to visit school to highlight particular games, for example basketball, tennis and football.

## Assessment

Teaching staff are continually assessing the progress children are making which in turn aids them in the planning of work at the appropriate level for each child.

We have two formal parents' evenings and a brief mid term report prior to parents evening with a full written report at the end of each academic year. These outline your child's progress, areas where they are achieving well and areas for improvement.

In this report your child has their targets which they are currently working towards. This gives you an opportunity to help your child improve in specific areas.

The government has set tests and assessments that children have to do at the end of the Reception Year and in May for Year 2 and Year 6 pupils. The results of these tests are shared with parents. These tests are Statutory Assessment Tests (SATs). Year 3, 4 and 5 take optional SATs.

## Dealing with any Incidents of Bullying

Any reports of bullying are taken seriously. Incidents are investigated with the aim that matters should be resolved immediately. The Headteacher is involved in dealing with any incidents of bullying. If you have any concerns please contact Sylvia Ruck, Headteacher who will make herself available to discuss them with you. In her absence, the Deputy Head Teacher is available for you to talk to. We follow the guidance set out in our policy, which is available on request.

## Child Protection

To protect pupils in its care, and to comply with the recommendation of the DFES, the Headteacher will refer any concerns about the well being of its pupils to Social Services. The school follows the Essex Education Authority policy on Child Protection. If the Headteacher does have any concerns she will also share these with the child's parents.

## Charging for School Activities and Educational Visits

National school regulations mean we cannot charge for activities during the school day, if linked to the National Curriculum. It is only possible to ask for voluntary contributions for activities, such as educational visits, visiting speakers and entertainers.

We do our best to provide activities that build on the subjects of the National Curriculum. These activities are important to the pupils' experience and much of our work stems from them. No pupil will be penalised if you cannot contribute, but we must point out that in the event of insufficient voluntary contributions the activity may not go ahead.

If you require more information copies of the school and the Essex County Council policies on 'Charges for school activities' are available in the school office.

### Comments about the Curriculum

Although we aim do our best for your child, you may have occasion to question what we do or even make a formal complaint. In the first instance, it is best to contact the Headteacher. However, if the matter is not resolved, to meet statutory requirements we have in place a 'formal complaints' procedure. This explains how complaints about the curriculum and collective worship are considered. (These are not to do with any issues about individual members of staff.) The first step is to discuss the matter with the Headteacher and then if it is not resolved, the Governing Body will consider it.

### Family Holidays during Term Times

We strongly discourage taking pupils out of their lessons during the term, as it often means they miss out important stages in their work. We do recognise that on some occasions this is unavoidable. As set down by the Local Education Authority (Essex County Council), pupils are allowed 10 days in any school year to attend a family holiday. Any more absence counts as unauthorised. **The school will not consider requests for authorised holiday absence during the first two weeks of each term or half term. The school will only consider one application per academic year regardless of length for each pupil.**

### Playtimes and Pupil's Property

Pupils may bring a snack to eat during morning playtime. As part of our Healthy Schools Initiative children's snacks should be a piece of fruit or vegetable. To avoid misunderstanding, please make certain that snacks are labelled clearly with your child's name. There are drinking fountains in the playground but we also encourage children to drink water throughout the day. Children are asked to bring their drinking water in a sports-type drinking bottle to avoid spillages in the classroom. Please make sure their bottle is clearly labelled with their name and

class. Each playtime we have a range of balls and games for pupils to use. Therefore, we do not allow any toys, games, or equipment to be brought from home, unless specified by the class teacher.

### Mobile Phones in School

Phones are brought into school at your own risk and should be handed into the office for safekeeping. Please note we generally advise children not to bring their mobile phone to school. However, in upper Key Stage 2 (Year 5 & 6) some pupils walk home on their own and parents felt it was important they should have access to a mobile phone. If you feel it is appropriate for your child to bring their phone to school, please inform the school in writing giving your permission. If a child has their phone turned on during school hours including break-times their phone will be taken away and kept in the office for their parent to collect.

### Lunch Times

*Pupils can go home, have a hot meal or bring a packed lunch from home.*

- **Pupils who go home for lunch** must be collected from the main reception and signed out at 12.00pm. They should not return to the school until 1.05p.m. Please bring them back to the main reception and sign them in.
- **Pupils who have a hot meal** should bring £1.80 for each meal (£9.00 weekly) on a Monday. The meal price includes a drink. Payment can be made by cash or cheque, payable to Great Dunmow Primary School. This **MUST** be brought into school in an envelope marked with your child's name and their class; preferably on a Monday.
- **Pupils who have packed lunches** should bring their food in a lunch box. This must be labelled with their name and class. Drinking water is always available.

### Medicines in School

If pupils are unwell they should remain at home until they are well enough to cope with school life. However, if your child does require medicines during the school day, please give **one dose** of the medicine to the main reception and complete the form which allows our staff to administer. **We are able to give your child medicine, inhalers, etc., but before doing so you need to complete a form explaining the dose.** Medicines are only administered at 12.00 p.m. (Inhalers are

administered when required). Any medicines must be collected at the end of the school day from the office.

For long-term medication, for example inhalers, that need to remain in school over time, we ask that they be labelled clearly with your child's name and requirements. It is your responsibility to ensure long term medicines are kept within date.

### **Jewellery**

*Because of health and safety regulations, we do not allow any jewellery to be worn in school.* The exception to this is a wristwatch, which should be practical to wear, and not a fashion item. If your child has pierced ears we permit small studs, but these should not be worn when children have physical education lessons. (If jewellery is worn for religious reasons please contact the Headteacher to make arrangements).

*Hair* - Long hair should be tied back for school. Extreme hair colour and styles are not allowed.

### **Parent Helpers in the School**

We welcome parents/grandparents/carers to help in the school. This can be listening to pupils read, playing number games, cooking, sewing, labelling resources, or any one of many other activities. If you would like to help in the school on an occasional or regular basis, please contact your child's teacher. We will require a CRB check which will be organised by office staff.

### **Speaking to the Headteacher**

It is helpful if you make an appointment in advance by contacting the School Secretary. However, for urgent matters she will always do her best to be available.

### **Speaking to your Child's Teacher**

We hold two formal parents' evenings and one general open evening each year "Celebration of a year's work". These give you the chance to find out about your child's progress by talking to their teacher.

If you wish to talk to the teacher at short notice, please remember it is best at the end of the school day because first thing in the morning is preparing time.

However, for urgent matters telephone the school after 8.30 a.m. or contact the Headteacher.

Open Door is held on a Tuesday evening between 3.20 p.m. and 3.40 p.m. which gives you an opportunity for your child to show you around their classroom and share any work with you that they are proud of. Open Door is not intended for you to come to every week but throughout the year as it suits you.

### Helping the School

Many people visit regularly to help staff and pupils. These include the school nurse, community police officer and staff from the Local Education Authority.

We encourage contact with the local community. Pupils make good use of nearby parks and the local environment to help make their learning real. We also welcome parents, carers and grandparents as volunteers to help in classrooms and to do jobs around the school.

### School Uniform

Our school Governors have put in place a uniform policy. This means that we expect all pupils to wear the school uniform each day. Our school colours are burgundy, grey and white. The uniform is intended to be smart, practical and economical.

*Please make certain that ALL items of clothing are labelled clearly with your child's name to avoid items going astray.*

#### *School uniform items:*

White shirt/blouse or white polo shirt; burgundy jumper or cardigan or 'Great Dunmow Primary School' logo sweatshirt or cardigan; grey flannel trousers; (grey flannel shorts if preferred in summer); grey pinafore dress or skirt; pink and white summer dress; burgundy or grey tights, white or grey socks; plain black shoes. **(No trainers)**. School logo caps are available for sun protection in the summer.

**Physical Education kit:** black slip-on plimsolls, burgundy shorts; 'Great Dunmow Primary School' logo or plain white T-shirt. P.E. kit should be kept in a drawstring bag. 'Great Dunmow Primary School' logo P.E. bags are available. Swimming caps must be worn in swimming lessons. These are available from the school office. Winter sports kit can be worn i.e. jogging bottoms, tracksuit, and jumper. Please ensure all are clearly labelled.

## Buying School Uniform

Most items can be bought easily from local shops or department stores. Great Dunmow Primary School logo items are available from the Uniform shop at the school office. You can also buy the logo uniform using an order form. We also run a re-cycled school uniform rail which is usually on the first Thursday of the month. Please bring any out grown uniform into school. All money raised from the re-cycled rail goes into school funds to be spent on your child's education.

## Homework

Homework involves regular activities that link between the home and school. These are often set so that parents can work with their child, for example in sharing a reading book, learning spellings, times tables, mathematical challenges or finding information to support work in the classroom.

## Reading with your Child

We emphasise the importance of regular reading to and with your child. This is one of the most valuable activities that will help your child to make good progress. Pupils are sent home regularly with reading books. Home school reading diaries form an important dialogue between home and school. We encourage you to make a comment in them when you have heard your child read or shared a book with them. It may not be necessary to comment every time you hear your child read, but do please date and sign the diary so we know they have read at home. The class teacher will comment at least once a week. We provide all pupils with a waterproof book bag. The first one is a 'welcome gift' from Great Dunmow Primary School, but we will charge for replacements.

There are government recommended guidelines on the time pupils are expected to spend on homework.

- Key Stage 1 - one hour per week
- Key Stage 2 - Years 3 and 4, one and a half hours per week
- Key Stage 2 - Years 5 and 6, thirty minutes each day, two and a half hours a week

During the year we hold curriculum workshops which aim to give you a greater understanding and involvement of the work your child is doing in school.

At the beginning of each term, you will receive an outline of the curriculum your child will be covering that term.

## Taking part in all Activities

We do hope that all pupils will take part in everything we offer them. This includes collective worship, all the National Curriculum subjects, and religious education. Sometimes pupils also have the opportunity to go on educational visits.

Each day a collective act of worship and assembly is held that all pupils are invited to attend. This is broadly Christian in nature. However, it is your right to withdraw your child from the worship if you wish. In this case, please speak to the Headteacher so that alternative arrangements can be made. For example, parents may come into school to provide religious instruction for their child in line with their faith.

Physical education is an important part of our curriculum and pupils will only be excused from taking part if we receive a medical note or letter from you. Should your child have any physical impairment, which could cause problems when they take part in physical education please let the Headteacher know.

## Extra Curricular Activities

We have a range of after school clubs for Key Stage 1 and 2 pupils. Reception children are included in the Summer Term after starting school. The current clubs include Running, Netball, Art Club, Hockey, Football and Homework Club. Over the next year we will be extending our range of clubs to suit the needs of all our pupils.

## Positive Behaviour

We encourage pupils in the development of positive behaviour and attitudes. This is so that parents, pupils, governors, teachers, and the wider community can work together to take pride and respect in Great Dunmow Primary School.

*We have five simple rules that form the basis of our positive behaviour policy, these are:*

- We do our best
- We are ready to learn
- We are honest
- We respect each other and ourselves
- We take pride in our school and the environment.

Complementing the school positive behaviour policy, we take pride in awarding pupils our achievement 'stickers and certificates'. These awards reflect a wide range of achievements, from being polite, trying hard, doing outstanding work, to sporting and other achievements that reflect the breadth of the curriculum and school ethos. This is reinforced by positive comments made by staff, governors and visitors on a daily basis when pupils are seen wearing their achievement stickers around the school. We also hold celebration assemblies where parents/carers and grandparents will be invited to see pupils receiving their rewards.

### **Great Dunmow Primary School Friends Association**

The school has a very active Friends Association. All parents are automatically members. Fund raising events are organised regularly. The Friends Association send newsletters home about their work. Details of events and news are also displayed on the parents' notice board. All offers of help are welcomed. If you would like to help with events or to know more about the association, please ask at the office and they will pass your details onto the committee. All the money raised by the association goes to improve the quality of education and facilities for your child.

### **Care outside the School**

*We do ask that you take care at the school entrances. For the safety of all children, please:*

- do not park, turn, or reverse by the school gates
- do not bring dogs into the School grounds. (With the exception of guide dogs.)
- Scooters and bicycles are brought in at your own risk, however must not be ridden within the school grounds.
- Adventure playground should not be used outside of school hours before 8.55am and after 3.20pm

### **Transfer to Secondary School**

The majority of pupils transfer to Helena Romanes School in Dunmow. Parents have the opportunity to request that their child goes to an alternative school of their choice. You will receive details of these procedures from the Local Education Authority in the autumn term prior to your child's transfer to secondary school. The information contains details of procedures for entering your child to one of the selective secondary schools. All secondary schools hold open days or evenings

during the autumn term to which all prospective parents are welcome to attend. Dates and times of the open days/evenings are published in the local press.

Pupils are well prepared for their transfer to secondary school, which involves good communication between us and the relevant secondary schools. During the summer term pupils have the opportunity to visit their secondary school for an induction period.

### **School Information and Documents Available For You to Read**

There are a number of national policies and documents, school policies and statements that are available in the school office. These provide more details about the way the school works and what is taught. If you want to see any of them, it is helpful if you contact the office first so that we can make them available. In turn, photocopies may be available, but we have to make a charge for them. Documents that are available include:

- The Essex Local Education Authority statements of curriculum policy and other Local Education Authority school policies, procedures and arrangements;
- Great Dunmow Primary School policies and aims;
- National Statutory policies, circulars and information from the Department for Education and Skills (DFES);
- National Curriculum requirements and the School curriculum plans;
- the National Numeracy Strategy
- the National Literacy Strategy
- the School policy for Special Education Needs
- the School policy for complaints about the curriculum & collective worship
- the Essex Agreed Syllabus for religious education
- the School policy on positive behaviour
- the School policy on dealing with any incidents of bullying
- Home school agreement
- formal records and National Curriculum data about your child
- Ofsted Inspection report
- Governors Annual Report to Parents

### **End Note**

Thank you for reading this information. We hope you have found it helpful, but if anything is not clear, please let us know. To run smoothly our School needs everyone to work together. By following the routines in this booklet, you help us to work with you, for the good of all children in our care.

**Sylvia Ruck Headteacher, Governors and the staff of  
Great Dunmow Primary School.**

**The information contained in this Prospectus is correct at the time of writing  
(Autumn Term 09) but is subject to amendment.**