



**BAYFORD (C OF E) PRIMARY
SCHOOL AND NURSERY**
HERTFORDSHIRE COUNTY COUNCIL

Ashdene Road
Bayford
Nr. Hertford

Hertfordshire
SG13 8PX

Telephone: 01992 511259

HEADTEACHER

Dr Malcom Foster

CHAIR OF GOVERNORS

Mrs Brenda Lambie

For contact details – contact school

Care has been taken to ensure all information, dates and details are correct at the time of going to press.

Appendices

Appendix 1: Governors

Appendix 2: Staff

Appendix 3: FOBS

BAYFORD PRIMARY SCHOOL & NURSERY
Ashdene Road, Bayford, Hertfordshire, SG13 8PX

Headteacher
Malcom Foster

Telephone
01992 511259

Dear Parents

This Prospectus is designed to answer some of your questions and welcome you to our school. We hope it will encourage you to come and visit us. Bayford is a small village school dedicated to helping each child realise their potential intellectually, socially, physically and spiritually, in a secure, caring and Christian environment.

We aim to do our best for all children and we believe that this can be accomplished by forging and maintaining close links between home and school.

We look forward to working with you to ensure that your child's years at Bayford are happy and enriching.

Yours sincerely

Malcom Foster
Headteacher

Bayford (C of E) Primary and Nursery School



School Motto

Hand in hand we learn together

Mission Statement

In God's world we face the race and learn together:

To go further than we thought possible

To run faster than we hoped

To reach higher than we dreamed

To become the best we can be

... so run that ye may obtain!

Shared Values

The values of Courage, Appreciation, Respect, Peace, Responsibility and Love help us to learn together to become the best we can be.

- Courage to face situations that might be difficult
- Appreciation of everyone and everything around us
- Respect towards others and the environment
- Peace through inward and outward reflection
- Responsibility for ourselves and others in need
- Love of all that God has created and expressed through his son Jesus

Shared Aims

To facilitate our vision and inspire life-long learning we aim to:

- Help our children develop lively, imaginative and enquiring minds and to nurture a love of learning
- Provide a challenging, supportive and enthusiastic learning environment
- Promote self-respect and confidence so that our children take pride in their own learning and the achievements of others
- Have high expectations and an appreciation of a child's individuality so that, as a child of God, they can achieve their full potential
- Encourage children to take pride in their behaviour, developing an understanding and respect for religious and cultural diversity, in order to become responsible members of society
- Foster close relationships between the school, home, church and the local community.

OURSCHOOLHISTORY

On 3rd April 1833, the school at Bayford was united to the National Society for Church Schools, to provide education, “according to the principles and practices of the Church of England”. This is the first recorded date in the history of our school.

It is known that the old school and house were built by the Baker family who lived at Bayfordbury House, and in 1875 the school site was conveyed to the Parish by W R Baker, who also conveyed additional land in 1876. Later, in 1899, another classroom was added in order to provide education for forty-five children from the neighbouring village of Brickendon. The school became a Primary School in 1939 and in 1950 changed to its present controlled status.

The Bayford school badge design incorporates a whippet above the motto “So run that ye may obtain”, which is also part of the school’s Mission Statement. The emblem and motto form part of the Baker family coat of arms which can be seen on the sign of the pub, The Baker Arms.

The Baker family were owners of the Bayfordbury House and Estate and Mrs Clinton Baker gave permission for part of the design to be used by the village school when the old school was still in existence.

The actual motto can be found in the King James version of the Bible, 1st Book of Paul’s letter to the Corinthian Church, Chapter 9 part verse 24, and is further translated in the Good News Bible as “run then in such a way as to win the prize”. The full meaning is revealed if read in context.

OUR PRESENT SCHOOL

A new school was built on a new site in the centre of the village and was opened by the Lord Bishop of St. Albans in October 1965. The school which is a Voluntary Controlled (Church of England) Primary Day School, remains legally owned by the Trustees of the Church of England Foundation, but is now funded by Hertfordshire County Council. The Church remains represented in its Governing Body, thus still fostering the traditional links between the School, the Church and the local community.

Additions to the building include a purpose built Foundation Stage classroom, a new office and the Sunshine Room which is used for small group teaching.

In 2008 FOBS (Friends of Bayford School) funded an outdoor classroom which is used for lessons and at break times.

A substantial extension to the teaching area in Key Stage 2 was completed during the summer of 2010 which has enlarged the classrooms and provided a new Library/ICT suite.



OUR SCHOOL ENVIRONMENT

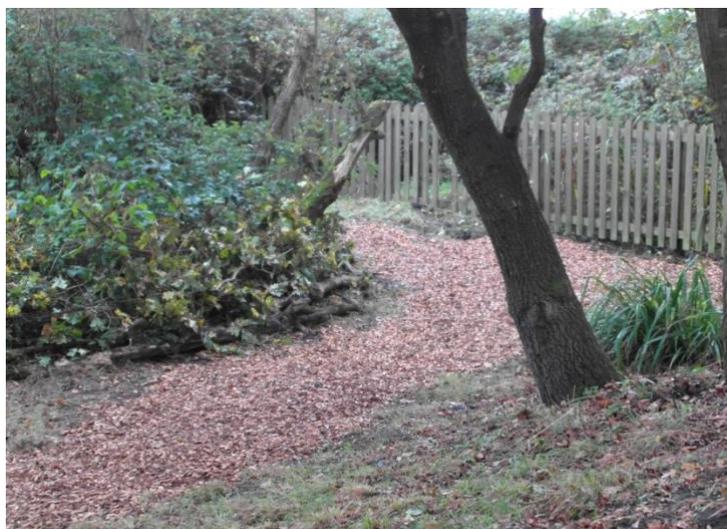
Bayford Primary School is situated near the centre of the village on high ground overlooking farm and woodland to the North and East. The nearest town is the county town of Hertford, about three miles away.

Within the school grounds are two ancient ponds surrounded by trees and a natural wildlife area. There is a further conservation area to the West with another pond, deciduous trees and natural ground cover. The grounds conserve a wide variety of plants and flowers which are used for environmental studies. On a quiet autumn afternoon it is not unusual to see a muntjac wander onto the grounds to eat the apples which have fallen from one of the school's trees.

The back pond has been fenced off for safety reasons and the children enjoy playing in the adjoining wild area when the weather is suitable.

There is a fully fenced Foundation Stage playground with hard-standing areas, and soft pore covered ground for varied play activities. There is a climbing frame with slide which the children love playing on. Children are encouraged to care for the outdoor environment. A canopy has been erected outside the Foundation Stage classroom, in order that the children can play outside in all weathers.

There are hard and soft play areas for the children and extensive adventure play equipment surrounding the playground. The school playing field is used throughout the year. On sunny days the numerous trees and a small gazebo provide shade for those who seek it.



How we are organised

The school has a recommended capacity of 120 children and is organised into four classes, which are arranged as follows:

EYFS (Early Years Foundation Stage).	Nursery & Reception
Class 1	Year 1 and Year 2
Class 2	Year 3 and Year 4
Class 3	Year 5 and Year 6

Each classroom has access to computers with internet access and we have a purpose-built computer suite, complete with colour printer available to all children in the school. We are very fortunate to have 2 sets of laptop computers for use by a whole year group and each class has six Apple iPads for use by the children. There is a Reference Library available for use by all children. The Sunshine Room is used for group teaching, music lessons and small group activities.

The EYFS classroom contains a small kitchen area, equipped with cooker, fridge and microwave. It is used by the children throughout the school for cooking activities related to technology and science. The Foundation Classroom also has toilet and shower facilities for the disabled and wheelchair access.

The school hall serves many functions including PE, Music, Drama and for Acts of Daily Worship.

High quality school meals, provided by Herts Catering Ltd. are cooked daily in the adjoining kitchen and are served in the Hall.

APPLYING TO OUR SCHOOL

In September 2000 Hertford revised its system for school admissions. Under the new provision, parents of children who will reach their fifth birthday within the following academic year will be sent an admission booklet with full information, a list of all the schools in the area and application forms. Parents are invited to view the schools and to submit their application forms to the school which is their first choice. The school will forward these to the appropriate office for processing. In the event that the school receives more applications than its allotted number of places, County will use its published admission criterion to determine which children will be given places at the school. Priority is given to children in the following order:

- Children with special educational needs requiring them to attend a particular school
- Children for whom it can be demonstrated that they have a particular medical need to go to the school, and those who are in public care
- Children with siblings who are attending the school at the time of application
- Children for whom the school is their nearest community or voluntary controlled school
- Children who live nearest the school

Applications for places in Nursery classes should be made directly to the school. We regret that under the new Hertfordshire regulations and national legislation, a place in the Nursery class does not give a child automatic entry to the school. All children must apply via the county system following the procedures outlined above.

Any parent wishing to view the school and the nursery is welcome to contact the school directly to make an appointment. We will be happy to arrange a tour and to provide an opportunity to talk with the staff. Please contact the school office to make arrangements.

Parents of older children or those who have attended nursery elsewhere may apply directly to the school for admission. We will be happy to arrange an appointment for you to tour the school and talk with the staff. Again, please contact the school office to make arrangements.

ADMISSION TO SCHOOL

The Nursery admits children twice yearly. Children who will be three years old with birthdays between 1st September and the end of February are admitted in September. Children with birthdays between 1st March and the end of August will be admitted in January.

Children are eligible to attend five sessions a week, Monday to Friday from 8.45 am to 11.45 am.

Reception age children will be admitted to school via the county system in September of the year in which they become five years old.

Children are invited to attend sessions with their parents as part of their induction programme. Parents are also invited to a meeting with the Foundation Co-ordinator, to discuss the school programme.

The school has close links with Bayford Pre-school and other local Foundation Stage groups. This helps to ensure the smooth transition of children into the Foundation Stage at Bayford School.

GOING TO SECONDARY SCHOOL

Parents of children in Year 6 will receive forms for secondary school admission and a detailed timetable for applications in the autumn of that year. Bayford pupils come from a very wide catchment area and this is reflected in the secondary schools they attend. Past pupils have transferred to the following secondary schools:

Cheshunt	Broxbourne	Goffs
Richard Hale	Chancellors	Sele
Presdales	Simon Balle	Dame Alice Owens
Sheredes	St. Mary's, Cheshunt	

OUR SCHOOL DAY

The timing of teaching sessions has been chosen to maximise the learning environment for each age group.

Nursery children attend school from 8.45 am to 11.45 am.

	Morning session	Afternoon session
Reception children:	8.45 am to 11.45 am	1.15 pm to 3.10 pm
Class 1	8.55 am to 12.00 noon	1.15 pm to 3.10 pm
Class 2	8.55 am to 12.30 pm	1.30 pm to 3.15 pm
Class 3	8.55 am to 12.30 pm	1.30 pm to 3.15 pm

The number of teaching hours per week including Religious Education and excluding assembly and breaks are:-

Key Stage 1	21.40 hours
Key Stage 2	23.50 hours

These hours conform to government stipulations.

Lunch is served in two sittings, one at 12.00 noon for the younger children and the other at 12.30 pm. During warm weather, children can enjoy their packed lunch outside.

ARRIVAL AND DEPARTURE

We encourage all parents to deliver and collect their children to and from the playground. A member of staff will be on duty from 8.45 am to receive them. On rainy days the children may come into the classrooms through the new conservatory. After 8.55a.m., the gate into the playground is locked and the main gate to the school is closed.

At the end of the day, the children's teachers will accompany them to the playground for collection. For safety reasons we would ask the parents to collect their children from the playground. Any child who has not been collected will be brought back into school and

supervised outside the office until a **parent or nominated adult** arrives to take him/her home. **If parents are delayed** it would be helpful if they could telephone the school to let the staff know so that we may make the appropriate arrangements and reduce the child's anxiety. On occasions **when another adult will be collecting their child/children, please let the school know in advance either by note or telephone call. The collecting adult cannot inform the school. A child will not be allowed to go with another adult unless the school has been informed.**

Important Notice: Under the terms of the school's insurance policy, children are covered from ten minutes before the beginning of the school day until ten minutes after the end of the school day. Any child on school property who is not attending a recognised club or school activity will not be covered by insurance should an accident occur. For this reason, parents need to ensure that they are punctual when arriving and departing from school. Children should not use any equipment in the playground before or after school. The equipment may only be used during supervised PE or break times.

For security reasons, parents and children arriving late at school or departing before the end of the school day MUST use the main entrance only.

Uniform and PE Kit

Please note that every child is expected to wear school uniform. Details of prices and sizes of Bayford school jumpers and PE t-shirts are available from the school office as are some of the garments themselves. Other items are generally available from the normal shops or large retail clothing outlets.

BOYS

A royal blue Bayford School jumper

A standard white shirt with school tie

Grey trousers or shorts (not jogging pants) in the summer term

Plain white or grey socks

A plain white polo shirt with grey shorts can we worn in the summer term without a tie

Plain, black or dark coloured shoes. No footwear with sports logos.

Summer: sensible sandals may be worn

GIRLS

A royal blue Bayford School jumper or cardigan

A standard white shirt with school tie

Grey skirt, pinafore dress, trousers or shorts (not leggings or jogging pants) in the summer term

Plain white or grey socks

Plain grey tights

Blue gingham dress can be worn in the summer term (not with shorts or leggings underneath) and royal blue cardigan (no tie)

Plain, black or dark coloured shoes (no boots) with a heel height of no more than 3cm. No footwear with sports logos.

Summer: sensible sandals may be worn

Children will require separate footwear for P.E. and break time

Children are not permitted to wear boots or trainers as part of their school uniform

PE Kit

On health and safety grounds we believe that it is important for children to change into the appropriate clothing and footwear for physical education, as follows:

Nursery

Appropriate clothing

Reception

Yellow Bayford school t-shirt

Black or royal blue shorts

Black plimsolls

In Winter/Spring: jogging pants and sweatshirts may be worn for outdoor P.E.

KS1 and KS2

Yellow Bayford school t-shirt

Black or royal blue shorts

Trainers

In Winter/Spring: jogging pants and sweatshirts may be worn for outdoor P.E.

Swimming

Towel

Girls: Swimsuit

Boys: trunks or close-fitting swimming shorts

Hair band to tie back long hair

Goggles ***only*** if children have reached 'Deep Water' standard or above. If they are needed for a specific medical reason a doctor's certificate will be required.

Class 3: roll-on deodorant if desired.

Spray deodorant, talcum powder, hair spray and hair gel are NOT permitted.

ALL ITEMS OF UNIFORM MUST BE LABELLED WITH EITHER NAMETAPES, OR INDELIBLE MARKER PEN.

P.E. KIT MUST BE SENT IN A NAME-LABELLED DRAWSTRING BAG FOR HANGING ON A PEG.

JEWELLERY AND VALUABLES

For safety reasons we **prohibit** children from wearing jewellery including rings, necklaces and bracelets.

There is a County Safety Directive that states that children must remove earrings or studs with back projections before taking part in physical activities.

We cannot accept responsibility for the loss or damage to valuable objects brought into school, unless requested by the teacher in connection with display or topic work. The teacher concerned would accept responsible for this.

ATTENDANCE GUIDELINES

Introduction

We want all the children attending Bayford School to achieve their full potential. It is therefore vitally important that they attend school regularly, providing they are fit and healthy enough to do so.

We hope that these guidelines clearly explain our joint responsibilities and the school's procedures should your child be absent. If a parent wishes to discuss any of the points raised, they should contact the school office.

School Responsibilities

Throughout the school day, we have the responsibility to ensure the physical, moral and spiritual development of all the children, together with giving equal access to a broad and balanced curriculum. The curriculum is very carefully planned and a great deal of time is spent assessing individual children's needs in order to ensure their continued progress. This is a heavy responsibility and is only possible if we all pursue the goal of regular attendance.

Attendance is monitored very carefully. Our Attendance Improvement Officer visits the school at least each half term, in order to carry out county monitoring of all class registers and to discuss any concerns. We are always anxious if a child is absent from school, as it is impossible to make up completely for the time they have missed. Issues about attendance are always followed up by the Attendance Improvement Officer.

Parental Responsibilities

All parents of children of compulsory school age are required to ensure that they receive full time education by regular school attendance. It is the responsibility of parents to ensure that their children arrive on time and in a condition to learn. Parents are expected to work in partnership with the school in the education of their children. Parents must inform the school of the reason for a child's absence as soon as possible.

Informing the school of your child's absence

Only the school may approve absence, so it is very important that parents keep us informed each time their child does not attend. In the case of illness and/or medical or dental appointments, please follow this procedure:

- If your child is ill, please ring the school secretary before the start of school on the first morning of absence and give some idea of when he/she might return. If we do not receive an explanation, then the absence will be treated as unauthorised.
- In the case of medical/dental appointments please let us know as soon as possible in advance. These appointments should be made outside school hours if at all possible.

Unauthorised Absence

The Governing Body have decided that in line with Government advice and OFSTED guidance, the following are some examples of unacceptable reasons for your child's absence:

- Holidays
- Shopping
- Looking after family
- Family outings
- Birthday celebrations
- Getting up late

These absences will therefore be treated as unauthorised.

The children will only reach their full potential if they are on role, attending regularly and arrive on time.

Absence in exceptional circumstances

Exceptional circumstances do occasionally arise and these will be considered by the Governors, providing adequate notice of permission is sought. Applications need to be made to the Governors through the Headteacher. There are sometimes opportunities for children to compete in sports events, shows or take examinations that cannot take place after school hours or in

school holidays. These circumstances will be given due consideration, but authorisation may not necessarily be granted.

Lateness

The teaching staff are required to mark the register at the beginning of every morning and afternoon. This is a statutory requirement which must be completed according to county guidance. The registers have to show whether an absence is authorised or not. We are obliged to provide figures concerning absence to the DCSF (Department of Children, Schools & Families) on a regular basis.

If a child arrives after 9.00am, they will be marked in the register as late. The registers are then taken to the office. If your child arrives after this time, they should enter through the front school door and report to the office. Any child who arrives after 9.10am will be recorded as having an unauthorised absence.

Illness

If your child has a contagious illness, e.g. measles, rubella, chicken pox, mumps, vomiting, diarrhoea, impetigo etc., please refer to Health Protection Agency guidance concerning how long they should be kept off school. More information is available from the school office or online: www.hpa.org.uk.

Punctuality

Please ensure that your child arrives at school before 8.55 am so that they are included in the daily register. Frequent lateness or absence will be investigated by the Attendance Improvement Officer.

BEHAVIOUR AND DISCIPLINE

We encourage children to develop their own personalities in an environment that values the contributions, talents and needs of every child. All children are given opportunities to develop independence of thought and to make judgement with guidance. Good manners and consideration for others are essential to this policy.

The school adopts a positive approach to discipline, praising and rewarding effort in a variety of ways. We have weekly “Circle Time” sessions designed to heighten awareness of different emotional and developmental situations and to help children deal with some of these aspects in a positive and constructive way. Where inappropriate or unacceptable behaviour occurs, we apply sanctions suitable to the individual situation and pupil.

In the rare event of serious behavioural concerns, we consult parents and seek their co-operation in overcoming the problem. Reports of physical or verbal or racial bullying are taken seriously, with every effort taken to eradicate the problem. We encourage parents to let us know at the earliest possible stage if they are at all concerned.

A copy of the Behaviour and Discipline Policy is available upon request.

CHILDREN'S HEALTH

Medicals

In his/her first year of school, your child will be examined by the School Nurse. Parents will be invited to attend and will be able to talk to the Nurse about any problems. Our School Nurse visits school regularly and we have full use of outside agencies, who monitor the children for sight, hearing and dental development.

Medicines in School

Schools are under no obligation to agree to accept responsibility for giving medication to pupils. However, we will, within reason, make appropriate arrangements with parents to take on this responsibility.

Parents will be asked to complete and return a consent form (available from the school office) giving all the relevant details in full. In doing so you will consent to the school administering the medication.

A copy of the parent consent form will be retained on your child's file.

Infectious Diseases

Please inform school immediately in a case of German Measles or any other infectious disease so that we can warn any mother in the early stages of pregnancy who may be collecting her child from school.

IF YOUR CHILD HAS BEEN SICK DURING THE NIGHT, PLEASE DO NOT SEND THAT CHILD TO SCHOOL FOR AT LEAST 24 HOURS. WE HAVE VERY LIMITED RESOURCES FOR LOOKING AFTER SICK CHILDREN.

If your child suffers illness or accident during the school day we will telephone you, using the contact numbers you have given us on your admission form, asking you to collect your child from school.

HeadLice

Unfortunately, these can be an occasional hazard whatever school your child attends. The School Nurse no longer checks hair for head lice. It is therefore advisable that you look at your child's hair regularly and if you think he/she has lice, let us know straight away. We can then send a standard letter to other parents. Treatment is available from the local chemist and you should give it immediately. We expect children to be treated on the same day and return to school the following day.

SCHOOLMEALS

Our contract caterers provide a nourishing and balanced midday meal. We currently run the Pupils' Choice menu which runs over a three week period. There are three choices each day, which include a vegetarian and packed lunch option. We encourage the children to enjoy their meal in a friendly and sociable environment, at the same time promoting good table manners.

Current costs for this meal are available from the school secretary. Parents may pay termly, half termly or weekly.

Please send payment in cash or cheque (made payable to Hertfordshire County Council) in a sealed envelope with your child's name clearly marked. For ease of administration, the correct money should be enclosed.

Parents who receive Income Support may be entitled to free meals for their children. Please ask our secretary for the relevant form. This information is treated in the strictest confidence.

Children may bring healthy packed lunches. Please pack these in a strong container clearly marked with your child's name. Please do not provide glass containers or knives.

Milk Money

Until the end of the term in which they are 11 years old, children may receive a carton of milk. This must be paid termly before the start of term. Prices are available from the school office. Nursery pupils receive milk free of charge. This includes those pupils who are in infant classes but who are aged 4 for the whole of the term.

GOVERNORS' CHARGING POLICY

From time to time individual classes or the whole school will arrange educational visits, concerts, plays or other activities which are not essential but will enrich and add to the children's educational experiences. These events can only be financed through voluntary contributions from parents. You will be informed about each of these activities before it takes place and asked to make a voluntary contribution to cover its costs. While this is a **voluntary contribution** one must stress that if insufficient contributions are received the activity may not take place. No child will be prevented from taking part in these activities because he/she has not paid the full amount requested.

PARENTS IN SCHOOL

We believe that a strong partnership between parents and school is the key to children's progress. We operate an open door policy, encouraging parents to participate in any way in which they feel they can make a contribution to the children's learning environment. Help can come in a variety of ways, from working with a group of children on a project or activity, to reading with children, helping with trips or sporting activities or sharing a special talent or skill with a group or class of children. All adult helpers working in school are subject to the necessary CRB checks.

Most Fridays we have a sharing assembly during which all parents and friends of the school are given the opportunity to see what the children have been learning and doing in the previous week.

The school publishes a half-termly newsletter to update parents on school developments and to provide details of forthcoming events of interest.

Formal parental consultations and open afternoons are held during the year, which give the parents opportunities to discuss their child's progress with his or her class teacher and view their work and the school. They are also provided with a written report, in the Summer term, summarising their child's achievements and areas for further development.

At other times throughout the year parents are welcome to discuss any concerns they may have about their child with his/her class teacher. As clubs and staff meetings are often run after school, they will need to arrange an appointment beforehand to ensure that their child's teacher is available.

INCLUSION

The school is committed to providing for the educational needs of every child.

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally, we find that a child does not make the progress we expect. If this is the case, parents are consulted and appropriate steps to support the child are taken. We follow the Special Educational Needs Code of Practice, placing identified SEND children on stages of support according to their needs. Each child on School Action or above will have an Individual Education Plan (IEP) with individual targets, review dates and ideas to help parents support their child at home. These are discussed with the child's class teacher and are reviewed termly.

We have an Inclusion Register for those with Special Needs and Disabilities, have a Specific Medical Issue, or who are Gifted and Talented. We track their progress and support their needs. We provide a range of opportunities for the Gifted and Talented children to be challenged.

OUR CURRICULUM

At Bayford School we teach: English, Mathematics, Science, Information Communication Technology and Religious Education (Core Subjects). Other teaching areas i.e. History, Geography, Technology, Art, French, PSHE, Music, and Physical Education (including swimming) (Foundation Subjects) form part of a broad based curriculum and are taught either in conjunction with the core subjects or in combination with each other in a theme-related context. For example, teachers might ask children to combine Art and Technology by designing and making a card for Easter, or Geography and History could be studied simultaneously in a local studies project focusing on changes to a specific area over a period of time. Similarly, Dance and Music could be combined to address certain features of the music and physical education programmes of study.

CORE SUBJECTS

LITERACY

We recognise that Literacy is an integral part of all other curriculum areas and we will continue to enhance the children's language development throughout their school day. Each day the children have a dedicated Literacy lesson, which is planned for using the Primary Framework. They are taught the key skills of reading, writing, phonics, spelling, grammar, handwriting, speaking and listening, through integrated units of work lasting a few weeks. Texts are taken from a variety of genres, including:- fiction, non-fiction, poetry and plays.

Our Literacy curriculum is enriched through the media of drama, the arts and personal social and health education. Cross curricular links are made with other subjects whenever possible.

NUMERACY

Our Numeracy curriculum aims to enable children to use mathematics in every day life and to develop their ability to think clearly and logically. Through their daily maths lessons, the children are taught a range of key skills including reasoning and problem solving, number and place value, measurement, geometry and statistics.

Lessons are delivered through whole class teaching, group work and individual investigations. Mental calculations play an important part of each lesson to rehearse and sharpen mathematical skills. The children have opportunities to discuss key facts and methods of calculations.

SCIENCE

The planning and delivery of the Science curriculum provides our children with the opportunity to expand and build on their scientific knowledge and understanding, through a variety of practical, investigative and research activities.

Throughout the school, Science is organised into topics, which focus on a specific area of the scientific curriculum. Strong links

are made to the children's existing knowledge of the world around them and the new topic material being taught.

As part of the Science curriculum, children in Years 5 and 6 are taught Sex Education. This topic covers external and internal developments during puberty. During the teaching of this unit, extra input is made in PSHE and Circle Time to cover social and emotional changes.

COMPUTING

Bayford School is well equipped with the latest computer technology. There is a computer suite with a range of hardware including up to date desktops, laptops, colour laser printer/photocopier, projector and access to the internet, via a network which allows access throughout the building. Computing is taught in individual lessons and in all other areas of the curriculum. Each classroom has a laptop and a projector with interactive whiteboard and access to the internet.

The school has digital cameras and a projector in the hall. We have a school website. Computing is taught in the suite to all children, giving them the chance to learn about communications, data handling, control and monitoring.

RELIGIOUS EDUCATION

In the teaching of Religious Education, we aim to develop the children's knowledge and understanding of the principle religions represented in Great Britain. The children are given opportunities to further their understanding of the influence of beliefs, values and traditions of individuals and the wider world. We aim to enhance their spiritual, moral, cultural and social development through the whole school curriculum.

Collective Worship is an important part of the school day when the children meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. We expect all children to attend Collective Worship. However, any parent can request permission for their child to be excused from attending religious worship and the school will make alternative arrangements for the supervision of the child during the period concerned.

The school fosters strong links with the local Christian faith community through a weekly visit by the local vicar. We work closely with St. Mary's Parish Church and participate in celebrating the major Christian festivals. The children are encouraged to behave in a caring manner towards each other and to extend that friendship into the wider community and parish.

FOUNDATIONSUBJECTS

DESIGN&TECHNOLOGY

Children are given opportunities to develop their appreciation of technology in our modern world and are taught to plan, evaluate and modify their designs with a specific purpose or use in mind. They learn to use simple tools to execute their designs which are often connected to Science or art-based activities.

ART

The art curriculum combines practical education with the development of art appreciation. Children are taught techniques in a variety of artistic media, such a pencil, pastels, fabric, collage, clay, printing inks and paint. They learn about great artists and are provided with opportunities to execute their own work in the style of famous artists.

HISTORY&GEOGRAPHY

The study of Humanities aims to develop the children's awareness of time and place. Much of the History and Geography curriculum is approached through topic work, which covers either a specific historical period such as the Tudor age, or a theme such as Homes. Children are encouraged to take a lively interest in the world around them.

Key Stage One activities focus on the local environment, family life and famous events and people from long ago. This will often include a school visit or a walk in the local area to explore the environment. A variety of investigative skills are developed as children explore artefacts and research information. Children use reference materials, atlases, maps, globes and ICT to enhance their knowledge and understanding. Key Stage Two activitieswiden from the local to national and worldwide localities. History covers both British and World units.

MUSIC

All children are encouraged to take a full part in the musical life of the school. Class activities include singing, working with tuned and untuned percussions instruments, listening to and appraising music and composition. The school is currently working the Wider Opportunities in Music Scheme and each year group in Key Stage 2 have a weekly steel pans lesson as part of their music lessons.

Peripatetic music teachers visit the school weekly to give individual and group lessons in violin, piano, guitar, clarinet and flute.

Music forms an important part in the school's Collective Worship. Each Key Stage has a weekly Music Assembly.

PHYSICAL EDUCATION

Physical Education provides our children with the opportunity to explore, practise and develop the skills in order to participate confidently and co-operatively in a range of physical activities.

At Bayford, we promote the importance of leading a healthy lifestyle and realise that high quality PE is a crucial part of this.

The children are taught games, gymnastics, athletics and dance topics on a two year rolling programme of study. The children also have the opportunity to have swimming lessons at Hartham pool.

In the Summer term, we have our annual school sports day.

Children in Key Stage Two are given the opportunity to take part in football, netball, rounders and athletics as well as other sporting activities within our membership of the Small Schools Sports Association. We are particularly proud of our achievements in netball and rounders.

PERSONAL, HEALTH AND SOCIAL EDUCATION

The school operates a programme of personal, health and social education in line with its agreed policy, using the SEAL (Social and Emotional Aspects of Learning) schemes of work. This scheme is organised into seven topics: New Beginnings, Getting On and Falling Out, Going for Goals, Good to be Me, Relationships, changes and Say No to Bullying. These topics are taught in every class, increasing in depth and breadth of the units as the children move up through the school. These themes are also addressed in Collective Worship.

Throughout the year, a number of different outside agencies organise events and visits to the school, in order to enhance the themes, including the school nurse and Hertfordshire Police.

EARLY YEAR'S EDUCATION

THE FOUNDATION STAGE

The Nursery and Reception children follow the Early Years Foundation Stage Curriculum working towards the Early Learning Goals that are set for children to achieve by the end of their Reception Year. The curriculum is designed to provide the children with a wide range of experiences and aims to assist them to develop to their full potential. The curriculum covered is indicated below. Sessions are play based but also include small group work, physical activities and adult directed tasks.

PERSONAL, SOCIAL & EMOTIONAL DEVELOPMENT

The children are given experiences and support to enable them to develop a positive sense of themselves. They are encouraged to respect other's needs and views and to be sensitive to them. Through games and imaginative play the children are taught to take turns and share fairly, understanding the codes of behaviour.

COMMUNICATION, LANGUAGE & LITERACY

The children are encouraged to listen and enjoy a wide range of stories and songs. There are opportunities to organise and sequence their thinking, ideas, feelings and events. The children are

taught phonics skills to enable them to sound out and read a range of regular words and they also practise recognising more 'tricky words' by sight. They are given stimuli to enable them to use pictures, symbols and words to communicate meaning and to attempt writing for different purposes.

PROBLEMSOLVING, REASONING AND NUMERACY

Number rhymes, song, stories and everyday objects are used to teach the language of mathematics. The children are encouraged to develop an awareness of operations such as addition and subtraction. They practise counting to ten and beyond and recognising numbers.

KNOWLEDGE AND UNDERSTANDING OF THE WORLD

Through investigations the children use their senses to find out about living things and to observe objects and events. They are also encouraged to ask questions about why things happen. They are given opportunities to talk about where they live, their families and events that have happened in their past. They are encouraged to learn about people from different cultures. They are taught to use skills such as cutting, joining and folding to make a variety of models.

PHYSICAL DEVELOPMENT

The activities that the children undertake promote gross and fine motor skills. They are encouraged to move confidently with a developing sense of space and other children. The children use bikes and other small play equipment in the outside area and climbing and balancing equipment during PE sessions. Their manipulative skills are developed through building with construction toys, modelling and using drawing and painting materials.

CREATIVE DEVELOPMENT

Children are given opportunities to use their imagination to explore sound, colour, texture and shape. They express themselves through music, dance, stories, drama and play. The children take part in music and movement sessions and use other media for expressing themselves such as role play. The children also take part in different art activities such as using clay and playdough, painting and making 3D models.

EXTRA CURRICULAR ACTIVITIES AND CLUBS

Bayford School maintains a programme of extracurricular activities in music, technology, art and sport.

Instrumental Lessons

Peripatetic teachers provide individual and group lessons during the school day. The current range of instrumental instruction available includes piano, violin, guitar, flute and clarinet. (Fee paying).

Netball, Tech, Football, Cheeleading, Multi-Sports, Art Clubs

These clubs take place after school or during lunchtimes in the appropriate seasons. Matches with other schools occur throughout the season. (Non-Fee paying).

HOW YOUR CHILD IS GETTING ON

We believe that continuous assessment related to specific targets is the key to providing appropriate levels of work that will ensure the sustained progress of each child. In addition to teacher assessments, we use formal formative assessment to chart each child's development against national trends. These include Early Years Foundation Stage Profile, Key Stage 1 Standard Attainment Tests (SATs) for Year 2 children and Key Stage 2 SATs for Year 6 children. Each year the national and school Key Stage 1 and Key Stage 2 test results are published in the School Profile. Interim assessment tests are used at the discretion of the individual class teachers.

Parents are invited to discuss their child's progress during the Autumn and Spring terms with the class teacher and receive a formal written report at the end of each school year. Informal discussions about individual children may be sought at any time by making an appointment.

IF YOU ARE UNHAPPY

The school aims to work closely with parents and if you are concerned about any aspects of your child's education you should first discuss the situation with your child's class teacher. If you are still unhappy, you should make an appointment to see the Headteacher. In the rare event that the problem is still unresolved, we have adopted a procedure recommended by Hertfordshire County Council. You may obtain a copy from the school office.

APPENDIX 1

Governor members

Mrs Brenda Lambie	Chair of Governors
Mrs Maggie Broomer	Vice Chair
Mrs Sam Baker	Co-opted Governor
Miss Amanda Brazier	Staff Governor
Dr Malcom Foster	Headteacher
Miss Lisa Holliday	Co-opted Governor
Revd Iain Lane	Foundation Governor
Mrs Sally Scott	Parent Governor
Mrs Fiona Smith	Co-opted Governor
Mr Colin Taylor	Foundation Governor
Mr Philip Wood	Parent Governor

WHAT DO GOVERNORS DO?

The Governors of Bayford School help to decide policy and share responsibility for the management of the school. They advise and support the Head Teacher and Staff, working with the school to meet the needs of the children and to ensure that the school provides good value for money. They help the Head Teacher in the selection of staff and act as a link between the school and the community.

APPENDIX 2

Staff members

Teaching staff

Dr Malcom Foster	Headteacher
Miss Amanda Brazier	Assistant Headteacher/Y5&6 teacher
Miss Alice Kavalir	Y5&6 teacher
Miss Jessica Lourenco	Y3&4 teacher
Miss Lisa Holliday	Y1&2 teacher
Miss Danielle Young	Foundation Stage teacher
Mrs Wendy Healing	SENCO
Mrs Katie Neilson	Music Specialist
Mrs Vicki Cordina	Support Teacher

Support and non-teaching staff

Miss Tracy Cooper
Mrs Jayne Gower
Mrs Sam Hill
Mrs Helen Hinton
Mrs Emine Karadal
Mrs Rebecca Willis
Mr James Younger

Mrs Jan Sims Admin

APPENDIX 3

THE FRIENDS OF BAYFORD SCHOOL (FOBS)

The Parent Teacher Association (PTA) at Bayford School is called the 'Friends of Bayford School' or more commonly, FOBS. FOBS comprises of an enthusiastic group of parents and friends who work to provide social and fund raising functions for the children and families who attend Bayford School.

FOBS and the school staff work closely together to plan and run a programme of fun activities throughout the school year. Some of our annual events include a Christmas Fair, Friday Night Club, Disco's, Quiz night, Sports and Family Fun Day in the summer and an after school ice-cream stall! Not only have these events been enjoyable for all participants but they have been very lucrative to the school.

The money raised from these events then goes towards extras for the benefit of everyone at school. In the past, FOBS have purchased computers, colour printers, new tables and chairs a PA system, new library furniture and a lot of new books and many other items which have been of great help in building up the resources of our small village school. FOBS also fund the Christmas entertainment for the whole school, which could be a travelling theatre company or a trip to the Pantomime!

An Annual General Meeting is held in the summer of each year. All parents and friends are invited to attend and are welcome to sign up as committee members or helpers for future events. Further information is available from the FOBS Committee.