



Welcome

I would like to welcome you and your child to Trinity Road Primary School. Trinity Road is a very special place to be. You will notice as you walk around the school, how well children and adults work together to create an environment that is positive, supportive and enables learning for all.

We believe that working together is the best way for children to achieve their very best. Our high expectations of all children and adults in the school are also underpinned by our school vision and values.

I look forward to working with you and your family.

Natasha Outhwaite
Headteacher

Core Concepts

Respect, Achieve, Belong

Vision

At Trinity Road, we aim to create an environment where all learners are inspired to achieve beyond expectation and prepare them to be positive citizens of the world.

Values

As staff and children of Trinity Road, we considered our shared values and what it means to be a member of the Trinity Road community. Using our core concepts:

Respect, Achieve, Belong

We came up with the following values:

R esilient and determined
E mpowered to aspire and achieve fullest potential
S triving for success for all
P ositive and Proud
E mpathetic and self-aware
C hallengers of ourselves and others
T hinkers: independent and creative

OFSTED

The school's most recent inspection took place in March 2020. The school was graded as Good. We are very proud of this outcome and continue to strive for further improvements to ensure the very best provision for all children.

Teaching staff

Name	School role
Ms Natasha Outhwaite	Head Teacher
Miss Jessica Lodge	Deputy Head Teacher
Mrs Kirstie Burrells	EYFS Leader and Senior Leader
Mrs Joanne Brown	Inclusion Leader and Senior Leader
Mrs Tracey Jennings	Teacher
Mrs Kelly Monk	Teacher
Miss Chloe Albiston	Teacher
Mrs Anne Marie Norrington	Teacher
Miss Natasha Miller	Teacher
Mrs Anna D'Arcy	Teacher
Miss Kimberley Finch	Teacher
Mrs Kate Smith	Teacher
Miss Charlotte Ball	Teacher
Mrs Reah Lee	Teacher
Miss Helen Brewster	Teacher
Miss Ros Clare	Teacher
Miss Bonnie Cain	Teacher
Mrs Katherine Taylor	1:1 and Supply teacher

Teaching Assistants

Name	School role
Ms Lesley Gilbert	Pastoral Support Worker
Mrs Kirstie Forkings	Higher Level Teaching Assistant
Mrs Gemma Broughton	Higher Level Teaching Assistant
Ms Sarah O'Leary	Higher Level Teaching Assistant
Mrs Karen Wallaker	Teaching Assistant
Mrs Stephanie Sumner	Teaching Assistant
Mrs Vicky Lawrence	Teaching Assistant
Miss Libby Barkway-Fox	Teaching Assistant
Mrs Julie Pateman	Teaching Assistant
Ms Alexia Varouta	Teaching Assistant
Mrs Penny Livanou	Teaching Assistant
Mrs Kandy O'Donoghue	Teaching Assistant
Mrs Ivone Russell	Teaching Assistant
Mrs Diane Thomson	Teaching Assistant
Mrs Claire Blowes	Teaching Assistant
Mrs Reshma Noor	Teaching Assistant
Mr Joshua Simpson	Teaching Assistant
Mrs Marie Matheison	Teaching Assistant
Mrs Hannah Fairhall	Teaching Assistant

Miss Hayley Grimwood	Midday Assistant
Mrs Kerry Fewell	Midday Assistant
Miss Lauren Thomas	Midday Assistant
Mrs Rachele Betts	Midday Assistant
Ms Stevie Russell	Midday Assistant

Administration staff

Name	School role
Mrs Laura Boreham	Office Manager
Miss Rebecca Whittington	Finance Officer
Mrs Lucy Simpkin	Attendance Officer
Mrs Alison Carr	Administrator

Site staff

Name	School role
Mr Paul Dalby	Site Manager
Mrs Sandra Jordaan	Cleaner
Miss Elaine Harris	Cleaner
Mr Robert Jones	Cleaner
Miss Hayley Grimwood	Cleaner

Lunch staff

Name	School role
Mrs Marlene Scofield	Catering Manager
Mrs Liana Bacon	Assistant Cook
Ms Bo Tao	Catering assistant
Mrs Debbie Jackson	Catering assistant

Governors

Name	School Role
Claire Styles	Parent Governor (Chair)
James Forbes	Parent Governor
Louise Thompson	Co-opted Governor
Sharon Johnson	Co-opted Governor
Clare Reynolds	Parent Governor
Lisa Hibbert	Co-opted Governor
Keith Roddy	Co-opted Governor
Julia Frascona	LA Governor
Tessa Hougham	Co-opted Governor
Natasha Outhwaite	Headteacher
Tracey Jennings	Staff Governor
Jess Lodge	Observer

Uniform

Main

- Plain grey school trousers, skirt or pinafore dress
- White blouse, shirt or polo shirt
- Royal blue sweatshirt or cardigan
- Plain white or black socks or plain black, white or grey tights
- Plain black, flat shoes
- Blue or white hairclip and hair bands
- No jewellery except studded earrings or watches, both of which must be removed for PE
- In year 6 pupils have the privilege of wearing our school tie to mark their final year at primary school, this will be provided free of charge by the school.

Summer Options

- Blue and white check school summer dress
- Plain grey school shorts
- Cap or sun hat for sun protection

PE Kit

- White T-shirt
- Royal blue shorts
- Trainers (preferably black)
- Earrings must be removed for PE
- Navy blue sweatshirt and navy, black or grey jogging bottoms for outdoor lessons in the winter months

Optional extras

- Royal blue fleece with school logo
- School PE bag
- Book bag

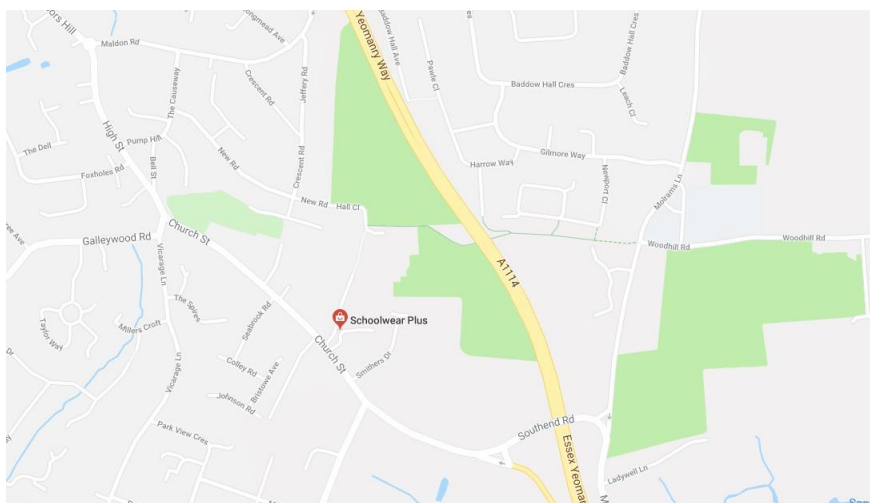


All of these items can be purchased at our suppliers

"Schoolwear Plus":

Unit 1, The Bringy Centre, CM2 7JW

Tel: 01245 491170



Our School Day

8.45am	Doors open and children are encouraged to come into class and begin their early morning learning.
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8.55am	Bell Sounds to signal start of the school day - children must be in class and doors are closed.
9.05am	Assembly
10.20am	Morning break
11.45-12.45pm	Reception lunch
12-1pm	KS1 and KS2 lunch
3.10pm	School day finishes
4.15pm	After school clubs finish

Breakfast club and after school are run by the YMCA. Tel: 01245 355677 - Provision is offered from 7.30-8.45am and 3.15-6.00pm

YMCA

The YMCA run breakfast and after school club at Trinity Road.

Breakfast club runs from 7.30-8.45am.

After school club runs 3.10-6.00pm. Please contact 01245 355677 directly for information.

Punctuality before and after school

Arriving at school on time for the start of the day is vital for our children and ensures they begin to learn the importance of punctuality, which will support them later in life. A late start can mean children miss out on important information for the day or the beginning of their first lesson, and they feel embarrassed in front of their peers.

Children are welcome to arrive at school from 8.30am, once the gates are open. On arrival at school, parents/carers and children are asked to wait in the playground until the doors open at 8.45am. Parents are responsible for children until the doors are open. Adults will be available on the door from 8.45am for you to pass on messages for class teachers. The school bell will ring at 8.50am as a five minute warning before doors close at 8.55am. Any child arriving after this time will need to report to the main school office, where their name will be recorded, with the reason for the lateness. If children are consistently late, a morning phone call will be made to support improvements in punctuality.

There are occasions when you will need to collect your child early from school, for example, if they have a medical appointment. It is vital that you inform the School Office as soon as you know so that they can inform the Class Teacher and ensure your child is ready to be collected. Any child who leaves school during the day must be signed out so that we have a record of who has left the premises in case of an emergency.

At the end of the day all children, except those in Years 5 & 6, must be collected by an adult from the playground at 3.10pm. In line with our expectations at the beginning of the school day, it is important that parents/carers arrive on time. Any child who has not been collected from the playground by 3.20pm will be taken to the School Office where they will try to make contact with you. If you know you are going to be late then please telephone the school to avoid your child becoming anxious.

If for any reason a different adult will collect your child from school, e.g. another child's parent, it is important that you inform the adult on the door at the beginning of the day or telephone the School Office in advance. If we do not hear from you, we will check with you to confirm before allowing your child to leave school.

Attendance

As a school we expect every child to attend school every day and on-time.

There are occasions when attendance is not possible due to illness or other exceptional circumstances. We would be grateful if you could contact the school office via email absence1@trinityroad.essex.sch.uk as soon as you know your child will be absent, giving a reason and details of when they will return. The school will respond with any emails sent by parents via telephone. If we have not heard from you, we will endeavour to contact you to find out the reason your child is not in school. Any absence not reported will result in an 'unauthorised' absence mark.

Medical appointments should be made outside of school hours. Where this is not possible, proof of the appointment such as an appointment card should be brought into school. Should your child be prescribed medicine from the GP, the school will be able to administer this on the parents' behalf during the course of the school day (a permission form will need to be completed from the school office).

In the event that we cannot make contact with a family and are concerned for your child's welfare, then we may make contact with the Local Authority or Social Care.

The school has rigorous and robust procedures for dealing with poor attendance. These procedures are detailed in our Attendance Policy which can be found on the school's website. A copy can also be obtained from the school office on request. A child whose attendance falls below 95% is a cause for concern. Our aim is to prevent this from happening and to support families in ensuring their child attends school as much as possible. Details of your child's attendance record will be provided for parents/carers each term within your child's report card.

Please see the Attendance and Punctuality at Trinity Road Primary School document enclosed for additional details.

Applications for leave of absence in term time

This school's policy is to not authorise holidays during term time. Any applications for leave in term time must be made in writing to the Headteacher. There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional circumstances.

Where a parent/carer chooses to take their child/ren on holiday without authorisation, a penalty notice may be issued.

Term dates

These can be found on our school website www.trinityroad.essex.sch.uk, or by clicking on the following link: <http://www.essex.gov.uk/education-schools/schools/dates/pages/termtimes-holidays-and-exams.aspx>

The Curriculum

We aim to provide a broad and balanced curriculum, which engages all learners and has been designed to put the children of Trinity Road at the centre of our curriculum offer. The curriculum at Trinity Road centres around our core concepts of Respect, Achieve, Belong, which are taught throughout the curriculum and wider school experience. The school follows the National Curriculum and our curriculum is carefully planned to ensure that all children

cover the statutory requirements during their time with us; a copy of the whole school curriculum plan is available on the school website.

A huge emphasis is placed on ensuring all children's basic skills- the ability to read, write and understand a variety of mathematical and scientific concepts, are strong. We also focus on the foundation subjects such as; History, Geography, Art, DT, Music, PE, Computing, Modern Foreign Languages (MFL), Personal, Social, Health Education (PSHE) and Religious Education (RE) as part of a 'topic' curriculum, which changes each termly or half termly to ensure children learn and develop the skills, knowledge and understanding required by the end of each academic year.

Teachers use a wide variety of teaching methods and adapt their teaching according to the subject, age and needs of the children in the class. At Trinity Road we have high expectations of our pupils, ensuring that their achievement is never capped or restricted. Additional provision is used to support all children to access the same curriculum.

E-Safety

E-safety is built into many areas of our curriculum for example Computing and PSHE but filters into all aspects of school life. Our approach to E-Safety is to teach children the skills they need in order to make safe choices online and know how to access support. Staff remain up to date on key E-Safety issues through safeguarding training and updates so we can ensure our practice is moving at the same pace as the technology is evolving. Please support us with this by using the E-Safety area of our school website to keep yourself up to date and access key resources which will help you with E-Safety at home.

Outdoor Learning and environment

As we have such a wonderful outdoor environment, we try to use it as much as possible, come rain or shine. It is useful if children in all year groups have wellies at home which they can bring in when asked, particularly when an outdoor activity is taking place in the winter time.

During the summer, children use the school field at lunchtimes. We encourage children to enjoy their environment, using play equipment and climbing trees if they wish. Children are encouraged to assess their own risks and decide how confident they feel about climbing. Adults supervise the area but will not help children to climb up or down.

Educational visits

We enrich our curriculum by taking the children on educational visits. These range from local visits to places such as the Cathedral or local parks to a residential trip, which takes place in Year 5. Some visits will incur a charge but parents are notified with plenty of time in order to make the payments. Permission will be asked for trips that require the use of transport or are outside of the school day. For local trips, a message will be sent to inform parents that a visit is taking place. A copy of our Educational Visits policy is available on our website.

Home Learning

Children in every year group are expected to complete home learning each week. This consists of spellings to be learned as well as a maths activity. We expect children to read daily and for parents to use the school planner to record comments about their child's reading.

After school clubs

The school runs a variety of after school clubs for children of all ages. Clubs run termly and children should apply each term. School clubs are free. We insist that children have the correct kit and attend clubs each week in order to keep their place. If children do not attend on three separate occasions, their place will be given to another child on the waiting list. If children do not have the correct kit, they will not be able to take part and a call will be made for parents to come and collect them. Places at clubs are limited and can't be guaranteed.

School Meals and healthy eating

School meals are cooked on the premises and are available for all children. Special dietary requirements for medical purposes can be catered for. The current policy is that Reception and Key Stage 1 children are entitled to a free school meal.

Children may bring a healthy packed lunch (no fizzy drinks, crisps or chocolate bars).

Children are allowed to bring a piece of fruit as a healthy snack to eat at break time. Reception and Key Stage 1 children receive a piece of free fruit each day.

Milk

Free milk is available for all children aged under five in school, which is funded by the UK government.

At Trinity Road Primary School, the milk is provided by *Cool Milk*, the UK's leading school milk supplier. If you would like your child to receive this, please register at www.coolmilk.com. Once your child reaches five, this service will then be chargeable.

Healthy Packed Lunches at Trinity Road Primary School

At Trinity Road we believe it is essential to be as healthy as we can be, as this supports learning. Please find below those things that are suitable and not suitable for packed lunches, in order to support our drive to maintain and enhance our healthy school status.

For additional food ideas visit: <http://www.nhs.uk/livewell/childhealth6-15/pages/lighterlunchboxes.aspx>

What could I include in a healthy packed lunch?

- ☐ Sandwich, roll or wrap
- ☐ Pasta, rice, noodles, cous cous
- ☐ Fruit
- ☐ Carrot or cucumber sticks,
- ☐ Rice cakes or bread sticks,
- ☐ Water, fruit juice or squash
- ☐ Yoghurt, cheese
- ☐ Dried fruit or seeds
- ☐ Cereal bars

What should I avoid in a healthy packed lunch?

- ☐ Fizzy drinks
- ☐ Sweets
- ☐ Crisps or packet snacks with a high salt content
- ☐ Chocolate bars

Please be aware that Trinity Road is a no nut school so please avoid these in all lunches

We are a nut free zone!

We have children at school with severe nut allergies. Please do not send any products in to school which contain nuts. Thank you for your support



SEND and local offer

Any child at any time may need additional help with their learning. We recognise that early intervention is key and tailor additional support to the needs of the individual child. We encourage an active partnership with all our parents, with regular meetings and joint discussion on how to meet needs and move forward. We work closely with outside agencies such as Speech and Language therapists, Educational Psychologists and our inclusion partner to support children with Education, Health and Care plans. Our Inclusion Leader, Mrs Jo Brown is available to discuss how to meet any additional needs your child has.

The Language Hub

We are able to offer enhanced provision to 20 children who need to develop their speech, language and communication skills. Our children take part in all aspects of everyday school with their peers, whilst accessing individual support from Speech and Language therapists. When ready, we will support these children with their transition to their local mainstream school.

Medical conditions

It is very important that we are kept informed and up-to-date of any medical issues relating to your child so that we can ensure they are safe and healthy whilst in our care. If your child regularly has to take medicine in school for conditions such as; diabetes, epilepsy, allergies etc., we are able to administer this. However, before we can do so, we will need to complete a care plan with the parents/carers, a member of school staff and where necessary the school nurse or health visitor. This will ensure we are giving the correct medication and are trained, where appropriate, to do so. We are unable to administer medicines that are not prescribed by the doctor, these (if deemed necessary) will need to be administered by a family member who will be required to come to school at the appropriate time.

A copy of the managing medicines policy is available on request.

First Aid

The health, safety and welfare of children is always a priority. All children who have had an accident, injury or feel unwell, are seen by a trained first-aider. If a child is seriously unwell or injured then we will contact parents/carers immediately. We will ensure that your child is kept as comfortable as possible until a parent or medical professional e.g. paramedic arrives.

If the injury is treatable and your child is able to continue in school, we will administer the necessary first aid. If a child receives a head injury, they will be given a sticker, and parent/carers will be informed either by a message or first aid slip in their child's planner, or the class teacher will inform you at the end of the day.

Incidents requiring first aid are entered in to a first aid book and parents will receive a duplicate of this entry. If first aid is not required, then the incident is recorded in a separate book. Again, a judgement call is made at the time as to whether or not parent/carers are contacted by telephone at the time.

There may be times where we need to contact you either for permission to treat your child or because we feel that you need to check them for yourself, such as; if they have bumped their head or hurt their neck/back.

It is important that you ensure we always have the correct telephone numbers for yourself and any other emergency contacts we hold on file so that you can be contacted quickly in cases of emergency.

Should your child suffer from sickness or diarrhoea we ask that you keep them away from school for 48 hours, from the last bout of sickness/diarrhoea.

A copy of the first aid policy is available on request.

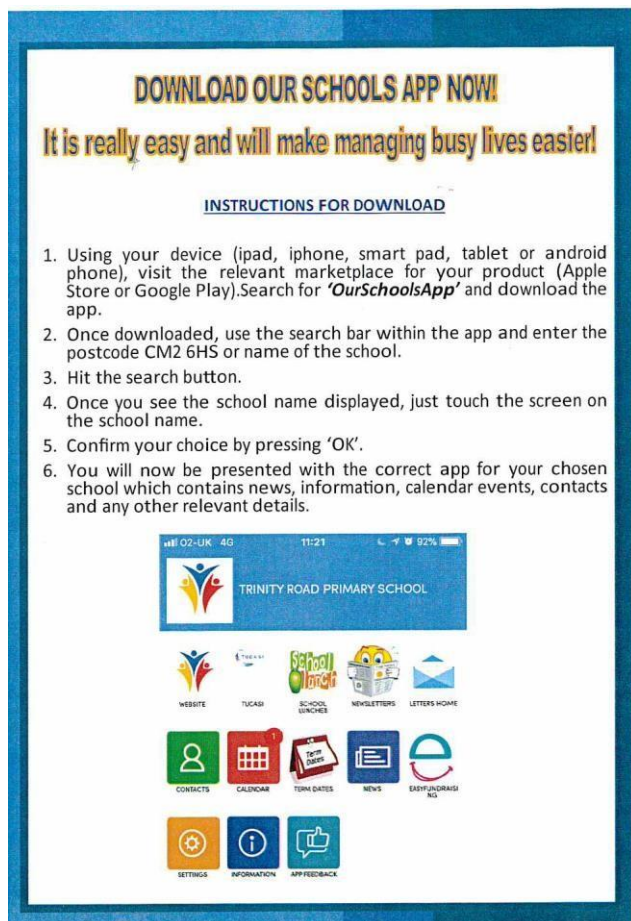
Communication with parents

We believe that the links between home and school are vital so that your child can be successful. As a school, we operate an 'Open Door' policy for all parents and carers who are welcome to come into school to discuss any issues or concerns they have. Your child's enjoyment of school is very important to us. In the first instance, we would suggest that you talk to your child's class teacher when collecting them at the end of the day. Alternatively if you feel the situation is urgent, we ask that you contact the school office who will help to direct your query to the appropriate member of staff. Members of the Senior Leadership Team are on the school gates at the beginning and end of the day so please share any concerns you have.

During the year, there will be opportunities for parents/carers to come 'back to school' and experience the learning that your child is undergoing. These are informative events where you can find out about key ways to help your child at home in areas such as: Phonics, Reading and E-Safety.

Every week your child will receive a newsletter from school (via Parent mail) providing key information and keeping you up to date on what is happening in school. We hope that you find this useful and any suggestions on what could be included would be much appreciated.

We also have a school App.



Online payments

The school operates an "Online Payment" system provided by Schools Cash Office (SCO pay) to enable parents to pay for school meals, trips and events. You will also have the ability to book Learner Conferences. This online system provides many benefits:

- Simple to use web interface
- Payments are made through WorldPay so they are secure and reliable
- Parents can view their payment history online and check balances
- Parents can check dinner money balances and meals taken. (Any credit will be held on your child's account until required).
- Reduce risk of pupils losing cash
- No costs involved by paying online

Parents will receive a letter detailing log on information including a username and password once they have started school.

Learner conferences

Each term we hold learner conferences for children, parents and teachers to set targets for the term ahead. It is essential that an appointment is made with your child's teacher in order to inform you of your child's progress, attainment and targets. This is another opportunity to discuss any concerns.

If you wish to see your child's teacher at other times, please contact them directly at the end of the day or via the school office.

Supporting children and their families

There are times when something unexpected happens within a family. This could be in the form of bereavement, losing your job or developing a problem within the family. As a school, we care about the whole family, as any problem can impact on children's well-being and their capacity to cope in school.

As a school, we have a Pastoral Support Worker, Ms Lesley Gilbert, who is able to support families in times of need. This could be signposting you to an organisation who support housing issues, or domestic issues or just being there to listen to you. Feel free to contact the school office or see Ms Gilbert on the school gate at the beginning of the day.

Touch Policy

At Trinity Road Primary School we have a touch policy in place. There are occasions when staff will have cause to have physical contact with pupils for a variety of reasons. For example:

- To comfort a pupil in distress
- To gently direct a pupil
- For curricular reasons (PE, drama etc.)
- In an emergency to avert danger to pupil/pupils or staff

Staff at Trinity Road Primary School have had Essex Steps training. New staff will be trained as soon as is deemed possible.

Complaints Procedure

We hope that you won't need it, but should you have any concerns, a copy of the complaints procedure is available on the school's website or a hard copy is displayed in the front office.



Safeguarding at Trinity Road

Safeguarding statement

As a school, safeguarding children is one of our main priorities.

Staff and Governors at Trinity Road Primary School are committed to safeguarding and promoting the welfare of all children. We have a safeguarding team to help us achieve the aim that all our children are safe. If any member of staff has a concern about a child, this will be passed to a member of the team. We will always seek to discuss the concern with the child's parents or carers in the first instance. On occasion, depending upon the nature of our concern, it may be necessary for us to make an immediate referral to Children's Services, when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents/carers. A copy of the school Safeguarding policy is available on the school website.

Who are the Safeguarding Team?

Natasha Outhwaite as Headteacher has overall responsibility for Safeguarding.

Jess Lodge is the School's Designated Safeguarding Lead on the school leadership team.

Mrs Brown is the school's Deputy Designated Safeguarding Lead

Ms. Gilbert is also a Designated Safeguarding Lead for the school.

What do our safeguarding practices aim to do?

Our safeguarding practices aim to keep children safe from any harm. This may include neglect, emotional or physical harm, sexual harm and helping them to learn how to stay safe online and in their day to day life.

How do you aim to achieve this?

Every adult in school is trained regularly to follow set Safeguarding procedures and to recognise any typical signs of abuse and know how to report this to the correct member of staff. The school has a Safeguarding policy which sets out the procedures for ensuring your child's safety in and out of school. This is available on the school website.

ALL adults have a responsibility for keeping children safe and for reporting any concerns regarding the safety or well-being of any child. ***This includes you.*** One of the key ways we can achieve our aim of keeping children safe is by working closely with families and other agencies. In line with Keeping Safe in Education (DfE Sept 2019) we work with families to help them access the right help at the right time. Our staff are trained to be aware of signs of abuse, including early signs.

What does this look like in school?

Any adult who has concerns about a child will report this to a designated safeguarding lead. They will either contact you directly to discuss or, in some circumstances, will speak to the initial response team to investigate further. In these circumstances the school will submit a formal referral to the initial response team; parents will be informed of this unless it is felt that to do so would put the child at greater risk.

Informing a parent or carer that a referral is being made is difficult, but the school has no choice about doing so, and must follow procedures. You may feel this is unfair, but hopefully will understand the need to follow procedures carefully.

What might happen after a referral has been made?

If a referral has been made, a Social Worker will contact you. They may ask for a home visit or in certain circumstances may come to the school to talk to the child, if this happens at the end of the school day, it may be that you will not be able to take your child home until after the social worker has completed the investigation. The case will either be closed or further support planned.

What should I do if I feel myself/my family/my child need support with something?

Please do come and speak to someone in the safeguarding team. We pride ourselves on our Inclusive culture and are always willing to meet with parents and families, work with you and offer support, or signpost towards support.

E-Safety

The schools advice to parents is to research for yourself the Apps and games your child is using, and have open conversations about the dangers and how to report any concerns. It is much better to discuss the dangers with your child than have blanket bans as this may mean children hide dangers from us rather than disclosing. It is vital you are aware of your child's activity online to help prevent grooming and radicalisation.

Adult code of conduct

We have an Adult Code of Conduct that we expect all adults on site to follow to ensure we are being the best role models for the children.

Adult Code of Conduct

Any adult on the school site is expected to adhere to the schools expectations, which are:

- Respect the ethos and values of the school.
- Adults should set a good example to children at all times, showing them how to get along with all members of the school and wider community.
- No member of staff, parent or child should be subjected to abusive behaviour or threats from other adults on the school premises or online.

The school will not tolerate physical attacks, threatening behaviour or abusive language aimed at staff, governors, parents or children.

Any adult behaving inappropriately or putting children, staff or other parents at risk, will be asked to leave immediately and may be banned from the school site in the future.

Thank you for working in cooperation with the school.