

Welcome to Monkfrith Primary School



School Prospectus and Information for Parents

**Monkfrith Primary School
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Headteacher: Jude Deasey



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London
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Dear Parents/Carers,

On behalf of the children, staff and governors, I welcome you to Monkfrith School. This prospectus will provide you with information about the school, our aims, curriculum and activities.

Monkfrith is a two form entry primary school with 60 children in each year group in Southgate. Over the past three years there has been extensive investment in our buildings and outside areas which has resulted in wonderful learning spaces.

Monkfrith is a fantastic place for children to learn. We provide a caring, safe environment for all children. Our staff are dedicated and continually seek to provide high quality learning opportunities to ensure that all children make good or better progress from their starting point. Our governors are committed and actively involved in the life of the school. Our children are enthusiastic, motivated and kind. Our parents are supportive and work effectively in partnership with the school.

We hope that this information and your visit to Monkfrith have been helpful and that you will want to join the Monkfrith community.

Yours sincerely

Jude Deasey
Headteacher

Simone Roberts
Chair of Governors

Our Vision

- a safe, secure and caring environment in which there is equality of opportunity for each child to develop to his or her potential
- high standards of academic excellence where every child is challenged and supported to do their best
- a broad and balanced curriculum
- a love of learning
- resilient, thoughtful, respectful and articulate children
- a strong teaching and learning community where teachers are supported to do their best for all children
- work in partnership with parents and the local community



Our Aims

At our school you will find:

- we provide high quality teaching and learning for every child
- we help children develop lively and enquiring minds
- we give the children independence, self esteem and self-confidence in all they do
- we have high expectations of all children
- we provide a broad and balanced curriculum
- we have passionate and dedicated staff
- we have positive and enthusiastic children
- we develop attitudes of mutual understanding and respect and an awareness of the needs of others
- we ensure that bullying, racism and prejudice is not tolerated and any incident is dealt with promptly and fairly
- we help children to respect the world in which we live and appreciate its beauty



School Organisation

Admission Arrangements

Pupils enter the school during the academic year in which they become 5 years old. The school has one intake for the Reception class each year. Children start school in small groups with the oldest children starting first. All children entering our Reception class attend part-time for a short time at first to make the transition to school easier for them.

The standard number per class is 30 and we have two classes in each year group.

There is an information meeting for all new parents in June and visits are arranged to the Reception class for children in the summer term prior to entering school.

The Reception teacher and teaching assistant also arrange home visits before the children are admitted to school.

Places at Monkfrith are allocated according to the Local Education Authority's criteria.

These are, in order of priority:

- children who have a statement of special educational needs and for whom Monkfrith is a named school
- children who have a brother or sister at the school
- any remaining places are offered on a geographical basis

If the school is oversubscribed then children will be put on a waiting list and parents will be contacted should a vacancy arise.

Prospective parents are encouraged to visit the school and can do so by making an appointment with the Headteacher. A range of times and days for visits are available.

The School

School starts at 8.55 a.m. A 'soft start' operates for Years 1-6. This means the school gate is opened from 8.30 a.m. and parents can drop off their child at the gate which is monitored by a member of staff.

Punctuality is extremely important and we encourage children to make sure that they leave for school in good time. Children arriving late must sign the 'late book' at the School Office, stating the reason and they will receive a late mark in the register. Persistent lateness will be dealt with by the Headteacher by meeting with the child's parent to try and rectify the problem. Children in Key Stage 1 must be collected **promptly** at the end of school at 3.20 p.m. Children in Key Stage 2 finish school 10 minutes later at 3.30 p.m.

School Rules and Behaviour Policy

We aim to encourage children to accept responsibility for their own actions and try to help them understand the consequences of their behaviour and the reason why certain behaviour is unacceptable.

We seek your co-operation in supporting the Behaviour Policy (see enclosed) and we shall ask you to sign the Home/School Agreement.

Examples of rules

- Jewellery is not permitted except for close fitting, stud type earrings
- Money should not be brought into school unless specifically requested
- Toys are not allowed in school with the exception of skipping ropes, yo-yos and suitable balls for break-times.
- Watches must be removed before taking part in PE/games and are the responsibility of the wearer

Examples of unacceptable behaviour

Racist language and behaviour
Sexist language and behaviour
Bullying-verbal and physical
Fighting
Aggressive behaviour towards children or adults
Provoking others into behaving badly

Most school policies are available to view on the website. Other policies can be viewed on request at the office.

The Curriculum

At Monkfrith we believe that all pupils, whatever their class, colour, religion, gender or ability, are of equal value. We are committed to providing a broad and balanced curriculum and achieving the highest standards of teaching and learning.

At school we use many different ways to teach including whole class lessons, group work and individual teaching. Teachers plan and prepare extremely thoroughly to ensure that all subjects in the National Curriculum are taught. The school uses a creative curriculum, which enables teachers to plan exciting and involving lessons that children really enjoy.

English

Language plays a vital role in the curriculum because it is through language that children formulate and express their ideas, organise their thinking and attempt to make sense of the world.

Children in all classes spend at least an hour every



day on English skills. In the Early Years speaking and listening play an important part in developing the skills to read and write. The opportunities children are given to listen to and talk about stories, poems and their own experiences will help them to understand the structure of writing in its many forms.



Teaching children to read is a priority. We teach reading using a variety of strategies with a focus on phonics in Key Stage 1. Although we do not use one particular reading scheme, we do have a structured set of books that we use with early readers. The variety in these books enables children to experience many different types of text whilst learning to read.

Children develop a real love of books and are encouraged to try a variety of types of book e.g. poetry, non-fiction, plays.

Children are encouraged to write independently as soon as they enter school. They will write for a variety of purposes and audiences e.g. story writing, reporting, letter writing.

Children are taught joined writing throughout the year groups in an appropriate way. By the end of Year 2 we expect the majority of children to have developed clear, legible, joined handwriting that is consistent in size, letter formation.

Children are taught to spell during their English lessons in a way that is appropriate to their age. Word lists for each year group are available on the website.

Mathematics

At least one hour each day is spent on developing skills in Maths. Mathematics is planned by the teachers based on the National Curriculum. Children are taught about number, shape and space, algebra and data handling. We also help the children to recognise mathematical relationships and record their work systematically, accurately and neatly.

Our Creative Curriculum

We use Cornerstones as the starting point for our curriculum to ensure that we met our statutory obligations in a fun, creative and exciting way.

Science

At Monkfrith there is an emphasis on investigation and practical work wherever possible. Children are then able to ask questions, devise solutions and test them. Children can develop their scientific knowledge by taking part in discussions, fair testing and discovering things for themselves.

By observing, exploring, collecting, ordering, experimenting and recording, the children will be taught skills that will lead to a greater understanding of the world.



Design Technology

Throughout the school children are given the opportunity to work with various materials and tools in order to design and make products. We encourage the children to work together creatively to find solutions to problems.

Computing

Computing is taught throughout the school. Laptops and tablets are used for a range of purposes by children including control technology, maths games, data processing, word processing and accessing the Internet. Children often use the computer to publish their stories and poems and print these for display or to share them with others.

Languages

Children in Year 3 to 6 learn Spanish each week. The children learn vocabulary and sentence structures. They practice how to answer questions, play games and learn songs. The children also learn about the Spanish culture and important festivals. There are also extra curricular clubs where the children can learn French from Year 1 onwards.

History and Geography

In the Early Years and Key Stage 1 History relates as much as possible to the experiences of the children. Pupils are encouraged to draw on immediate family history and to explore the historical background and way of life of people in the past beyond living memory. Lives of famous men and women and past events will be taught as part of the creative curriculum.

Some information can be gleaned from visits to museums, use of artifacts, photographs, video programmes, books and films. Children are encouraged to ask questions about the past, challenge given information and discover more about their life and surroundings.

In Key Stage 2 children are challenged further regarding their investigative and deductive skills through cross-curricular items if possible.

In Geography Key Stage 1 children learn about their local environment-within the school and without and as their understanding of areas away from the immediate locality and eventually to a contrasting area within the United Kingdom and beyond.

One-day visits are made in the early stages and there are opportunities in Years 4 and 5 to go on overnight trips to Moat Mount Outdoor Centre in Mill Hill and the Kingswood residential centre in Kent respectively. This enables the children to build up to a one-week school journey to the Isle of Wight in Year 6.

Music

All our children enjoy music and from Reception upwards have the opportunity to sing and play musical instruments. Listening and appreciating music composed in the past and present from a variety of cultures is also part of the music curriculum.

From Year 1 onwards children have an option to play an instrument. They can receive lessons from the borough's Instrumental Teaching Service and there is a charge for these lessons. If the places available are oversubscribed then children's names can go on the waiting list. More details of lessons are



available on request. Year 3 take part in the Barnet Educational Arts Wider Opportunities scheme. In previous years all the children have learnt the ukulele and African drums.

Art

Our children have the opportunity to express themselves in many different ways using paint, collage and modelling materials. Children are taught to understand and enjoy many aspects of Art and Craft throughout the world and study the work of artists from many cultures. They have the opportunity to use a variety of materials and techniques to create their own masterpieces.

Physical Education

Physical Education is important because it provides opportunities to learn, practise and use a wide variety of skills that challenge and extend children's physical and mental development. Children will experience gymnastics, athletics, games, dance, drama and swimming (Year 4/5 only).

All children need to have a full kit of t-shirt/shorts, socks and plimsolls.

Monkfrith has thriving football and High Five teams playing in the local school leagues

Religious Education/Assembly

There is an assembly every day where children have an opportunity to reflect on many different moral issues concerning us all today. Tolerance and a caring attitude towards others are stressed and valued.

Festivals, celebrations, stories and customs from all religions are included in assemblies and also within class teaching. Parents are entitled to withdraw their children from RE and Collective Worship by prior arrangement with the Headteacher.

Health And Sex Education

The children learn about personal hygiene, nutrition and the human body through their usual studies from Reception to Year 6. Sex Education is taught in Year 5 and 6. It is approached in a sensitive manner and the teaching materials used and the school's policy is available for parents to see. The issues around drug and solvent abuse are also covered in their studies. A meeting is held where all materials are shared with the parents each year. Parents are entitled to withdraw their children from certain parts of these lessons by prior arrangement with the Headteacher.

Special Educational Needs

Children can have Special Educational Needs at any time in their school career. We believe that early intervention is helpful and the class teacher will speak to parents if they have concerns about a child. The child will be given an Education Support Plan to support them and parents will be kept informed about their child's progress. The school often works in partnership with specialists from other services and involves them in a child's learning, where appropriate. The school complies with the national Code of Practice and parents are welcome to see our full policy which is on the website.

Parents and School

Parents have a vital role to play in the education of their children and are always encouraged and made welcome in school. At Monkfrith we want to work in partnership with parents in as many ways as possible. Parents are always welcome to attend school concerts, help in school and accompany children on school trips.

Consultation afternoons and evenings are held each term and special curriculum meetings are also held to which all parents are invited. In addition, parents are welcome to talk to teachers at any time by appointment. Parents are welcome to help in school in a variety of ways such as hearing children read and generally assisting with a host of school activities.

Homework

Parents are expected to help their children with their homework but encourage as much independence as possible. The amount of homework given will increase as your child progresses through the school. More detailed information is available in the school's Homework Policy which is available on the website.

Health And Welfare

We have trained First Aiders on site who deal with minor injuries and illness. Should a child have a more serious accident or fall ill at school, parents will be contacted immediately. All parents are asked to provide us with current contact telephone numbers. Please notify the school of any changes to these numbers. In the event of a child needing to have medicines administered at school, a written consent form must be filled in and the medicine clearly labelled. Please contact the school office for further guidance.

A child who needs to attend a doctor's or hospital appointment must send an appointment card and note. No child will be allowed to leave school without permission. The parent must take responsibility for signing their child 'out' or 'in' in the special book provided in the school office.

Lateness and Absence

If a child is absent, the school should be notified on the first day of absence. A written explanation should be sent to the teacher when the child returns to school. Frequent or long-term absence or lateness will be dealt with by the Headteacher initially and may then be referred to the Educational Social Worker if necessary.

Lunchtime and Break Times

Children may bring a packed lunch or have school dinners. We ask parents to give at least a half terms notice in writing of any change. Dinner money should be paid through ParentPay. The Government currently provide free meals to children in Reception and Key Stage 1. Packed lunches must be brought in a container marked with the child's name and class. Water is provided for dinner children, whilst packed lunch children may bring their own drink in a suitable container, no cans or glass bottles or fizzy drinks please. Sweets are not allowed in packed lunches.

Water is always available at break times and children may bring a piece of fruit or vegetable to eat at morning playtime. Fruit is provided free for children in Key Stage 1 as part of a national initiative. **We do not allow sweets and fizzy drinks in school.**

School Uniform

Children at Monkfrith are expected to wear the school uniform.

Winter

Royal Blue sweatshirt with logo
Royal Blue sweatshirt cardigan with logo
White polo-shirt with the school logo
Grey trousers/skirt/pinafore
Sensible school shoes (not trainers)
Grey, white or black tights

PE Kit

White t-shirt
Blue shorts
Slip-on/velcroed black plimsolls or trainers

Please see the website for the details of school uniform supplier.

Summer

Royal blue gingham/striped dress
Grey Shorts/trousers
White polo shirt



Housegroups

All children are assigned a housegroup on entry in Reception. The names of the housegroups were decided following a whole school vote in 2018. Children can earn housepoints for their team in a variety of ways across the year, from good work to taking part in competitions and events. There are regular housegroup meetings where issues are discussed that effect the children and their school experience.

Newsletter

A school newsletter is produced every week to keep parents informed of events and activities. The school now sends most newsletters by email to parents. Children, staff, parents and governors are welcome to contribute to the newsletter.

Friends of Monkfrith School (FoMS)

There is a thriving parents' association, which works hard to organise social and fundraising events for the school. All parents are members of FoMS and are encouraged to get involved and raise money for extra equipment and resources. In the last twelve months, they have purchased an allotment, a whole school drama show about maths and are currently fundraising to complete the final phase of our outside playspace.



Charging For School Activities

The school policy is to ask parents to make a voluntary donation towards the costs for those activities where a direct charge is not permitted. Children will not be excluded from activities because their parents cannot or will not make a contribution but an activity may be cancelled if insufficient voluntary contributions are collected.

Direct charges can be made for:

- Board and lodging on residential visits
- Musical instrumental tuition
- Activities which normally take place outside of school hours
- Willful loss or damage to school property
- Some ingredients and craft materials

School Journeys And Trips

We appreciate the value of children *experiencing* the curriculum and organise a full range of exciting educational day trips to museums, galleries and other places of interest. Many visits around our immediate locality are also of great benefit to the children. An annual extended residential school journey offers our older children the chance to experience being away from home and to develop independence, social skills and have a really GREAT time!

Complaints Procedure

If you have any concerns about your child, the first person to contact should be the class teacher. However, if a problem cannot be resolved, it should be raised with the Headteacher. Should you have further cause for concern, the matter can be raised with the Chair of Governors.

The Complaints policy is available on the school website.