Great Tey
Church of England
Primary School

School Prospectus

2026-2027

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Welcome and Introduction

Great Tey is a small village school with a friendly family atmosphere and we take pleasure in welcoming you and your family to our school, which lies at the heart of the local community. Great tey Primary is a church school because it was founded in 1872 by the Church of England. Following the 1944 Education Act, the school became 'controlled'. It was still legally owned by the Church as Trustees, but controlled by the Local Authority, Essex, which still has full financial responsibilities for its maintenance. We make the most of being a Church school through our vision, values and ethos, which encourage children to **treat others as they would like to be treated** in all areas of school life.

We believe that children learn best when they are in a happy, supportive and stimulating environment. We strive to give children experiences and opportunities relevant to their particular needs and which will engage their interest, including trips and visits to places beyond Great Tey. We also believe that the school is part of the wider community and we actively seek opportunities to develop links and connections with the community, such as visiting the church for Community Worship every half term, litter picking and visiting local farms.

We have a well-equipped main building, compromising of four teaching areas; a hall used for assembly and PE and other school events; a resource area and offices. We also have a library building which was purchased for us by our wonderful FOGT (Friends of Great Tey)! We have a large playing field and playground, a quiet garden, a sensory shed and a vegetable garden where children grow fruit, vegetables and flowers supported by a willing group of parents.

As a school, we aim to be a welcoming, friendly and supportive place for both you and your children. We encourage parents to come in and discuss any issues or concerns they may have, so that we can work together to make each child's time at school the best it can be.

Yours,

Lucy Overton

Head Teacher

Our Ethos Statement

Great Tey Church of England Primary School serves its community by providing an education of the highest quality within the context of Christian beliefs and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its children, whilst ensuring that we reflect and celebrate the backgrounds and faiths of all.

Children enter school eager to make sense of the world. Great Tey provides a broad and balanced curriculum that is well matched to each child's differing needs and abilities, encompassing spiritual, moral, emotional, social, cultural, intellectual and physical development. We have created a secure, friendly atmosphere that rejoices in success, but where it is safe to make mistakes. Therefore, children feel able to reach their potential, learn to value themselves and relate to others with consideration.

Great Tey Primary values the partnership between staff, children, governors, parents, the church and the wider community and welcomes contributions from all stakeholders to help our pupils fulfil their potential.

Great Tey -

Growing

Together

Our Vision and Values

As a school community, we worked together to decide on our vision, with pupils, staff, Governors and parents all taking part. We thought about what makes us unique as a school, in terms of the support and friendship we offer to all of our pupils, regardless of background, ability or need. We discussed our place as a Church school, and the parts of the Bible that mean the most to us. We reflected on the fact that, as a small school, we are often an environment in which children with additional needs can flourish, having found life more challenging in larger environments. The vision we decided upon is based on all of these discussions.

Our Vision

In all things, treat others as you would like to be treated. (Matthew 7:12)

Alongside our vision, Great Tey aims to be a school in which children are happy, feel safe, are cared for, are excited, learn effectively and share experiences that are based on Christian values. Our values were chosen by our pupils, staff, parents and governors and reflect what is important to us as a school community. The children selected the first four as the most important 'core' values.

They are -

Friendship Honesty Perseverance Creativity

Compassion Courage Forgiveness Trust

Patience Respect Responsibility Self-Control

The School Day

Weekly teaching time for children in KS2 is 27hrs 30mins and 25hrs for EYFS / KS1 children.

7.45am	Breakfast Club opens
8.30am	Gates open. Children play on the playground or field.
8.45am	Morning Registration
10.30am	Morning break
12.00 to 1.00pm	Lunchtime for all classes
1.00pm	Afternoon Registration
2.30pm	Ducklings and Sparrows afternoon break
2.45pm	Collective Worship (9am on Fridays)
3.15pm	School ends
3.15 to 4.15pm	After School Clubs
3.15pm to 6pm	After School 'Bear Club' provision each day

School Rules

We have very few school rules, but rather more expectations of the children's good behaviour, consideration for others and their development of a positive attitude to their work at school. Each class negotiates appropriate rules for their room as part of their personal and social development.

The following are not allowed in school:-

◊ toy guns, knives or other weapons

◊ Sweets, fizzy drinks or chewing gum

◊ Jewellery other than stud earrings (Please note staff are not allowed to remove earrings but they must be removed for P.E. and can no longer be taped. We do not accept responsibility for lost jewellery.)

◊ Children carrying medicines (i.e. aspirin, cough sweets etc.)

◊ Clothing with offensive slogans

◊ Inappropriate shoes such as heels or flip flops

◊ Makeup or perfume

◊ Expensive electronic devices.

◊ Mobile Phones are not permitted at all in school. In exceptional circumstances, pupils can store phones in the office, for example if they walk home alone. Please speak to the Headteacher in this case.

Admissions

The current policy for admission to primary schools adopted by the Essex Education Authority is for children to start full time attendance at the beginning of the term in which they become five-years-old. (At Great Tey, we tend to admit all Reception pupils in the September of the year in which they are 5 years old). The number of pupils we officially admit into each year group is 12, but, in reality, our cohorts vary in size from 8 - 15. The total number on roll at the beginning of the Spring Term 2026 is 86.

Our admission procedure is dealt with by Essex County Council. Further information on admission policies can be found here - Admissions booklets, policies and forms: Admission arrangements | Essex County Council or by contacting the Essex School Admissions on 0345 603 2200. These arrangements are in place for children applying for reception places, and also for those applying for places mid-year.

Visits to our School

We warmly encourage prospective parents to visit our school. Arrangements can be made to visit the school by appointment with the Headteacher, who will be pleased to see parents, show them the school, and provide further information. An appointment may be made by telephone on 01206 210415.

Parents of new entrants will be invited to bring their children to school for five transition visits during the term prior to their admission. These provide an opportunity for parents and children to see the school, to meet the teacher whose class they will be joining and spend some time getting to know school routines and procedures. Children from Great Tey Pre-School visit us for Storytime and Stay and Play sessions regularly throughout the year.

Class Organisation

Our children are taught in mixed year group classes. In September 2025 our structure was as follows:

Ducklings - children in Reception will be taught by Ms. Lambert on Monday and Tuesday and Mrs. Canning on Wednesday, Thursday and Friday. Miss Roberts is the teaching assistant supporting Ducklings Class Monday - Friday, with Mr Hallard Supporting everyday except Wednesday. Ducklings have PE on Mondays and Wednesdays with a PE Coach and are asked to come to school in PE kit on those days.

Sparrows - children in Y1 and Y2 will be taught by Mrs. Canning on Mondays and Mrs. McDiarmid Tuesdays - Fridays. Mrs. Reeve is the teaching assistant in class Monday-Thursday, Mrs. Longman supports in class from Tuesday to Friday.
Sparrows have PE on Mondays and Wednesdays with a PE Coach and are asked to come to school in PE kit on those days.

Robins - children in Y3 and Y4 will be taught by Miss. Spicer. Mrs. Atkins is the Teaching Assistant on a Monday, Mrs. Rawlinson supports from Tuesday to Friday and Miss Robertson supports everyday.
Robins Class have PE on Mondays and Fridays with a PE coach and are asked to come to school in PE kit on those days.

Woodpeckers - children in Y5 and Y6 will be taught in Woodpeckers Class by Mrs. Amey on Mondays and then Mrs. Rought for the remainder of the week. Woodpeckers Class are supported by teaching assistant, Mrs Hunt everyday. Woodpeckers have PE on Mondays and Fridays with a PE coach and are asked to bring PE kit with them on those days (or leave kit in school).

The Curriculum

Children in Reception -

When children join us in Reception they follow the Foundation Stage Curriculum which covers seven areas of learning, these are:

◊ Communication and Language
◊ Personal, Social and Emotional development
◊ Physical development
◊ Literacy
◊ Mathematics
◊ Understanding The World
◊ Expressive Arts and Design

These provide the foundations upon which all other learning is based. Learning in Reception is largely through carefully structured and supported play activities.

Children in Key Stages One and Two (Years 1/2 and Years 3-6) -

The programmes of study from the National Curriculum are used with our own creative curriculum and topic based approach. Teachers have worked hard to look for opportunities to link themes and objectives, which engage and involve the children in their learning experience and prepare them for the 21st Century. We want to offer a curriculum that is not just relevant to the community but also to the wider world. Children need to be excited by their learning, be involved in the process and have some anticipation about what might come next. We want to inspire children by drawing on skills from different areas, for example, dance, drama, the arts and technology. A creative curriculum can help children to think for themselves and branch out into areas of curiosity and interest.

A programme of topics for each class has been devised and further information can be found under the Curriculum tab on our website - www.greatteyprimary.org.uk. Work is differentiated according to ability and appropriate support is provided according to the individual needs of the child. Work is recorded in books, wall displays, classroom displays or presented through writing, pictures, models, speech, debates or drama.

We have agreed school policies, including a Teaching and Learning policy, which relate to the teaching of specific curriculum areas. Copies of policies are available on our website or from the school office.

◊ English
◊ Maths
◊ Science
◊ Computing
◊ Physical Education
◊ Religious Education
◊ Art
◊ History
◊ Geography
◊ Design Technology
◊ PSHE / Citizenship
◊ French (KS2)

Religious Education

Great Tey is a controlled Church of England school and has strong links with the local church, St Barnabas, Great Tey, which we visit at least once each half term for Community Worship. We are part of the Diocese of Chelmsford.

Religious Education at the school is taught in accordance with the Essex Agreed Syllabus.
A planned cycle of themes is followed by teachers for the teaching of RE and can be found under the Curriculum tab on our website.
We teach children to respect the beliefs of others, and they learn about all of the main religions of the World.

However, parents have the right to request that their child does not take part in RE lessons. Parents who wish their children to be withdrawn should consult the Headteacher so that alternative arrangements can be made.

Worship and Assemblies

Acts of worship take place daily and are led by staff members, members of the Church, such as the Open the Book Team, children and, on occasion, visitors. Acts of worship are planned on a thematic basis linked to our Vision and our twelve Christian values. The content of these acts of worship underpin and relate to the work that goes on across the school.

Parents are often invited to join our act of worship on Fridays, when successes across the week are celebrated. Once a half term we hold a Community Worship in St Barnabas Church, and parents or family members are very welcome to attend. Acts of ommunity Worship are linked to the Christian calendar – for example, Pentecost, Easter, Candlemas and Remembrance Day are significant times when we may hold Community Worship Services.

Our last Church School inspection reported that "**The impact of collective worship on the school community is outstanding....**Collective worship is central to school life. Pupils see it as a special part of the day, which they enjoy. It is soundly based on Christian values, and always includes prayer. However, all RE and worship is delivered in an atmosphere of respect for other beliefs and faiths, and children who do not follow the Christian faith are encouraged to use times of collective worship for their own reflection and prayers. Parents who wish their children to be withdrawn from worship should consult the Headteacher so that alternative arrangements can be made.

Sport

We believe that 'Sport is for All' and that all children should have the opportunity to enjoy a range of activities and develop their skills according to their age and ability. The school concentrates on games, dance and gymnastics during the Autumn and Spring Terms, with a greater emphasis on athletics and games in the Summer Term. Children usually have two P.E. sessions of at least 45 minutes per week or the equivalent. The school has good sports facilities, which include a large playing field, a netball court/hard-surface playground and hall for activities such as gym.

To ensure children receive specialist coaching in PE, we employ sports coaches from a specialist organisation - DM Sports Coaching - to deliver our PE sessions. All coaches are DBS checked and are specifically trained in coaching primary age children. Teaching Assistants support the sports coaches to deliver each session.

A variety of extra curricular clubs are offered to children, depending on the time of year; these include multiskills, dance, athletics, football and gymnastics. Pupils in Key Stage 2 go for swimming lessons at the Coggeshall Community Pool. The expectation is that all children should be able to confidently swim at least 25 metres by the end of their time at primary school. There is an annual Sports Day, held on our playing field, which includes an opportunity for all children to participate in a variety of competitive events. School teams participate in an Annual Consortium Sports event, with occasional friendly sports fixtures with other small schools. Opportunities usually arise during the year for additional sporting activities. Every two years a residential visit for upper KS2 children is arranged, where they take part in a number of adventurous activities such as kayaking, go-karting, aerial trekking and archery.

To enable your child to fully participate in PE sessions, please ensure they come to school equipped with a full PE kit, including sports wear for indoor and outdoor PE. Shorts and T-shirt for indoors and jogging bottoms / top for outdoor PE are ideal, along with either trainers or plimsolls. Children in Ducklings and Sparrows are currently requested to come to school in their PE kit on PE days (Mondays and Wednesdays). PE kits for Robins and Woodpeckers tend to remain in school for a half term and then come home for a wash, but you are welcome to take them home more often if you wish to. Please ensure no jewellery is worn on PE days, including earrings unless children are able to remove them independently - we are not able to do this for them and taping is no longer allowed by the Health and Safety Executive.

Relationships Education

We plan RSE (Relationships and Sex Education) so that it is taught integrally with the whole curriculum.

Children learn progressively about families, babies and their bodies through the science curriculum. Children in Year 1 and above will receive more detailed curriculum using a planned programme for RSE following Coram Life resources. Any parent wishing to preview this material may do so on request.

Parents can withdraw their children from all or part of RSE, except that which is required as part of the Science National Curriculum. The school's Relationships Education policy is available on our website for any parent wishing to see it.

Homework

Homework is set across the school. In setting homework we aim to:

- promote positive attitudes to work and school
- raise achievement of pupils
- consolidate and reinforce skills and understanding
- encourage and develop independent learning
- increase self-discipline
- develop the home/school partnership
- prepare children for secondary transition in Year 6.

We have a homework policy, available by request. Our younger children's homework will consist of reading regularly at home, spelling and other language-related activities and occasional simple mathematics activities or games. As children get older they will have more formal homework activities with given times to complete, but reading and spelling will still constitute a large part of their homework. The homework policy includes the expectations for each year group.

Special Educational Needs

Most children will have special needs within an area of the curriculum at some time during their school career. At Great Tey School the special needs of children are identified by the class teacher or a colleague by observation, testing, assessment and consultation with parents, previous school records, health agencies e.g. school nurse or community paediatrician.

Our special needs policy is available on our website, as is a copy of our school's offer to children with SEN. Parents are consulted at each stage and are invited to attend meetings with the Special Needs Coordinator and, where appropriate, support services.

When a child has special needs the class teacher gives the child individual help and sets appropriate tasks. We have a Special Education Needs and Disabilities Coordinator (SENDCO), who helps to assess children's learning difficulties, helping pupils individually and working with the teacher to plan suitable programmes of work and support. If parents, teachers or the headteacher feel that the assessment of a child's needs would benefit from an educational psychologist's report then the SENDCO will support this process. Parents will always be informed should this need arise with their child. Mrs Overton is the school SENDCo for all classes.

Occasionally a child will be issued with a EHC plan (Educational Health and Care Plan), which is a legal document setting out the ways in which a child should be supported by their school, medical staff and, where needed, other agencies.

Gifted and Talented

We recognise that there are children who have many gifts and talents, whether academically or, for example, in sport or the arts. We ensure that these pupils' needs are catered for and have a Gifted and Talented coordinator in school who oversees provision for these children. We also recognise that the clubs that children may attend outside school support their gift or talent. Where appropriate we also work with local secondary schools to support the development of children with exceptional abilities.

Food and School Meals

Children in EYFS /KS1 (Reception to Year 2) are entitled to a free school lunch. School meals are also available to children in KS2, for the cost of £2.75 per day. Meals are cooked on the premises and we run menus on a three week cycle - menus are sent to parents by the Arbor App are available on the website and from the school office. Children can order a school meal in their classroom each morning, or they can bring a packed lunch.

We have been awarded Healthy School status and would encourage parents to pack a healthy lunch for their children. For safety reasons, glass bottles and cans should not be brought into school. Children can bring a biscuit or small cake, but we would ask not to have packets of sweets in packed lunches.

For health and safety reasons, due to having pupils with allergies we operate a strict no nuts policy.
If your child suffers from any allergies, please ensure you inform the school.

Snack Time

Fruit is provided for Key Stage 1 children. Milk is also provided for Reception children (under 5). Other children are encouraged to bring a piece of fruit or healthy snack to eat at playtime. Please do not send packets of crisps or sweets for snack time, thank you.

Attendance

The Education Act states that parents have responsibility for ensuring that children of compulsory school age receive a suitable education. At Great Tey Primary we ask parents and families to support the school in promoting good attendance in the following ways:

◊ Ensuring children attend school regularly and arrive on time.
◊ If your child is ill please contact the office on each day of absence.
◊ Avoid taking holidays during term time.

The main holiday dates are set by the Essex Local Authority, and you will be informed of these in advance. In addition, the school has five non-pupil days each year, which are set by the governors. It is a legal obligation for children over 5 to receive full time education and any absences have to be authorised by the Headteacher. Avoid taking holidays during term time.

We do realise that sometimes parents will have to take their child out of school in exceptional circumstances. When this is the case, an absence form should be requested from the school office by email. This will then be sent to complete and return.

Evidence will be required in order for any absence to be authorised.

The main holiday dates are set by the Essex Local Authority, and you will be informed of these in advance. In addition, the school has five non-pupil days each year, which are set by the governors.

When pupils are absent from school through sickness, please contact the school by telephone each morning that your child is unwell. This will ensure that the absence can be authorised. You may be asked to provide evidence in the form of a GP appointment card or prescription.

Absence through Illness

If you are in any doubt about whether or not your child is well enough to attend school, we would like to reassure you that, if your child comes to school and seems too unwell to be here, we will contact you and ask you to collect them as soon as possible. We are able to give medication at lunchtime - both prescribed medications such as antibiotics and non-prescribed medication such as Calpol, if provided by parents in the original bottle with dosage clearly marked. Please request a medication form if you require medication to be given to your child - this will then be provided for you to complete and return.

For some contagious illnesses, schools are advised that children should remain off school for a set amount of time until the risk of contagion is lessened. If you are in any doubt, please phone and ask. Children who have suffered a bout of sickness or diarrhoea should remain off school for 48hrs following the last episode of vomiting or diarrhoea.

Accident Procedures

The policy of the school is to keep parents informed, through an accident form, of all significant injuries sustained at school, the context in which they happened and any treatment given. We also have a standard letter that is sent out to parents with information about a head injury or for significant incidents, giving them the option to contact school for further information if they require it. If an accident needs more immediate help, parents will be telephoned immediately, and an ambulance will be called if ever we feel it is needed.

Medicines

If children need to take medicines such as antibiotics at school, they should be handed in to the school office for safekeeping, and collected from there at the end of the school day. We ask parents to complete a form giving details of dosage, etc., and giving permission for a member of staff to administer the medicine when appropriate. Calpol and pain medication can also be administered at school with parental consent - we will generally telephone parents to request this. More regular medication, for children with asthma and other conditions, will be kept in the classroom medical bag, which is carried outside for PE lessons etc. and taken on school trips. Care plans are provided for pupils requiring regular medication in school.

Adverse Weather

In the event of adverse weather causing school closure the procedure will be as follows:

A message will be put on the school website under Severe Weather Closures.

An Arbor email or text message will be sent out to all parents – please ensure we have your correct contact details.

If weather conditions deteriorate while children are at school, parents or carers will be notified by Arbor or phone of the need to collect children early.

No child will be left uncared for. Please ensure we have an up-to-date list of adults who are authorised to collect your child in case of an emergency.

School Uniform

Children are encouraged to take pride in their uniform and to come to school wearing the following:-

GIRLS

- sky blue shirt or polo shirt
- navy blue skirt or tunic or trousers
- navy blue cardigan or jumper or sweatshirt

During the summer term

- blue & white dresses with white socks

BOYS

- sky blue shirt or blue polo shirt
- grey trousers
- navy blue jumper or sweatshirt

During the summer term

- grey shorts

Uniform without the school logo can be purchased from most large supermarkets. Uniform and PE Kit embroidered with the school logo can be ordered online through https://myclothing.com or schooltrends.co.uk and delivered to home. FoGT also have a second-hand uniform stand outside the main office.

P.E. / GAMES KIT

White t- shirt and navy shorts (preferably without zips or buttons)
Trainers, spare socks, a navy tracksuit or similar for outdoor games

Reception children

The children in reception are encouraged to play and learn through their outdoor environment. It is therefore useful if they come to school with appropriate clothing for the different weathers during the year, e.g. waterproof coats, sun hats, and wellington boots.

Lost Property

It is essential that ALL articles of clothing are clearly labelled with your child's name. Lost property is taken to the School Office and, if unnamed, is placed in a lost property box in the foyer. Unclaimed lost property will be donated to charity or for recycling at the end of each term. We encourage children not to bring in toys and other items from home. Teachers may occasionally ask for items to be brought from home, such as a favourite toy or book - this message will be sent to you via Arbor. Please note that items lost at school are not the responsibility of the Local Authority or the school. It is possible to extend a household insurance policy to cover 'all risks' on personal effects but children are advised not to bring valuable items to school.

Pastoral Care and Behaviour

We have a policy of positive behaviour management within the school and work closely with parents whose children have caused us concern. The school has a Behaviour policy, which is available upon request. In our inspection, Ofsted reported that **"Pupils behave well throughout the school day. They show kindness and compassion towards each other and adults. They also show high levels of respect." (March 2024)**

The school encourages parents to share any concerns regarding their child's happiness and welfare so that problems can be identified and dealt with together.

If a child displays persistent anti-social behaviour, consultation is arranged between the teacher and parents so that an attempt can be made to improve the situation. In exceptional cases, the Headteacher may exclude a child from the school for a fixed period, or he/she may propose permanent exclusion. Parents have a right to make representation (written in the case of a fixed term exclusion) to the Governing Body and Local Education Authority at the meeting(s) called to consider the exclusion.

Sometimes teachers may identify a need for some children to have an opportunity to talk to an adult on a regular basis in school. We have a trained teaching assistant who works as a wellbeing mentor with some children. Parents would be asked for permission prior to these sessions taking place.

School Security

All visitors are asked to register at the office and will be required to wear an identification badge. Access to the main building, during the day, is confined to the main doors and gates are locked to ensure pupil safety.

Charging and Remissions Policy

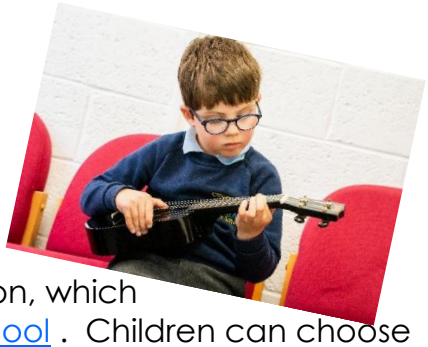
We rarely, if ever, request contributions from parents for day-to-day school resources. However, we do make charges for particular events, primarily for Breakfast Club, After School Clubs, individual music tuition, trips and visits. These are things that cannot, unfortunately, be paid for from the school budget.

Places at Breakfast Club and After School Club can only be provided if paid for - payment is made through Arbor or by cash / card payments to the school office.

Trips and visits are usually planned on the basis of voluntary parental contributions, and you will be sent a letter or email detailing the planned trip or visit and the costs involved. Failure to contribute does not exclude pupils from taking part in any activity being offered to their class, but we must reserve the right to cancel any planned event that is underfunded. In this case, the trip or event would be cancelled for all. If there are any particular cases of hardship, parents are advised to consult the headteacher. A full charging and remissions policy is available on our website or from the school office.

Music Lessons

Music is taught according to the National Curriculum and further information can be found on our website. Should parents wish to pay for individual music tuition, music teachers employed through the Essex Music Services can visit the school to give lessons in a variety of musical instruments including piano, keyboard and drums. There are usually 10 sessions a term and the prices are set by Essex Music Services. Singing lessons are also available. We also run Rocksteady sessions on a Monday afternoon, which can be accessed here – Home - Rocksteady Music School . Children can choose whether to sing in a rock band, play drums, keyboards, electric guitar or bass.



Parents at Great Tey

At Great Tey we value and appreciate the important role parents have to play in supporting your child in developing a positive attitude to school and learning.
We encourage parents to become involved in our school community, and run regular workshops to help parents support their child's learning. All parents are welcomed in school; we have an open-door policy.

There are many parents who are able to help us in the following ways:-

- ◊ helping in the classroom or on school visits
- ◊ sharing a particular skill, e.g. cycling proficiency, gardening and music
- ◊ fund raising (please contact the FoGT)

Our school newsletter is sent out on a monthly basis, on a Friday, which gives the dates of upcoming events. The newsletter is sent home via Arbor, which is our school communication and payments service, and you can also find it on the school website. We also have a parents' notice board in the Reception foyer where various information and forms can be found. Through our regular parent forums and parent/teacher times, there are regular opportunities for parents to discuss their concerns or speak with the staff and/or Headteacher.

Friends of Great Tey (FoGT)

All parents and friends of the school are automatically offered membership of this active association. It acts as a focus for those who wish to assist the school in fund raising and by offering other voluntary help.

The FoGT works in close association with the school and governors in working towards the goals set in the School Development Plan. FoGT activities are co-ordinated by a committee elected each year at the Annual General Meeting. A variety of events are run and these provide a friendly forum for parents, staff and friends to meet, discuss and work together.

Events have included fetes, a camping weekend, coffee mornings and discos. Fund raising has enabled the provision of many essential items in school, including our new library. The FoGT give regular funding towards educational visits and trips; run regular craft workshops for children and organise the annual Camping Weekend and End of Year Disco. Friends of Great Tey look forward to meeting you!

Health and Safety

We are committed to ensuring the health and safety of pupils at all times. All staff members have a responsibility to ensure the school is a safe environment and, in addition, there is a nominated Governor, Mr Ugo Simonelli, who supports the Headteacher to make certain that the school complies with all statutory requirements and to establish monitoring procedures in the School. We also try to involve pupils in Health & Safety policies, by educating them about the way they can contribute to their own health and safety. In addition, there is a 'No Smoking or Vaping' policy in the school, as well as a 'No Nuts' policy due to pupils with allergies.

Child Protection / Safeguarding

We have a responsibility to safeguard all our children. The school has a Child Protection / Safeguarding policy, which includes guidelines for staff for dealing with concerns. Staff and Governors are trained in safeguarding each year. We have a legal obligation to make referrals to social care and other agencies when appropriate, and to work with all agencies to ensure children are safe. We have a designated member of staff, Mrs. Lucy Overton, and a named governor, Mr Martin Ives, responsible for safeguarding.

"**The arrangements for safeguarding are effective" (Ofsted 2024)**

Pupil Premium Funding

Pupil Premium provides additional funding on top of the main funding a school receives. It is targeted at pupils from lower income backgrounds to ensure they benefit from the same opportunities as pupils from more affluent families. Children in Care and those children entitled to Free School Meals (or Infant children whose parents are in receipt of certain benefits) are eligible for the funding. The school receives an amount of money to support these children, which we use to improve the learning for those children through additional support and interventions, subsidising trips and so on.

If you are entitled to any benefits, please ask the office to check to see if your child is eligible for Pupil Premium - thank you.

School Policies

We have a number of policies in school that we follow to ensure we meet our statutory requirements and in order that our school runs smoothly. These policies are written by the school and agreed by the Governing Body or the school chooses to adopt policies set by the Local Authority. The policies are available on request from the school office and on the school website.

Below is a list of those policies that parents may wish to request. On occasions policies are sent to parents for their information:

- Attendance
- Anti-bullying
- Behaviour
- Charging and Remissions
- Concerns and Complaints
- Data Protection
- Educational Visits
- E-Safety
- Health and Safety
- Homework
- Use of Photographs
- Safeguarding and Child Protection
- SEND
- Teaching and Learning

A full list of policies is available from the office.

Great Tey Primary School Governing Body

The Governors are responsible for the policies and running of the school. The day-to-day organisation and administration of the school is delegated to the Headteacher. The Full Governing Body meet at least twice a term. Governors' committees meet regularly and individual governors frequently visit the school.

The Governors' work is largely unseen but is of great importance. They are part of a vital series of checks and balances by which the system of education is built up. They have general responsibility for the fabric of the school building. They are responsible, in close consultation with the Headteacher, for the appointment of staff. They have oversight of Special Educational Needs provision, take interest in the school's curriculum development and may offer advice to the Headteacher.

Each member of the Governing Body serves for a fixed term. Minutes of all Governors' meetings are kept at school and, given reasonable notice, can be seen at the request of any parent. Governors will be pleased to receive any views that the parents may have.

Chair of Governors (Foundation):	**Mr. M Ives**
Vice Chair (representing the LA):	Mr. K. Blanchard
Foundation Governor:	Vacancy
Representing the community:	Mrs. C. Rayner Mrs. I. Beesley Mr. B. Wheeler Mrs. P. McManus Vacancy
Representing the staff:	Mrs. L. Overton (Headteacher) Ms. M. Lambert
Representing the Parents:	Mrs. S. Frost Ms. L. Nickel

All our governors can be contacted through the school office.

School Clubs

At Great Tey, we offer a variety of clubs which are run by both staff, parents and outside providers. The clubs on offer will vary each term depending on factors such as the season or time available. The after-school clubs are open to all children unless otherwise specified at the time. Clubs which may be available at Great Tey:

- Sports clubs, such as football, dance, athletics and gymnastics
- Cookery club
- Gardening club
- Craft clubs such as DT, colouring and art
- Science or coding club
- Woodland Club

Wraparound Care

At Great Tey we run a Breakfast Club from 7.45 - 8.45 Monday - Friday. The cost of each session is £6. We also run an after-school provision, called Bear Club, Monday - Friday from 3.15 - 6pm. The cost of the whole session is £13 and includes drinks and a snack. Places can be booked by contacting the school office. We accept termly and ad hoc bookings, where space permits.

And finally .....

It is our aim at Great Tey Primary School that we can all work successfully to ensure your child's time at our school is happy, exciting and educational.

We believe that learning should be fun and that, by encouraging respect for each other and valuing the opportunities available, we all grow and learn together.

We welcome visits from parents to our school, whatever you wish to discuss. Please make an appointment at the school office for a mutually convenient time. We look forward to meeting you.