



Growing, Learning, Achieving Together

Cold Harbour C of E Primary School

Prospectus

2023 - 2024



Cold Harbour C of E Primary School
Highland Close
Bletchley
Milton Keynes
MK3 7PD

Tel: 01908 270 377

School Website:
www.coldharbourschool.org.uk

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The School's Christian Vision Statement

“Let your light shine” Matthew 5:16 is our central vision. Everyone is encouraged to shine through living out our values of trust, honesty, thankfulness, respect and resilience.

Enabling us to grow, learn and achieve together

Letter from Head Teacher

Dear Parent/Carer,

Welcome to Cold Harbour Church of England Primary School. I am delighted that you are reading our prospectus and would like to learn more about our wonderful school.

At Cold Harbour we aim to create a school where every member of the school community can ***'Let their Light Shine.'*** *Matthew 5:15-16*

Our school is a place where everyone is valued. We are a learning community. We understand that learning builds from solid foundations and that there will be many ups and downs along the way. Together, with our families, we develop our children's knowledge and skills, so they feel empowered to become independent thinkers, great explorers, responsible citizens, and resilient learners.

As a church school, we pride ourselves in five special values:



These underpin our approach and unite us as a community.

Much of our school's ongoing success is reliant upon the partnerships that we build with our community – locally and globally. I really look forward to getting to know our families and welcoming you in to school throughout the year.

Hopefully this prospectus will explain how much about life at Cold Harbour and how we strive to support our children.

If you have any further questions or would like to learn more. Please visit our school website www.coldharbourschool.org and arrange an appointment to meet with me and take a tour.

Sarah

Sarah Kotulecki (Headteacher) B.Ed (Hons) Cantab, NPQH

Aims of the school

The Governors, Headteacher and staff of Cold Harbour CE School recognise their duty to secure a curriculum which is balanced, relevant, differentiated, broadly based and which also: -

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school; and
- prepares our pupils for the opportunities, responsibilities and experiences of adult life

Within that context, the general aims of the school are: -

- To maintain a safe, secure and supportive learning environment where each individual feels valued and encouraged to do their best.
- To maximise and develop the potential of each child through a challenging and exciting curriculum that sets high expectations for everyone.
- To recognise and celebrate achievement and success.
- To promote good communications between home, school and the wider community, recognising the value of working in partnership for the benefit of all.
- To help children to understand the world in which they live and their role within society.
- To respect and show tolerance towards religions and cultures other than their own.
- To encourage high moral values that distinguishes the difference between right and wrong.

We endeavour to create a caring, lively and industrious environment in which the children can happily achieve their potential and where they grow intellectually, physically, emotionally, spiritually and socially.

In addition to those general aims, detailed aims have been established for each area of the curriculum. We hope that the time your child spends at Cold Harbour CE School will be a fruitful and happy one.

If your child completes the whole of their primary education at Cold Harbour CE Primary School they will:

- Visit a place of worship
- Meet visitors who are 'experts' in their field
- Learn a foreign language
- Experience a range of sights, smells, sounds and traditions from other cultures
- Take part in performances
- Work with an artist/author/performer

And will have the opportunity to:

- Learn to play a musical instrument
- Take part in residential visits
- Represent the school
- Participate in additional sporting activities

Organisation of Classes

Our school is organised into four phases. Children are taught by their own class teacher, the majority of the time, who is supported by classroom assistants.

- **Cygnets Class - Foundation stage**, one reception class this includes any child aged 4-5 years
- **Sparrow and Wren classes - Key Stage 1**, years 1 and 2, this includes any child aged 5-7.
- **Flamingo and Hummingbird classes – Lower Key Stage 2**, years 3 and 4, this includes any child aged 7-9.
- **Parakeet, Kestrel and Falcon classes – Upper Key Stage 2**, years 5 and 6, this includes any child aged 9-11.



The School Day

Doors are open at 8.40am (unless going to breakfast club) and the school day starts at 8.45am prompt, when the daily registers are marked, and teaching begins.

Foundation Stage times

Morning session - 8.45am -12.00pm

Lunchtime 12.00pm -12:50pm

Afternoon session - 12.50pm - 3.15pm

Key Stage 1 times

Morning session - 8.45am - 12.10pm (with a 15 minute break)

Lunchtime 12:10pm -1:00pm

Afternoon session - 1.00pm - 3.15pm

Key Stage 2 times

Morning session - 8.45am - 12.00pm (with a 15 minute break)

Lunchtime 12:00pm -12.50pm

Afternoon session – 12.50pm - 3.15pm

End of day arrangements

Reception and Key stage 1 children should be collected from their classroom doors.

Key stage 2 children are taken up to the school playground. In order to keep your child safe, we ask that you wait patiently for them to arrive on the playground.

General Access to Cold Harbour School

There is only one road access to the school site via a pedestrian gate and double vehicle gates.

The gates are closed during the school day and entry is via the intercom located on the gatepost.

The **pedestrian gate will be open from 7.50am to admit children attending Breakfast Club..**

At the **end of the school day, the pedestrian gate will be open at 3.00pm and will close at 6.10pm.** For those picking up from Night Owls please leave your vehicle outside the school and use the pedestrian gate.

The school is located at the end of a cul de sac! With up to September's PAN, children and their parents arriving and departing, this area is incredibly busy. This is also the only access for cars and other vehicles onto the school grounds. There can be considerable congestion caused by parents

delivering and collecting children from school by car. Please help by either walking your child to school or by allowing them, when they are old enough and confident, to walk to school on their own.

***IF IT IS ESSENTIAL THAT YOU BRING YOUR CHILD TO SCHOOL BY CAR,
PLEASE OBSERVE THE FOLLOWING:***

1. Stop or wait at a reasonable distance from the school but do not park in Highland Close.
2. Do not turn or park on the yellow zig-zag lines outside the school. This is a traffic offence and the police will prosecute you if you are caught. From time to time, the school does report cars seen parking in this area to the police.

FAILURE TO COMPLY WITH THE ABOVE PUTS THE CHILDREN AND OTHER PEDESTRIANS AT AN UNACCEPTABLE RISK AND IS LIKELY TO RESULT IN AN ACCIDENT.

Admissions

If you are considering sending your child to Cold Harbour, we invite you and your child to visit our school to satisfy yourself that it is the right school for your child. You may do this by contacting the school by phone and arranging an appointment with the Headteacher.

All children entering school for the first time start school in the Autumn term – this means that children who are five during the school year, start in September. During the first week of term, EYFS children have a staggered entry to support them getting used to the learning environment. This develops from a half day to full by the end of the first week.

In the summer term prior to children starting school, parents are invited to a meeting with the Foundation stage teachers and will receive a 'Starting School' pack.

Towards the end of September in the year before your child should start school, please register online at https://emsonline.milton-keynes.gov.uk/CitizenPortal_LIVE to choose your preferences.

Admission of new children

The following criteria in order of priority will be taken into account when considering applications, all admissions are handled by the Local Authority and the school has no input in this decision:

- Children with a Statement of Special Educational Needs or EHC (Education Health Plan).
- Children who are in care including those who were previously in care, who immediately after being in care became subject to an adoption, or residence or special guardianship order within the last year.
- Children who live in the defined area and have a sibling on roll at the time of admission. Proof of residence will be required.
- Children who live in the defined area served by the school. Proof of residence will be required.
- Children who live outside the defined area and have a sibling on roll at the time of admission.
- Children who live outside the defined area of the school.

In the event of there being more applicants meeting any of the criteria above places will be allocated in distance order using the distance between the child's normal home address and the school's main entrance, measured in a straight line, using the council's computerised measuring system with those living closest to the school receiving the higher priority.

In the unlikely event of joint oversubscription, having exhausted distance, random allocation will be used as the ultimate tiebreaker.

For applicants living in flats, the distance will be measured from the school's main entrance to the front door of the ground floor flat underneath the applicant's main residence. Where two or more pupils live at the same distance, the tiebreaker will be random allocation.

Whilst they are sympathetic to the desires of parents to move on to school with their friends, in order to be fair to all applicants the above criteria is strictly adhered to and all children in Reception and Year 1/2 have to be in classes of no more than 30 children. This could mean, in some cases, that children living within the reserved area will not be admitted.

We have high demand for places at the school and when oversubscribed the Local Authority are rigorous in following their admissions policy. If your child is turned down you may appeal to: Milton Keynes School Admissions Officer, Milton Keynes Council, Children & Families, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes MK9 3HS.

Admission of older children

For older children wishing to transfer into the school, the size of the current year groups will be a contributing factor. We are keen to keep a balance in our class sizes and our first priority is to those children who already attend the school. A copy of the full Admissions Policy is available on request. (There will be a small charge to cover photocopying costs). All admissions however, are dealt with via a Local Authority Centralised System.

Transfer at 11+

Children transfer to the secondary phase of education in the September following their eleventh birthday (end of Year 6). Parents will be invited by the LA to express a preference for a comprehensive school.

Milton Keynes schools are organised in liaison groups, with clusters of primary schools working closely with the school, which serves their area. Our local is Lord Grey Academy. A number of children live within the reserved area of Shenley Brook End School and therefore since September 2005 the south-eastern corner of Furzton is served jointly by Lord Grey Academy and Shenley Brook End for children transferring at 11+.

The Headteachers of the schools in the Bletchley Partnership of Schools meet regularly to discuss curriculum and other issues. At these meetings, collective decisions are made which dictate the work of the schools and transfer arrangements.

Parents may apply for a place at a school other than their local school. There is a great demand for places at our local comprehensive schools and first priority is given to those who choose a school as their first preference. There is no automatic right to attend your local school; therefore, parents are advised to consider carefully the options available. Parents wishing to enter their child for the 11+ should contact Buckinghamshire Education Authority.

Home-School Links

We aim to establish a close partnership between parents and school. When your child starts at Cold Harbour you will be asked to sign our Home School Partnership Agreement.

In order to keep our families as informed as possible the Head teacher produces regular newsletters for all families. Where possible we are trying to become a paperless school. We use a service called

ParentMail PMX. If you would like to receive your communications in this manner, you will be issued with a registration email upon admission and we will be able to keep you up to date in the most efficient manner!

Parent Mail ensures;

- Messages get to you reliably
- We can send messages to all parents at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school.
- You can make payments by Paypal/debit/credit card
- You can download a free ParentMail mobile phone app if you wish
- You can update your own contact details

We use ClassDojo, which is used to encourage important skills, like working hard and participating. Teachers also use it to communicate with you; they can instantly share messages, updates and photos from class.

We also have a website so that parents and visitors can access information from wherever they want, whenever they wish! Our web address is www.coldharbourschool.org.uk. A range of school policies are on this site for parents to easily access.

Knowledge Organisers and Pupil Progress Information

Each half term parents will receive a 'Knowledge Organisers' for key learning in Science, History, Geography and Art that is directly linked to the childrens' learning for the term. These Knowledge Organisers have been designed to provide families with key vocabulary and facts children will need for the term. We hope that our families will use these resources to share their children's learning with them at home.

Families will receive regular updates on their child's progress from their child's class teacher and invitations to Parents' Evening. The purpose of both is to celebrate your child's successes, identify what their next steps will be and to work in close partnership with yourselves at home.

We encourage parents to come and see the many aspects of school life and to support their children at concerts, open evenings, assemblies and book weeks etc. We also welcome parent helpers to come into school and can organise DBS clearance for you.

Consultation Evenings

Formal consultations are held in the autumn and spring terms. These are private 10-minute sessions, which give parents and teachers a chance to share information. Parents are given a report in the summer term regarding your child's progress and achievements.

If you have any concerns or queries, please contact the class teacher immediately and they will be happy to make an appointment with you. It is always best to discuss problems as they arise rather than wait until a consultation session.



Special Educational Needs and Disability (SEND)

Our SENCo is Mrs Michelle Laskey. Children with SEND needs are those who have moderate or specific learning difficulties, children with physical impairment and children with emotional or behavioural difficulties. Children who have exceptional ability in one or more curriculum areas are also considered to have SEND provision. When your child enters school the class teacher will spend some time assessing the level at which your child is performing. If your child is experiencing or is likely to experience some difficulties with the school curriculum the class teacher will recommend that the child be placed on the school's SEND register. This often sounds very daunting to parents. Schools are required by law to keep a register of all children in the school which it feels have SEND. The purpose of this is to ensure that the correct procedures are carried out and that your child receives all they are entitled to. Throughout your child's school career their performance is continually monitored, if at any time it is felt that your child should be placed on the register the class teacher will contact you.

There are different 'stages' which indicate the differing levels of support necessary. A number of children who have special needs receive additional input, and as a result progress and are then no longer on the register. If needs continue you will be consulted at all stages by your child's class teacher, who works closely alongside our Inclusion Leader.

Additional support for the children is provided and financed by school. We have a large team of teaching assistants who provide additional support for children in class.

The school has regular contact with outside agencies, which include: Milton Keynes SEND Support Team, school nursing team, Speech and Language Therapy and Educational Psychologist.

A full copy of the school's SEN policy is available for parents to see on the school website.

Attendance, Absence and Sickness

Lateness

It is vital that all children are in school by 8.45 a.m. Late arrivals cause disruption to the rest of the class and will mean your child misses vital input at the beginning of their lesson. Pupils arriving after this period will be marked late. If this persists, the Headteacher will need to be involved.

Absence

Good attendance at school is vital. Research has shown that children who have poor attendance are significantly reducing their chances of succeeding in later life. Registers are regularly monitored by the Learning Mentor and parents of children with poor attendance will be contacted directly. In case of absence please contact the school by 9.00am on the first day by either of the following methods: - phone 01908 270377 option 1 and leave a message, or via ParentMail PMX absence report. Please advise the school on each day of absence.

For safeguarding reasons, if a child is absent for more than three days, on the third or fourth day we will conduct a home visit to see the child in person.

Family holidays

We encourage our families to arrange any holidays during the school vacations. Holiday forms are available in the school office and must be completed in advance. The Headteacher cannot grant any leave of absence during term time unless there are exceptional circumstances. You will need to attach a written letter explaining why your request would be for exceptional circumstances and an appointment will be made for you to meet with the Headteacher. Any un-authorised absence will appear on your child's report. We would ask parents to avoid their child being absent during May, as this is the period in which the children will take the national tests for seven and 11-year olds.

Attendance Penalty Notices

Any families taking extended leave without permission may be issued with an Attendance Penalty Notice, which could lead to legal action and/or a fine.

Accidents/sickness/medicines

If your child has a serious accident in school, you will be informed immediately and, if necessary, arrangements will be made to take the child to hospital. If a child is unwell, the parents will be called to school to collect their child. All first aid incidents/accidents will be notified to you via our Medical Tracker system. If your child has vomited or had diarrhoea they will need to be kept at home for a minimum of 48 hours since the last bout.

When prescribed medicines must be taken at school, they must be handed to office staff with precise instructions concerning dosage, a form will need to be signed to provide your consent. If your child suffers from Asthma, please ensure that an extra blue inhaler is given in at the school office clearly labelled with your child's name. This needs to be an additional inhaler to the one kept at home. You will also need to sign a consent form for this.

General information

Before and after school care

'Early birds' and 'Night Owls' Out of School Clubs provide a safe and stimulating environment from 7.50 – 8.45am (Early birds) and from 3.15 – 6.00pm (Night owls) each day. The Clubs are open to all pupils and are chargeable. For more information and booking forms please contact the school office in the first instance.

Change of address

Please let the office know immediately of any change of address, home or mobile numbers as well as any change of personal circumstance that may affect your child at school. We need this so that we can contact you, in the event of an emergency.

Discipline

Good behaviour, thoughtfulness and consideration for others are vital to the education of children. In cases where a child's behaviour causes serious concern, parents are contacted and together we discuss and work towards an improvement. Our 'Behaviour Policy' is available from the school or on our website.

School meals

Our cooked school meals and packed lunches are freshly prepared each day in the school kitchen by our Chartwells cook.



All orders must be completed online by parents after they have registered with the service. Children are only able to have a hot dinner/packed lunch if it is ordered and paid for in advance. If you are in receipt of certain benefits you are entitled to free school meals; please contact the School Office. For children who prefer to bring their own packed lunch, these must be in a sealable container clearly marked with the child's name. You will be given a unique code for your child when they are admitted to school which will enable you to register them on www.ParentPay.com. Once registered, you will be able to order meals online. For each day, a menu is provided for you to make your choices.

School photographs

Official photographs are taken twice a year. Other photographs may be taken for display purposes throughout the year. Please complete the consent form in your child's admission pack; there is the option of withdrawing consent at any time.

Smoking

The school is designated a 'no smoking area'. We request that you do not smoke anywhere on the school premises, which includes the playground.

Jewellery

Children are not allowed to wear jewellery other than stud earrings for pierced ears, watches and items of religious significance. For safety reasons, all jewellery must be removed for PE lessons. If a child is unable to remove earrings they should not wear them on PE days. Staff will not remove a child's earrings. If children wear earrings they should be taught as early as possible how to remove them and put them back in.

Hairstyles

We do not consider Mohican style haircuts or those which incorporate logos or designs cut into them suitable for school. Excessively large hair decorations are not suitable either. Long hair should also be tied back.

Personal property

With so many children in school, working and playing in such a busy environment, personal property is sometimes accidentally damaged or lost. The staff, the school and the LA can accept no responsibility for personal property. This includes items such as glasses, watches, mobile phones and musical instruments. Please ensure your own household insurance covers you for any such items whilst they are in transit to and from school. Children are not allowed to bring toys, money or

any other items of personal property to school unless they are specifically asked to do so by their teacher.

Lost property

All items of clothing and property should be clearly named. Unnamed items of clothing will be placed in lost property which is located in the school office. Other items should be handed in to the office.

School visits and journeys: charges and remissions policy

The School recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. On occasions, there may be activities for which a voluntary contribution may be sought. Inability to provide a voluntary contribution will not prevent your child from taking part, though if insufficient contributions were received then the activity may be cancelled.

For families experiencing financial difficulties, requests can be made to the Headteacher for a remission of charges. This may be possible providing the child is entitled to Pupil Premium funding. If you are in receipt of certain benefits, you may be eligible. To check your eligibility, please visit <https://www.cloudforedu.org.uk/ofsm/sims> and you will be notified instantly via email if your child is eligible.

In addition, you may wish to note the following:

- The Governing Body will levy a charge for tuition in playing any musical instrument, where the tuition is provided individually or to a group of pupils.
- A charge will be made for Art/Craft and Cooking to cover the cost of ingredients and materials for finished work, where parents have indicated that they wish for the finished article to be taken home.
- Parents will be required to meet the costs of breakages and damages to school property and buildings as a result of their child's misbehaviour.
- A charge will be made for loss or damage to books. If the books are on loan from the School Library Service or a third party, then the charge may be specified in the agreement between the service and the school.
- A copy of our Charging Policy is available on request from the office.

School uniform



White, black or
grey socks or
tights

Sensible
black
shoes



Black or white
sandals in
summer



Green sweatshirt, cardigan or jumper



Black or grey skirt,
dress or trousers



White or gold shirt,
blouse or polo shirt



Green or Yellow gingham dress
or grey/black shorts in summer

Trainers are not part of our school uniform and should not be worn to school.

PE Kit



White or Gold round neck T-shirt,
black or green shorts, spare socks



Green sweatshirt



Trainers/
Plimsolls

Black/Green
tracksuit bottoms



Baggy or printed
T-shirts are not
acceptable.

ALL ITEMS MUST BE NAMED AND KEPT IN A DRAW STRING PE BAG (these can be obtained from one of our uniform suppliers – Kedaph Schoolwear).

The school uniform suppliers can supply Cold Harbour sweatshirts, polo tops, summer hats and fleece jackets. There are also book bags, PE bags and PE kits for sale. To purchase these please visit www.kedaphschoolwear.co.uk or their shop in Lennox Road, Bletchley. MK2 2HH. You can also visit <https://www.tesco.com/direct/ues/> our other supplier, to order online. If you have any queries with orders, please ring Kedaph Schoolwear or Tesco Direct. All items of clothing **must** be marked clearly with the child's name. You can also access both suppliers via our school website.

If your child has applied for, and is eligible for free school meals, they will also be entitled to Pupil Premium funding. Any child entitled to Pupil Premium funding will be allocated a discount voucher which can be redeemed in Kedaph Schoolwear's shop only (not online) during one visit and for one child. If you have more than one child on Pupil Premium, each child will receive a voucher. Only one voucher will be issued per academic year for a single use in the shop. To apply for free school meals please visit <https://www.cloudforedu.org.uk/ofsm/sims> and you will be notified instantly via email if your child is eligible.

Indoor PE is conducted in bare feet so that children can work on apparatus safely. If for any reason a child is unable to work in bare feet (i.e. verruca) a note should be sent into school and the child should wear plimsolls (not trainers as this is dangerous for other children in bare feet).

If your child is unable to do PE for medical reasons, a note must be sent to the class teacher. If there is a prolonged problem, it may be necessary to supply a letter from your doctor. PE is a National Curriculum subject and all children are expected to participate in all activities.

Complaints procedure

There may be times when difficulties and problems arise which need to be resolved. In the normal course of events parents' concerns are usually resolved through discussion with either the teacher or the headteacher. Should the concern be of a more general nature and satisfaction not gained from within the school then it may be put in writing to the Governing Body of the School.

In addition, under the regulations governing schools, a formal procedure has been laid down by Milton Keynes Learning and Development Directorate for specific complaints with regard to: -

- The National Curriculum (Provision and Implementation)
- Religious Worship (Provision of RE and Collective Worship)
- Charging Policy

All complaints will be dealt with as quickly and efficiently as possible. Urgent complaints will be identified as such and given priority. All complaints will be fully, fairly and carefully investigated. You can view or download a copy of our Complaints Policy on the school website at www.coldhambourschool.org.uk

Access to documents

As required by the Education Act - 1986, the following documents are available to all Parents to see on request (3 days' notice is required):

- All documentation relating to the implementation of the Curriculum
- School policies
- Copies of statutory instruments
- The LA's agreed syllabus for RE

Copies of the School Prospectus will be provided free of charge. Copies of all other documents may be provided free of charge, but postal charges may apply. The majority of the School's policies are available to view or download via the school website at www.coldhambourschool.org.uk