

# Welcome to Monkfrith Primary School



## School Prospectus and Information for Parents

Monkfrith Primary School  
Knoll Drive  
Southgate  
N14 5NG  
Tel: 020 8368 6020

[office@monkfrith.barnetmail.net](mailto:office@monkfrith.barnetmail.net)

[www.monkfrithschool.co.uk](http://www.monkfrithschool.co.uk)

**Headteacher: Jude Deasey**



Dear Parents/Carers,

I would like to warmly welcome you to our school. This prospectus will provide you with information about the school, its aims, curriculum and activities, as well as how it is organised.

Monkfrith is a popular two form entry primary school with a standard number of 60 children per year group. It is situated in Southgate close to the borders of East Barnet.

Although we have doubled in sized over the last five years, we have maintained our community feel with the children's well-being at the heart of everything we do. The staff are dedicated to ensuring that children are safe, cared for and make the best possible progress from their starting points.

The children who attend our school are enthusiastic and motivated to do well. We encourage them to make choices about their learning and behaviour and take responsibility for their actions.

Our school benefits from an active and supportive Governing Body. They challenge us to improve and ensure that we provide value for money.

We firmly believe that when school and parents work together, children do better. We seek to actively involve parents at all stages in their child's education through parent consultations, homework, attending concerts and assemblies and becoming involved with the 'Friends of Monkfrith' who also organise events throughout the year.

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

- To provide a safe, secure and caring environment
- To promote high standards of academic excellence
- To teach a broad, balanced and inspiring curriculum
- To promote a love of learning
- To develop resilient, thoughtful, respectful and articulate children
- To develop a strong teaching and learning community
- To be open and communicate well with parents



## Our School Priorities for 2019/20

We are proud of our school but strive to improve.

Our priorities for 2019/20 include:

- Developing the progression of skills and knowledge in the wider curriculum
- Developing the skills of middle leaders
- Developing the teaching of vocabulary
- Develop children's understanding of how to mentally and physically healthy

## 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 classroom 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 Day

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 the Leadership Team.

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

You can view School policies on the website.

## Safeguarding

At Monkfrith, we provide a safe, caring and positive environment.

Safeguarding is the responsibility of everyone and therefore all the staff know the policies and procedures related to safeguarding.

Our prime responsibility is the well-being of the pupils and it is imperative that we protect our children and families.

Each school is required to have a Designated Lead for Safeguarding. At Monkfrith this is the Headteacher – Jude Deasey. There are two members of staff who have also received training and act as Deputies – Hilary Whent (SENCO) and Caroline Sutton (Deputy Headteacher).

Where possible, we seek to work with parents and carers to ensure the best possible care for children but there may occasionally be situations where we need to make a referral to Social Care. In these cases you will always be informed unless it has been considered that your child may be further put at risk. Our Safeguarding and Child Protection Policy is available on the website.

## 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 we offer a broad and balanced curriculum. The school uses a creative curriculum approach, 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 as soon as they are ready is a priority. We teach reading using a variety of strategies with a focus on phonics in EYFS and Key Stage 1. Children read a range of books to develop and apply their phonological knowledge as well as a range of books, plays and poems to foster a love of reading.

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.

### Mathematics

At least one hour each day is spent on learning skills in Maths. In years 1 to 6 we work on the 'Teaching for Mastery' approach

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.

## **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 and is embedded in our curriculum provision. Laptops and tablets are used for a range of purposes by children including coding. We also have a Coding Club for Key Stage Two where the children learn to Python, Scratch and HTML.

## **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.

Key Stage 2 children study the locality of the school, a contrasting locality in the UK and are encouraged to consider similarities and differences between individual, groups and communities.

Skills such as following direction, map reading and map making are covered, as are weather observations, surveys and data collection.

Further skills taught are observation and investigation about the quality of the environment in a locality, economic factors about the use of land, communications and studying rivers and their effect on the landscape.

## **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. Music in Key Stage 2 is taught by a specialist. 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.

## **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.

We take part in competitions and events organized with other schools. We have a successful football team, cross country team and netball team. Our athletics team represented Barnet at the London Youth Games in 2019.

## **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.

## **Relationships and Sex Education**

The children learn about personal hygiene, nutrition and the human body through their usual studies. Relationships and Sex Education is also taught using resources from the Christopher Winter Project. Before the lessons, parents are invited in to review the materials and speak to the teachers.

## **Special Educational Needs**

We strongly believe in inclusive education and we have children with a range of needs across school who are an important part of our school community. Where appropriate, we seek to offer 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. The school complies with the national Code of Practice and parents are welcome to see our full policy which is available on our website.

## Working in Partnership

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 support their children with their homework.** 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.

### Health And Welfare

We have a number of 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. Term time holidays will not be authorized.

### Lunchtime and Break Times

Children may bring a packed lunch or have school dinners. We ask parents to give at least two weeks notice in writing of any change. All payments are made online.

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 or boots)  
Grey, white or black tights

### ***Summer***

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

### ***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.

## Organisation

### **House System**

Our House system was chosen by the children in 2018 as they wanted to be more involved in school events. Each child from all the classes are in a different house (named after the 8 planets following a vote from the children). Children are rewarded for lots of things, including good work, showing a positive attitude and being a good friend.

There are also regular opportunities to gather housepoints throughout the year by taking part in our special competitions, such as our Spring Art Competition or our Spelling Bee.

### **Newsletter**

A school newsletter is produced every week to keep parents informed of events and activities. The school sends most newsletters by email to parents although it is also available on the school website. 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. This year they have helped with the cost of developing our outside areas as well as funding our Christmas parties and a Maths theatre show for the children.

## **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.