

Prospectus



Holy Trinity C.E.(A) Primary School,
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Published June 2019



Learning together with God's love

A Message from our Headteacher, Mrs A McGregor

Welcome to Holy Trinity CE (Aided) Primary School.

As a village Church School we pride ourselves on our friendly and welcoming atmosphere. All children and adults feel valued and are able to grow and learn in a supportive environment, giving everyone the opportunity to achieve the highest standards and be the best that they can be.

At Holy Trinity School we believe that education is a partnership between home and school. The school builds on the care in the home where much valuable learning takes place through experiences of many kinds. Our school is a learning environment for all, where fresh ideas and improvements are always welcome. We offer many new opportunities for children to develop their abilities and aptitudes. This enables pupils to meet challenges with confidence and enthusiasm, whilst ensuring that each child reaches their full potential in their journey towards adulthood.

This prospectus will provide some important information and a flavour of our school. Please read this in conjunction with the information on the school website, which is available in paper copy on request. I would urge you to come and have a look around our school and share in our school vision.

Mrs A McGregor
Headteacher

Our Vision and Values

Learning together with God's love

Vision

We aspire to be a happy, confident and caring community where children are motivated to achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos. 1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.

Values

We asked the children to explain our school values in their words:

Perseverance - Determination is important and if something is challenging, we need to try, try and try again. Remember to say to yourself "You can't do or understand something yet, but just keep going and you will, with God's help!"

Aspiration – We always reach for the stars and aim for our goals. We challenge ourselves and always aspire to be the very best we can be. A positive attitude makes good things happen for us.

Respect – We treat other people the way we would like to be treated. We respect everyone in our school regardless of who they are and where they have come from. Everyone is included in our school and is an important part of our school.

Teamwork - There's no "I" in a team! If we work together, we can achieve more and more. When we are a whole school team we are like the glue that sticks us together and that makes us stronger.

Our School Values

God gave us certain rights over his creation. With these rights come responsibilities.
Rights + Responsibilities = Respect



Our School

Our school is located at the heart of a picturesque village surrounded by beautiful countryside of The High Weald and takes its children from a wide rural area.

Children join us in the academic year in which they are five years old and transfer to secondary school when they are eleven. We have two classes in each year group from Reception to Year 6. The maximum number of children admitted each year in KS1 is 60 and we have about 382 on roll at the present time.

Our school building is extremely attractive, being situated in six and a half acres of land, which is owned by the Church. There are fourteen classrooms, an impressive, refurbished computer suite, a library, music room, administration area and several small rooms for group work and individual lessons. We also have the advantage of a large assembly hall, which enables all pupils and staff to join together for whole school Worship.

Outdoors our school enjoys three playgrounds and a large playing field with climbing equipment, all in a superb setting. We also have an extensive wildlife area including a stream (Scrase Brook), pond, an allotment, insectopia and a coppice. We are very proud of our school grounds: staff, parents, carers and children have worked extremely hard over the past few years to provide us with new play equipment, a pond, raised vegetable beds, woodland walks and we are currently planning an outdoor classroom.

Holy Trinity School is a Church of England Aided School which was originally founded in 1512, making it one of the oldest educational establishments in the country. We celebrated our 500 year anniversary in 2012.

The school enjoys a special relationship with Cuckfield's Holy Trinity Church: its original building was sited adjacent to the churchyard until its relocation to Glebe Road in September 1991. We value the links between the Church, the Diocese of Chichester and the school. The Church is keen to support all the school does, and the school ensures that Christian values and traditions are embedded in the life, ethos, values and curriculum of Holy Trinity School.

We have achieved a number of different awards;

- RE Bronze quality mark
- School games Silver
- Rights Respecting School in conjunction with UNICEF
- Bishops Commendation
- Dyslexia aware
- International Schools Award

We continue to build on our strengths and develop our expertise identified through our development projects

What Ofsted say about our school: May 2018

Pupils enjoy coming to school and are proud to be part of the Holy Trinity family. They behave impeccably and are polite, friendly and welcoming to visitors. Staff and parents echo this view. Senior leaders have placed the values of perseverance, aspiration, respect and teamwork at the heart of the school's work. Pupils understand and embrace these values and can explain how they help them in their life at school and at home. Pupils have very strong attitudes to learning. They appreciate the way that staff always find time to explain things if pupils do not understand, or provide greater challenge once they are ready to move on. Consequently, pupils currently in school are making good progress. Leaders provide pupils with many opportunities to take responsibility in the school and pupils fulfil responsibilities diligently.

What Church School Inspectors say about our school: March 2015

The distinctiveness and effectiveness of Holy Trinity, Cuckfield, as a Church of England school are outstanding

- The Christian vision and values of the school permeate all aspects of school life and have an outstanding impact on the well-being and development of learners.
- Collective worship is inspirational, inclusive and highly valued by all members of the school community.
- School leaders are very thorough and accurate in their self-evaluation of the school as a church school and are very driven to improve the school.
- There is an excellent relationship with the parish church, with other local churches and with the local community

We continue to work together to build on our successes and focus on our areas for development to provide the best possible learning environment for your child.

What our Parents and Carers say about our school:

"I've noticed since he started back that his writing has improved a lot more, which I'm really happy about."

"We are so proud of how E's reading has improved over the last 6 months – it's brilliant. She also does really sweet stories too."

"He has been concentrating hard on his spellings and homework and we are very happy with his progress this half-term."

"I am proud how he is dealing with Juniors as it seems quite a step up. He seems to have settled in well with year 4 which is great."

"He enjoyed telling us about the art that he's done and the science project and ICT."

Our School Curriculum

Our school plans an exciting and stimulating curriculum for all our pupils every day, every term and every year. Where possible and appropriate, links are made between subjects so children can develop their knowledge, skills and understanding across the curriculum. Subject areas are enriched through regular visitors, theatre groups and trips.

We value pupils' prior learning and the expertise of parents, carers, visits and visitors to enhance your child's learning experiences. (Details of curriculum content and coverage are displayed on our website)

Reception Curriculum

At our school we follow the Early Years Foundation Stage (EYFS) curriculum, which is the national framework for children from birth to five. The EYFS curriculum is play-based, focusing on the children's interests and is organised into seven areas of learning. All areas of learning are important and interconnected.

The three prime areas are:

- Personal Social & Emotional Development
- Communication & Language
- Physical Development

The four specific areas are:

- Literacy
- Maths
- Understanding the World
- Expressive arts and design

The prime areas are particularly important for stimulating children's curiosity and enthusiasm for learning, enabling them to access the specific areas. They build on their capacity to learn, form relationships and thrive. (Please see 'Starting School Booklet' for further details on our school website.)

English

The children experience a daily English lesson in which a range of skills are taught to develop reading, writing, grammar, punctuation, spelling and speaking and listening.

Pupils learn their phonics sounds in small groups from Reception following the Read, Write Inc scheme.

This also supports pupils to develop their spelling, reading and writing skills.

When learning to read, children use a combination of integrated colour-banded reading schemes alongside 'real' books and children are encouraged to read a range of texts and genres. Learning to write involves the children developing spelling skills, an understanding of content and the ability to communicate meaning. Children are taught to write in a fluent, cursive handwriting style from an early stage.

Our English lessons are driven through the use of high quality texts mainly taken from the highly successful Power of Reading schemes.

Mathematics

At our school, our Mathematics lessons involve the children experiencing activities which develop their fluency, reasoning and problem solving skills.

Lessons cover work on numbers, shapes, space, measurements and data handling and children learn how to apply these skills to real life situations. Where possible links are made with real-life situations to help pupils understand and use their mathematical knowledge and skills. Use of resources, software and the outdoor environment supports pupils with their mathematical progress and attainment.

Science

The children are taught science in the following broad areas:-

- Life processes and living things
- Materials and their properties
- Physical processes

Through these areas, children are taught the skills of scientific enquiry.

Computing

Computing prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. We have a newly refurbished ICT suite, a laptop trolley and learnpads. All computers have internet access via broadband technology. All the children have weekly lessons in our ICT suite which enables them to access the computing curriculum.

E-safety is an integral part of the teaching for all pupils, every year, to ensure they understand how to use technology safely (see website for more details and guidance)

Religious Education (RE)

Christianity is actively promoted at our school and is reflected in the whole life of the school. However, the children are also taught about other religions so that they are able to respect the values and beliefs of others. We aim to foster spiritual awareness in our children and help them adopt a reflective approach to life in the context of understanding the experiences, beliefs and religious practices of mankind. The pupils learn about religions and learn from religions.

We also aim to help the children make good moral choices, as well as developing their social, cultural and spiritual understanding and development.

History

Children will study one or two historical topics each year. We aim to bring History alive for the children. To enrich each topic we always arrange a trip or invite a visiting speaker or a theatre group to the school. The children handle artefacts and may have special 'historical days'. In History, pupils find evidence, weigh it up and reach their own conclusions. To do this they need to be able to research, sift through information and argue for their point of view – skills that are highly valued in adult life.

Geography

Our aim is to stimulate the pupils' interest in their locality and the wider world, as well as making them aware about issues concerning their environment. Through this subject we prepare children for their role as global citizens.

The children make good use of the school grounds and the local area to support their geographical skills. Fieldwork studies in Sussex are also undertaken in the Juniors. Children use maps, globes and atlases and are encouraged to develop an appreciation of the lifestyles of others.

Art and Design

Throughout the school the children explore the use of a range of materials and techniques including drawing, painting, clay work, printing, collage and mixed media. This work is linked to the termly topics.

Children are encouraged to use sketch books to develop idea, evaluate their work and apply the skills they learn to produce a quality piece of art.

There are also opportunities for the children to learn about the work of other artists through research, experimenting with techniques and working alongside visiting artists.

Design and Technology (DT)

In Design and Technology (DT) children learn to design, make and evaluate products. They communicate their ideas in the form of diagrams, drawings or plans before producing their own prototype. They can then evaluate their product and the design process, recording any adaptations. The children work with a range of materials and tools covering food technology, textiles, construction and electronics. DT is planned to ensure that children build on previous experience, developing their skills and understanding, thereby enabling them to produce more sophisticated work.

Physical Education (PE)

All children are expected to participate in Physical Education activities for at least 2 hours a week. The work covered includes:-

- Invasion games
- Gymnastics
- Dance
- Net and wall games
- Swimming (undertaken in Years 3 and 4)
- Outdoor Adventurous Activities (taught in KS2 and develop further during Y6 residential trip)
- Athletics
- Striking and fielding games

Music

Music is taught to all classes. Children develop musical skills encompassing singing, music making, listening to and appraising music and simple composition. Children are encouraged to share their talents with real audiences, including music concerts for parents and carers.

All children have the opportunity to learn to play a range of instruments with visiting teachers from the West Sussex Music Support Service. These instruments include violin, cello, keyboard, flute, guitar, drums and trumpet. There are also opportunities for children to sing in choirs (Infant, Key Stage 2 and locality choir) and play in music groups.

Personal, Social, Health Economic Education & Citizenship (PSHE and C)

Children receive a broad-based PSHE and C education in line with West Sussex guidance. Every class has regular lessons when children can explore their feelings and talk about personal issues in a safe and trusting atmosphere.

We promote a healthy lifestyle and seek to equip the children to recognise the different risks associated with various situations so that they can make an informed decision on the sensible way to behave. At the earliest stages, this work covers the dangers and benefits of medicines and gradually builds up to issues involving smoking, alcohol and other drugs. We work with children to increase their self esteem and assertiveness, so that they can make informed choices as they mature.

Sex and Relationship Education is taught in Years 5/6. Parents are invited to a meeting to view the relevant materials before the children see them. The school respects parents' and carers' rights to withdraw their child from any aspect of Sex and Relationship Education, unless it forms part of the statutory requirements of the National Curriculum.

Collective Worship

Each day the children take part in a Christian act of collective worship. On Wednesday mornings, a visiting Vicar or Minister leads worship with the Juniors, and on Wednesday afternoon there is an Infant equivalent. Parents are very welcome to attend the Infant worship at 3.00pm every week. Each week, worship is held to celebrate children's achievements as a whole school. These are linked to the school values as well as celebrating pupils' individual achievements.

Together, the acts of worship make a cohesive programme which, broadly speaking, follows major events in the Church calendar and identified themes which support pupils' spiritual, moral, social and cultural understanding and development.

We maintain close links with Holy Trinity Church in Cuckfield and have services there at Harvest, Christmas and at the end of the school year, as well as termly Eucharist services for children in KS2. The children also visit the Church on other occasions during the year in order to study various aspects of the R.E. curriculum.

Parents/carers should contact the Headteacher if they wish to withdraw their child/ren from collective worship.

Absence and Late Arrivals

Regular attendance at school is of utmost importance to ensure that each child gains the maximum from their education at Holy Trinity. It sets a good example for later life when each individual will be responsible for his or her own ability to attend college, university or a place of work. We care that each child achieves his/her full potential and the arrangements in place will help in achieving that goal.

Reasons for absence may be medical, when a child is ill or has a medical appointment. Other justified reasons for absence include bereavement of a close family member or extreme weather conditions. Parents/carers must phone the school office on each day to confirm the reason for their child's absence, as soon as possible. If a call is not received then the school office staff will contact parents/carers directly.

Every half-day absence has to be classified by the Headteacher as authorised or unauthorised which is why information about the cause of any absence is always required. If your child needs encouragement to attend school regularly, please contact the school and we will be able to work together to help solve

the problem. The Education Welfare Officer Service is available to help the school and families to improve attendance.

It is very important that your child arrives at school on time as they may miss a vital input at the beginning of the day. If your child is late they should be taken to the school office to be signed in.

The school does not authorise holidays in term-time as we recognise that every day of your child's learning is essential to their development, both socially and academically.

Request for Absence During Term Time

The school and Governing Body consider that **every day** in school, in term-time, provides an essential and important learning opportunity for each individual pupil. We therefore expressly recommend that parents do not withdraw their children during school time for trips, holidays or visits etc as this will lead to loss of learning for their child. There is no entitlement to holidays in term time being agreed by the school. The school will only consider authorisation of requests, in writing, that are made prior to the booking being made and with a letter of confirmation from an employer, or other relevant professional body, regarding fixed date holiday entitlement. If the school does not agree, your child's absence will be marked as "unauthorised" in the school register. Parents may be issued with a penalty notice for unauthorised absences by the school, Local Authority or police.

Community Links

The school shares its events and projects with local residents, community groups and the Church. We also play a part in local events throughout the year; these include:

- The Mayor's Procession
- End of term Church services and Eucharistic Services
- Entertaining senior members of the village at their Christmas dinner
- Cuckfield Village Bonfire Night

We also have developed learning links with schools in the local, wider, UK and wide-world communities.

Working Together

In order to support the whole development of your child we work in partnership with the locality family of schools which provides additional opportunities and resources for our pupils, including training for play leaders, sporting and musical opportunities.

We also work closely with the local pre-school providers and Secondary Schools to help with smooth transition for pupils and families.

We value the views and opinions of parents and carers and would like you to feel confident to discuss your child's development with us during their learning journey. At times this may include, following discussion with you, engaging the expertise of other professionals to support your child eg health, Social Care, voluntary services, school Learning Mentor, play therapist.

Homework

We set homework to reinforce skills learnt and consolidate understanding, particularly in English and Maths. It also helps to develop an effective partnership between home and school and establish good study routines ready for secondary school. The amount of homework that we set increases as the child moves up through the school. A detailed homework policy can be seen on request.

Illness and First Aid

During the course of a day, a child may become unwell. If the child appears to be in pain, is sick or has a temperature we will try to contact you straight away. We are not allowed to prescribe medicine or give medical advice. Parents/carers usually collect their children in these cases. Please ensure that the school holds the most up-to-date emergency contact details (including any temporary changes); parents/carers are asked to complete a return each September to confirm their contact details.

Injuries sometimes occur, usually due to a fall in the playground. Staff are trained in basic First Aid and can attend to minor bumps, cuts and grazes. If the injury is a suspected sprain or fracture we will contact you immediately. In the unlikely event of a serious injury, an ambulance will be called and you will then be contacted.

It is important that you keep us well informed about your child's health and allergies so that we can do our best for them. Their health and safety is always our first priority.

Insurance

Children are insured against injuries caused by building defects, and accidents, which occur as a result of negligence by a member of staff, etc. Children are not insured against other personal injuries or accidents whilst on educational premises. When we take children out of school we take out insurance on their behalf with the Local Education Authority (LEA) insurers, Zurich. Details on pupils personal insurance is available on request.

The County Council expects all employees and children to accept full responsibility for their personal possessions, (including money) and to consider taking out insurance themselves to cover this. The PTA is affiliated to the National Confederation of PTAs and is insured for PTA events organised through them.

Jewellery

In line with West Sussex County Council guidelines, jewellery is restricted to watches and small stud earrings.

For safety reasons jewellery cannot be worn for P.E. Earrings must either be removed or covered by tape during P.E. lessons. The school cannot take responsibility for items of jewellery which are lost.

Lost Property

There is a lost property bin for mislaid items of clothing. Please label all items of clothing and equipment to avoid them being mislaid. Please also check the labels of your child's clothes from time to time to ensure that they haven't become mixed up with someone else's. Children are not encouraged to bring money or toys to school, as we cannot be responsible for their safekeeping.

Medicines in School

In line with the Local Education Authority and school policy we do not administer medicines to children unless a written, signed request is received from parents/carers and agreed by the school's First Aider, the only exception being the use of an epipen for children who suffer from anaphylaxis.

Children who have asthma should keep their inhalers with them at all times, or store them safely in the classroom. If any child needs medication during the school day, parents/carers are welcome to come into school to administer the drugs, at an agreed time.

If your child requires medicine whilst on a residential visit you should inform the teacher who is organising the visit, giving details using the appropriate pro-forma.

Meeting the Needs of All Children

We believe that all children are entitled to a full and varied curriculum. All our lessons are planned to meet the wide range of abilities in each class and each child's progress is regularly monitored.

Special Educational Needs

If your child needs extra support she/he will be placed on our Special Needs register at the School Action level. At this stage you will be invited to meet with your child's class teacher to discuss the areas of concern. We make provision from our own resources for children at the School Action stage of the register. When children do not progress we seek advice from agencies outside the school as they transfer to the School Action Plus stage.

When children are at School Action Plus or have an Education and Health Care Plan we hold termly meetings with parents to review the child's progress towards targets on his/her individual education plans (IEP).

Academically More Able children

Teachers' curriculum plans are designed to meet the needs of all the children in the class. A M A children are appropriately challenged in lessons.

Gifted and Talented children

Teaching staff identify gifted and talented children and these children are put onto our Gifted and Talented register. As with very able children, the children are appropriately challenged in lessons. The Gifted and Talented co-ordinator applies for relevant places at out of school courses for them.

Communication

Communication is the key to any successful partnership. Regular newsletters, year group parentmails and the school website will provide you with regular updates, celebrations of achievements, advice and guidance for everyone. We encourage parents/carers to register to receive regular communications via parentmail to support our environmental commitment. It is important that the school office is advised, as soon as possible, of any changes to your contact details to ensure communication is accurate and timely. Paper copies can be provided on request.

There are also regular formal opportunities to discuss your child's progress with the class teacher as well as looking at your child's work during the Open Afternoons held termly. If you would like further opportunities to discuss how your child is progressing or any other issues or concerns, please do not hesitate to contact the school to arrange an appointment with the class teacher.

In Partnership with Parents and Carers

In order to achieve high standards of learning and behaviour, our school works closely with parents and carers. Teaching staff provide parents with additional information in a variety of ways. For example, curriculum news and information and Early Years teachers send home learning information throughout the term and notices are displayed on classroom windows to communicate any extra information in Reception and Key Stage 1. Parents/carers are also informed of children's targets, in Maths and English. We expect parents to read all information provided so that you can support your child's progress.

As part of our partnership with parents/carers we ask you to support us in dealing with inappropriate behaviour. You may be contacted by your child's teacher at any stage, if it is felt necessary, or, if you have any concerns, a meeting can be arranged so we can discuss and agree a course of action.

Teachers appreciate being kept informed of any sensitive issues that may affect your child's behaviour or performance e.g. the family pet has died.

Road Safety and Parking

Our school is situated in a narrow residential road and this can cause problems for both parents/carers and residents. Drivers are asked to drive anti-clockwise around Glebe Road. We also have a doctors' surgery located opposite the school and it is essential that access to the surgery car park is kept clear at all times. Parents **must not** park in the surgery car park.

We ask that parents/carers park considerately at all times and are mindful of not restricting residents' access. We also ask that you do not park on, or opposite, the zigzag lines by the school entrance. Drivers should not double-park and obstruct other drivers or residents.

School Policies

We have many policies in school which have been agreed with staff and governors. Copies of these policies are kept in the Headteacher's office for you to read if required. Policies which may be of particular interest to parents/carers are posted on the school website.

School Times

Children should not arrive at school before 8.45am. The school day begins at 8.55am and ends at 3.15pm. If you have an emergency situation and are going to be late collecting your children, please do your utmost to contact us. All children will return to the School Office if their parent/carer does not arrive at the end of the school day.

The Infant lunch break is from 12.00 noon until 1.00pm and the Junior lunch break is from 12.15pm until 1.15pm. During the lunch break the Midday Meals Supervisors supervise children.

School Uniform

At Holy Trinity School we encourage children to take a pride in their appearance and we therefore expect that pupils wear the school uniform every day. Parents/carers may purchase articles of clothing at shops of their choice. Alternatively, school sweatshirts, cardigans, red shorts, baseball hats and water bottles are available online from 'Sussex Uniforms' at <https://www.sussexuniforms.co.uk/>. All long hair should be neatly tied back using a plain hair tie or hair band.

Please ensure that all uniform is clearly labelled with your child's name, each term.

UNIFORM
Grey skirt, culottes or pinafore dress Grey trousers, or shorts White blouse or polo shirt Grey or white socks Grey or red tights Sensible flat black shoes (no trainers) Red sweatshirt or cardigan (available with logo) In the Summer: red checked school dress
PE KIT
T-shirt in house colour (please check with the office) Red shorts Trainers (velcro or laces fastening)
OUTDOOR WEAR
Wellies Tracksuit or old jeans Wind and rain-proof coat

School bags are printed with the school logo and have space for your child's name and are available from 'Sussex Uniforms'. PE clothes should be kept in school in a drawstring bag on your child's peg during the week (in case we re-timetable PE lessons due to the weather). PE clothes should be brought home at the end of each Half Term unless very dirty. If your child, does not have a kit in school they will be expected to take part in the lesson and borrow a spare school kit.

Our House System

On arriving at our school, children are placed into one of four houses: Donaldson (green), Morpurgo (yellow), Rowling (blue) or Dahl (red). Children are able to earn points for their house which lead to a termly 'house treat' for the winning house. Children also compete for their house during Sports Day.

Security

A secure environment is critical for effective Teaching and Learning and the school has an explicit policy towards security. This policy deals principally with the threat to people and property from intrusion, violence (in whatever form), damage and theft.

All parents and visitors to the school are asked to use the main entrance and to sign in the visitors' book on arrival, and sign out when leaving the premises. All parents/carers and visitors to the school should wear a visitor's badge whilst on the premises.

Our security policy and practices are reviewed annually or if circumstances change. Suggestions for improving security are always welcome from any source. All staff, volunteers and Governors are subject to DBS checks before working with children in school.

Statutory Assessment

Each summer the children in Year 6 take the National Curriculum Tests. A copy of each child's results are sent home to parents with the Annual Report.

The most recent school results can be found on the school website and on the DfE website Performance Tables.

Every effort is made to keep this prospectus up-to-date. We hope that, in conjunction with the school website and welcome pack, you have found all the information that you need to you and your child. Please do not hesitate to contact the school if you any further queries of concerns.