



## Welcome to Ardeley St Lawrence

The Staff and Governors welcome you and your child to Ardeley St Lawrence Church of England Primary School. We hope that you will quickly feel part of our community here.

The aim of this prospectus is to capture something of the spirit of the school and to tell you a little about how we work. Please take the opportunity to visit us during the school day, meet the staff and the children. Contact us on the number below to arrange an appointment.

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University of  
Hertfordshire

working in partnership to promote  
excellence in teacher education

*'Loving and learning in fellowship and faith'*



## Welcome from the Head Teacher

Thank you for your interest in our school. I am very proud to be head teacher of Ardeley St Lawrence Primary School; a thriving, well-resourced school in the village of Ardeley, mid-way between Stevenage and Buntingford. The building, some of which dates from 1835, is in a very rural setting with extensive playing fields and gardens overlooking acres of woods and farmland. We take full advantage of this idyllic setting providing children with a breadth of learning experiences. We enjoy the status of an outstanding voluntary aided Church of England school.

We take children from the age of 3 to 11 and from a wide range of pre-school settings. We believe that a good education is one of the most precious gifts a child can receive and our expectations of every child, regardless of their ability, are high. We place great value on our children leaving Ardeley with the confidence and skills for learning, alongside a thirst for knowledge and an understanding of the world. Our experienced teachers and support staff are committed to providing an inspired and creative curriculum so that every child is motivated to learn. Children flourish in the calm, purposeful learning environment here at Ardeley.

A major strength of our school is the strong partnership enjoyed with everyone in our community. Parents, volunteers, the local farm and parish church, health agencies, musicians, artists and many others create a vast range of experiences and support for the children in our care. Such is the value of these partnerships that the school, in turn, endeavours to reach out to support others beyond our immediate locality through our charitable links with organisations both at home and abroad. We have achieved Intermediate International School status, the Green Flag award for our work on sustainability and the Gold Standard Kitemark for PE and Games four years running. We are also holders of the 2013 Comet 'School of the Year' award for School Games and were runners-up in the 2014 Hertfordshire Sports Awards. We have also been awarded the regional top place for building excellence for our new Early Years classroom which was opened by the Bishop of Hertford.

We are proud of our school and everything we achieve. We would be delighted to share it with you and your child.

Mrs K Connolly



## Being a Church School

We recognise our special historic foundation and try to develop our Christian character in accordance with the principles of the Church of England. This is supported through our strong links with the Church of St Lawrence, Ardeley and with the diocese of St Albans.

We welcome children of all faiths, as well as those of no faith, and provide an inclusive education of the highest quality within the context of our Christian faith and practice. Our Christian values form a solid foundation for the excellent support and care given to every pupil. We strive for high achievement in all curriculum areas but also develop each child's self-esteem and motivation to learn. We respect and nurture each child's individuality and expect strong partnerships with parents to achieve a fully supportive and consistent framework for learning.

We share and live our school values of:

Love and Compassion  
Respect and Reverence  
Wisdom  
Hope  
Friendship



### Collective Worship

As a Church of England school we consider the time for Collective Worship to be an important part of every day. The majority of our assemblies are of a Christian nature with time for prayer, thought and reflection. We refer to other faiths and beliefs as part of developing understanding and respect for others. Please see our separate leaflet which explains our worship in more detail.



## School Aims

The aim of all Church schools is to provide the best possible education for each child within the context of a caring Christian community. We promote our values throughout the learning and caring experiences that we offer to all of our children; “Loving and Learning in Fellowship and Faith”.

At Ardeley, this means:

- We will help our children to feel safe, happy, confident, secure and inspired.
- We will develop an understanding of the difference between right and wrong, and a sense of personal responsibility within the school and wider community.
- We are committed to high expectations in both work and behaviour and aim to provide equal and appropriate opportunities for every child to develop.
- We will respect others and the world in which we live; we will encourage positive attitudes towards the contributions of all races, beliefs, abilities and gender; we will nurture social skills and a sense of co-operation and partnership between all members of the school and wider community.
- We will promote Christian and British values and an awareness of spiritual issues and personal belief, without imposing any religious or cultural system on our pupils. We will nurture open minds with the ability to listen carefully, question critically and argue rationally.
- We will strive to provide a broad and balanced curriculum that explores knowledge, encourages creativity, develops independence and establishes skills for life-long learning.





## Rights and Responsibilities

Each class has representatives on our School Council and they know that they have a voice in the way the school is organised, that their views are important and that they can influence what we do in school.

Behaviour at Ardeley is excellent because our children recognise the right of everyone to learn and the responsibility they have in ensuring this can happen.

The whole school community accepts the responsibility we all have for our world and we value our environment. We support a wide range of charities including our link school in Kenya and the children work with staff and volunteers to develop our grounds and growing areas, helping to grow produce which is used for to supplement our school meals

We know we have a responsibility to stay healthy and safe. We look out for each other at Ardeley and bullying is not tolerated.





## Safeguarding

It should be understood that the school has a duty to safeguard and promote the welfare of all of our pupils. To ensure we carry out this important responsibility well we have a child protection policy, and procedures, which can be viewed on the school website or by arrangement with the school office. The Head Teacher is the Designated Senior Person for child protection and may need to share information and work in partnership with other agencies where there may be concerns about a child's welfare.

## How We Teach

Children at Ardeley are organised into four classroom settings:

Early Years Foundation Stage (Nursery/Reception)	ages 3 to 5 years
Key Stage 1 (Years 1 and 2)	ages 5 to 7 years
Lower Key Stage 2 (Years 3 and 4)	ages 7 to 9 years
Upper Key Stage 2 (Years 5 and 6)	ages 9 to 11 years

### **The Early Years Foundation Stage – Nursery and Reception**

We are delighted with our brand new Early Years classroom which was completed in July 2016. Learning through play is the key focus of our EYFS class. Hands-on learning supported by knowledgeable and highly skilled staff provides opportunities for children to become enthusiastic learners right from the start of their education.

The curriculum for Early Years encompasses seven areas:

- Personal, social and emotional development
- Communication and language
- Literacy
- Mathematics
- Understanding of the world
- Physical development
- Expressive arts and design





## **Key Stages 1 and 2**

For both Key Stage 1 and 2 we follow the 2014 National Curriculum to teach the full range of subjects through a cross-curricular, themed approach. As children progress through the school they are introduced to increasingly sophisticated ideas and concepts through whole class, small group and individual challenges.

We recognise that learning happens both formally and informally inside and outside the classroom and that children learn in different ways and have different interests and abilities. At Ardeley we place a great emphasis on high quality teaching involving a range of methods used in a flexible manner, ensuring that the needs of every child are met. The children may work in age or ability groups and we provide many opportunities for collaborative and hands-on learning.

There is a carefully planned rolling programme for each phase. This ensures that there is no repetition for any child and that the full key stage curriculum can be taught.

### **English**

Speaking and listening, reading and writing, including the accurate use of spelling, punctuation and grammar, form the key strands of English. Many of the learning objectives for English are taught across other subjects as well as being taught in specific sessions. Key Stage 1 enjoy daily phonics lessons and across the school the children have many opportunities to write in different ways. Children are expected to read daily, both at home and at school. They are helped to choose their own books according to interest and ability and they are able to borrow books from our well-equipped library.

### **Maths**

We tailor our planning to meet the needs of all abilities. Our lessons begin with a warm-up session followed by the teaching of specific mathematical skills. Learning is practiced and consolidated, supported by games, technology and investigation work. Thus, understanding is embedded firmly before moving each child on to their next step.



## **Science**

Science is taught through topics with an emphasis on the development of investigation and enquiry skills. We take good advantage of our unique setting and use the environment extensively to experience, at first hand, many aspects of our Science learning.

## **Computing**

Computing has an important role in supporting and extending learning across many areas of the curriculum. From the earliest age, children's work in this area is integrated into our planning to form a natural extension to what they do every day. We are well-equipped with interactive white boards, digital cameras, digital recording equipment, lap top computers, i-pads and tablets to which the children have free access. We have a completely wireless system which enables the children to access the internet from anywhere in the school and e-safety is taught as an essential element of our IT programme of work.

**The foundation subjects** of Physical Education, Humanities (History and Geography), Music, Design & Technology, Art, and Personal Social and Health Education (PSHE) are also timetabled weekly and each provides the children with a set of knowledge and skills along with the opportunities to work individually or collaboratively.

## **Religious Education**

The school follows the Herts Syllabus for RE. Although mainly Christian in focus, all children learn about the major world religions in order to widen and deepen their understanding and respect for others.

## **Enrichment**

We are proud of the additional opportunities available to the children at Ardeley. Competitions against other schools, day trips and longer residential visits to a range of venues, support learning in the classroom and are enjoyed by all our children including the very youngest. We also welcome many visitors to the school who each provide additional inspiration; Bollywood dancing, visiting artists, representatives from charities and other groups work with our children and help to develop their understanding and awareness of their world along with their self- confidence and ability to engage with different people.

Special themed days or weeks focus learning on particular aspects of the curriculum, events or initiatives – Book Week, RE Day, Walk to School month,





subject focus days, craft and music days are some examples. We also join with other schools for musical, sporting and other events.

We have strong links with other communities and actively support a number of charities both in Britain and overseas through fund-raising and other activities.

The children chose the Guide Dogs for the Blind as their charity for 2016-17, raising enough money to sponsor 6 puppies into training and, following our Spring residential visit to Norfolk, the Hunstanton Sea Life Sanctuary is their charity for 2017-18. We also sponsor a child in Uganda to receive education and healthcare.



## Children with additional needs

The children's' learning and welfare is further supported by our team of hard-working, experienced teaching assistants and a committed group of parents and voluntary helpers. All work hard to provide an environment in which every child is able to access all areas of learning.

Our Special Education Needs Co-ordinator (SENCO) manages provision for children with additional needs in line with the Special Educational Needs and Disabilities (SEND) Code of Practice and Hertfordshire guidelines. We also benefit from a highly experienced special needs teaching assistant who is able to work with children on an individual or small group basis to develop specific areas of their learning. We monitor the progress of every child very carefully to ensure that everyone is making progress and we work closely with other professionals who visit the school to provide a range of support and advice.

We also strive to recognise children who may have particular strengths or talents and look to provide additional support and guidance to help them develop their skills and interests.



We value our strong partnership with parents which provides a co-ordinated approach in supporting children with all types of needs and all levels of ability. Our school site is accessible to anyone with mobility difficulties.

## Outside the Classroom



We feel that it is important for children to have positive attitudes to food, fitness and friendship. The school is committed to encouraging healthy lifestyles.



### **Playtime**

We offer every child fruit and milk at playtime. They play together in our well-equipped playground or on the field. Active play is encouraged and our equipment monitors from Key Stage 2 accept responsibility for managing the extensive resources available to all. Our fixed play equipment includes a large wood and rope climbing structure, monkey bars, swings and balance beams. Children enjoy playing in our willow tunnel and on the outdoor stage.

### **Lunch**

The vast majority of our children enjoy a cooked school meal whilst others have a packed lunch provided by parents. The whole school walk together to the Village Hall where the meals are freshly prepared by our Cook in Charge. Children select their meal in the morning from the Hertfordshire catering menu which includes a meat, vegetarian and cold option. Fruit and vegetables grown by the children in the school allotment are regularly used as part of the lunch menus.



## Lunchtime and after school clubs

There is a wide range of after extra-curricular activities run by school staff or by volunteers. Lunchtime clubs include French and tennis. After school during the last year we enjoyed football, tag rugby, multi-skills, dodge ball, speed-stacking, gardening, cooking, and arts and crafts (depending on the season).

## School Day

### Times

8.45am	Gates open
8.55am	Registration
9.00am	First lesson
10.25 – 10.40am	Break – fruit and milk
12.00am	Walk to lunch + play
1.20pm	Afternoon registration
3.20pm	End of the day

**Nursery children** are with us every morning from 8.50 to 11.50



## After School Provision

We offer extended after school provision until 6pm each day. This comprises of fun, relaxed and enjoyable activities with an educational bias eg arts and crafts, computer activities, homework support, board games, reading, various sports, environmental activities and much more! A healthy tea time snack is also served at approximately 5pm; dishes such as salads, sandwiches, beans on toast, etc. Drinks will be readily available at all times.



## Admissions

As well as coming from our immediate locality, many of our children travel to us from other villages and from Stevenage, Letchworth and Baldock. We are always pleased to show prospective parents around our school and our Admissions Policy clearly explains the procedure for applying for a place.

We have one admission stage for Reception each year when pupils start full-time in the September for the year in which they will be five years old (1<sup>st</sup> Sept to 31<sup>st</sup> August).

There are two admission stages for Nursery children. Children who are three years of age and born between 1<sup>st</sup> September and 28<sup>th</sup> February will be admitted in September following their third birthday, and those who are were born between 1<sup>st</sup> March and 31<sup>st</sup> August will be admitted in the January following their third birthday.

We are able to admit pupils at other times and into other years providing a place is available.

Our admissions are controlled through the Hertfordshire County Council admissions system. To apply for a place for your child to start in Nursery or Reception you need to complete the County admissions form either on-line or on paper. You should also complete the school's Supplementary Information Form enclosed in this folder (or available on our website) and return it to the school.

For more information about our admission policy please see our website.

## Partnerships with Parents

We believe that the best learning happens when parents, staff, governors and children all work together.



## **Keeping you informed**

There are regular newsletters from the Head Teacher and the Chair of Governors which help to keep parents up to date with what is happening in school and our *Parentmail* system is used for emailing updates, reminders and general alerts.

We are very proud of our school Blog and encourage parents to sign up to receive up to the minute news about what is happening in school.

We keep parents informed about their child's progress by offering consultation evenings in the Autumn and Spring terms. In addition, parents receive a full, written report towards the end of the summer term along with a further optional consultation session.

Apart from these formal points of contact we encourage parents to drop in if they have any concerns or worries about their child's progress in school. A telephone call is always advisable to check on a teacher's availability; we would prefer to work together with parents from the earliest concern in order to support each child.

## **Parent volunteers**

Parents are often to be found in school, helping in classes or around the school in various ways. We welcome any parent who is able to give a little time to help in school to hear children read, accompany them swimming or help in the garden. Please let us know if you can offer us some time or if you have a particular skill or talent, or a job that would be relevant to a particular class or curriculum area. We would be very pleased to involve you in our work.

## **Friends of Ardeley School**

We are the envy of many other schools in having a very active and supportive Parents' Association in the 'Friends of Ardeley School' or 'FAS'. This hard-working group are a very important part of Ardeley school life and provide huge benefits to the children's education. They raise a great deal of funding through a wide range of events and activities.

Recently they have invested in a class set of i-pads, funded our djembe drum experience, sponsored swimming awards and subsidised our visit to the



pantomime as well as organising our bags2school, tea towels, drop-off system and Christmas cards.

## **Website**

Our website is linked to a wide range of additional sites which we would recommend for you and your child. There is also support for parents as they work with their child at home to develop reading, writing and mathematical skills. It is here you will find our Parent's Handbook, the curriculum outline for the year, diary dates and statutory information as well as information about clubs, uniform and our newsletters.

## **Finally**

Our school is a welcoming school where everyone is valued highly and where tolerance, honesty, co-operation and mutual respect for others are priorities. We are committed to the development of the whole child within a supportive, secure and creative environment. A broad, balanced and appropriate curriculum provides equal opportunity for all pupils to maximise their potential regardless of age, sex, race, colour, religion or disability. We endeavour to promote positive relationships with parents, governors and members of the wider community. We are proud of what we achieve and would be pleased to welcome you into our school community.

## **Further Information**

- Visit the school - you will be made very welcome.
- Take a look at our website [www.ardeley.herts.sch.uk](http://www.ardeley.herts.sch.uk)
- [www.ofsted.gov.uk/reports](http://www.ofsted.gov.uk/reports) to view our latest report (2012)

### **Accuracy of Information**

We have tried hard to ensure that all of the information in this brochure is correct at the time of printing – September 2017



## What Others Say

**From the Statutory Inspection of Church Schools (SIAS) report – September 2012**

*“Ardeley St Lawrence is an outstanding church school.”*

*“Outstanding relationships at all levels, which enable all to model and live out Christian values”*

*“The values (the school) teaches enable those who work and play there to grow into well-rounded citizens.”*

**From our OfSTED Report – October 2016**

*“a very positive climate for learning”*

*“Behaviour in lessons and around school is excellent”*

*“Very positive relationships”*

*“Pupils try hard to do their best.....are proud of their work.....participate enthusiastically”*

*“Regular marking and feedback by teachers is of high quality....to accelerate learning”*



### **From our Parents' Questionnaire – June 2016**

*"They have made my child so welcome and he is thriving. I am so proud of how much he has achieved this year thanks to the school. I love that all the pupils know each other no matter their year. The same can be said for the teachers; they love their job and, in turn, the children love their school. A sense of pride is a powerful thing"*

*" One big family. Everyone known to everyone. Head teacher and support teacher welcoming and addressing each child every morning at the school gate is very admirable."*

*"The small community-friendly atmosphere, enjoyable activities to encourage learning."*

*"It is a well-run small school so the teachers have time for all children. Everyone is very friendly and welcoming. I love the fact that they do a lot with nature and being out and learning not stuck in the classroom every day. It's an amazing school."*

*"The values it promotes. The children obviously feel a part of everything the school promotes as it shows in their behaviour when you interact with them."*

### **From our Parents' Questionnaire – October 2017**

*100% of parents who responded would recommend this school.*

*100% of parents who responded agree their child is taught well, makes good progress at school and are satisfied with the quality and breadth of education which is an excellent reflection on the teaching staff.*

*100% of parents who responded are satisfied with the moral, social and spiritual guidance that the school provides for their child.*