



# Tatsfield Primary School

*Aim High, Achieve More*



# WELCOME

Welcome to Tatsfield Primary School. Established in 1846, the school today is an academy and part of Tandridge Learning Trust. The School is situated in the village of Tatsfield, surrounded by pleasant open countryside. The School moved to its new location in April 2010 and values and fosters its close links with the local community. The spacious grounds, gardens with play areas, along with a large sports playing field and use of two multi-use games areas, makes Tatsfield School an ideal environment.

As a school we set ambitious and challenging targets for all our children and work together with them and their parents to meet, or exceed them. Our staff employ a range of teaching styles to challenge the children, encourage independence and develop the broader skillset they will need in life. We believe in developing children intellectually, physically, spiritually, socially and culturally. A child's time in the classroom provides only a part of what they learn at school and we are committed to ensuring that students benefit from a large variety of exciting, extra-curricular experiences.

We have a clear message for our children:

*Aim High, Achieve More*



# THE BEST FROM EVERYONE

Our strong school community supported by committed teachers, teaching assistants, a Special Needs Co-ordinator, Learning Mentor, and other support staff work with the children on a daily basis. They provide the support and guidance needed to develop healthy, happy children who are equipped to succeed in all aspects of school and their life outside.

We place great importance on children's well-being and academic progress which are monitored closely so that they can make continuous improvement.



*"Tatsfield School has always gone above and beyond to support my children academically and emotionally." - Year 6 Parent*

# OUR ETHOS AND AIMS

Tatsfield Primary School is a caring and vibrant school who want the best for all our pupils. Our central purpose is to provide an excellent all round education and promote an enjoyment of learning.

## Vision Statement

Children, staff and parents working actively in partnership to enable all children to realise their full potential.

We aim to help our children to:

- develop into happy and confident individuals with a secure foundation in learning that will last throughout their lives.



- appreciate and understand moral and religious beliefs and develop a respectful attitude for the views of others.
- develop enquiring minds, be confident to ask questions and take risks with a desire to achieve.
- be independent learners and thinkers who are able to seek solutions creatively and co-operatively.
- be caring, resilient and responsible individuals.

We try to do this by providing:

- a happy, safe school environment where children can learn in confidence.
- opportunities to participate actively in a relevant, challenging curriculum that evolves to meet the needs of all.
- an environment that promotes the highest possible standards.
- opportunities to work with other children and adults building co-operation and developing social skills.
- continuous professional development for all staff which ensures the highest quality of learning and teaching.

# ORGANISATION OF THE SCHOOL

The school has a pupil admission number of 30 per year and classes are arranged into Reception Class in the Foundation Stage, Years 1 and 2 in Key Stage 1 and Years 3, 4, 5 and 6 in Key Stage 2. Each class has a mix of ability and gender.

A full time class teacher, supported by at least one teaching assistant, works with each class.

The children are placed in four houses which are used to reward achievements and for sporting competition.



## Governors

Our Local Governing Body is made up of Co-opted and Parent Governors. They are fully supportive of the school, helping it to run smoothly and efficiently. The role of the Governors is to oversee, with the Headteacher, the strategic direction of the school.

## The School Council

We believe that it is important to give children a 'voice' in some of the decisions that are made in school. Our House Captains from Year 6 and representatives chosen from all year groups are elected, by their peers, to join the School Council. They are encouraged to bring new ideas to the meetings to help improve the school and to talk to their class before voting about such things as new equipment, fundraising events and the annual chosen charity the School Council wishes to support.

# FACILITIES

The school has seven classrooms, two group rooms, a practical room, which includes facilities for cooking, a kiln for pottery, and a large sports hall. There is a well-resourced library, administrative offices and community room. The school is wireless networked and classrooms are equipped with interactive screens and whiteboards.

The use of laptops and LearnPads starts in Reception and a computerised library has been set up to encourage children to develop a love of books and to follow their own interests as well as school topics.

The school has two playgrounds with the smaller playground being used by the infant children at breaktime. At lunchtime all the children play

together on the junior playground, multi-use games areas and the field, when the weather is dry. Both of the playgrounds are extensively equipped with play equipment, large musical instruments, storytelling facilities and a sensory garden designed by the School Council

A community orchard has been developed by the school for fieldwork use in the curriculum and also for families to use outside of school time.

We are fortunate to have our own large kitchen where fresh food is cooked daily for school meals. The menus are arranged through Surrey Commercial Services and we believe them to be of excellent quality.

*"Amazing School. Thank you so much!" - Year 2 Parent*



# EARLY YEARS FOUNDATION STAGE

## Reception Class

Children start school in the September after their 4th birthday, either part-time or full-time. Some will have had more experience of nursery or pre-school settings than others. The Early Years Foundation Stage Curriculum is tailored to take account of this and staff are experienced at assessing the needs of each child as they progress. This curriculum provides a framework for children's learning and continuing assessment.

Children learn through a variety of play-based tasks both indoors and outdoors, structured to provide a wide range of learning opportunities. We firmly believe that these lay the foundation



for the future, encouraging early independence and positive attitudes towards learning.



Starting school can be daunting for some children – and their parents / carers. Staff make visits to pre-school settings to liaise with staff to ensure a smooth transition and children are invited to visit the school for a morning preceding their start. Once the children begin in September, we liaise with parents/carers to ensure the children settle quickly into the full life of the school.

*"Excellent School I would highly recommend!" - Year 6 Parent*

# TEACHING AND LEARNING

Teachers and staff at Tatsfield Primary School are concerned for the all-round development of each child. By nurturing the intellectual, spiritual, moral, cultural, social and emotional parts of every child we aim to help each individual to grow in knowledge, understanding, tolerance, respect for others and in their own self esteem.

We take each child from where they are, whatever the age, ability or aptitude, and encourage them to achieve the best that they can. Sensitive and appropriate forms of assessment are integral to our knowledge of children's needs, as is an understanding of how they learn.



*"My daughter loves attending school and has thoroughly enjoyed all of the learning. Thank you to all of the staff who have helped and supported her."  
- Year 1 Parent*

The New National Curriculum provides a framework for the development of the skills, knowledge and understanding that underpins future learning.

We believe in offering a broad and balanced curriculum with an emphasis on English and



Maths skills. The knowledge and skills each child gains will ensure they sustain a lifelong desire for learning. Our chosen foreign language is French which is taught from Year 3 onwards.

Children are encouraged to be active, independent and co-operative learners, who will take increasing responsibility for what they do. They learn to take pride in producing their best work and through careful planning we provide opportunities for children to learn through a variety of experiences. We aim to create and sustain a happy, secure and caring environment that is both attractive and stimulating.

*"I am very happy with Tatsfield School and the help provided to my daughter in her development. The school has been brilliant and I only have positive things to say." - Year 2 Parent*

***OFSTED visited in February 2017 and reported: Tatsfield is a good school... pupils enjoy learning. They respond well to teachers' questions relishing extra challenge and are confident to share their own opinions when asked.***



## EDUCATIONAL VISITS

The school greatly believes in the positive effect that outdoor learning experiences bring to the children. Both infant and junior children visit places of interest to extend and enrich their curriculum studies. In the past these have included trips to Dulwich Gallery, Brighton Sealife Centre, Wakehurst Place, Hastings, Horniman Museum, The Hawth Theatre and many more.

A residential visit is organised every year for children in Years 4, 5 and 6 which provides opportunities to take part in a wide range of outdoor pursuits.



As well as off-site Educational visits we also organise visits to the school from various outside groups including; authors, artists, theatre groups, re-enactors, charities, musicians and local organisations.

The Education Act 1988 states that all education must be provided free to all parents but parents may voluntarily offer financial assistance. In reality, the cost of educational visits cannot be met from school budgets and we do rely on parents' contributions to ensure that we can provide these opportunities to enhance the children's learning.





## MUSIC

Our school has an excellent reputation in Music and all children take part in musical activities. The school provides opportunities for the children to participate in choir and orchestra and perform in the annual May Music Concert.

Our dedicated teachers support music throughout the school and additional music lessons in woodwind, string and percussion instruments can also be arranged and paid for through Surrey Arts. Further details are available from the School Office.

## CREATIVE ARTS

Throughout the year, pupils perform for their parents and fellow pupils in class assemblies and large productions.



Key Stage 2 children produce and perform in an annual school play or musical. Recent productions have included Pantastic, The Wind in the Willows, Charlie and the Chocolate Factory and Oliver. The Key Stage 1 children perform in an annual Nativity Play.

Extra-curricular activities, for example dance and drama, are arranged during lunch hours and after school by the staff and outside organisations.

The school participates in an annual Enrichment Week with a broad programme of opportunities and activities for children. Visits from authors, theatre groups and artists are also organised to come into the school. Theme days and weeks include World Book Day and Healthy Living Week.

# SPORTING ACTIVITIES

At Tatsfield Primary School, we believe that P.E. is an integral part of the curriculum, allowing children to experience various sporting activities and competing at different levels and abilities both in and outside school. Children have opportunities to attend competitive events and tournaments with other schools in the South Tandridge Sports Partnership. Football, netball, rounders, track and field events are just a few examples of the competitions we participate in.

Swimming is taught to pupils in Year 4 and Bikeability (cycling proficiency) to pupils in Year 6.

A variety of clubs are also arranged during lunch-times and after school by the staff and outside organisations, including athletics, gymnastics, football, hockey, cricket, rounders, cross country and tennis.



## ADDITIONAL NEEDS

It is our aim to identify children with additional needs as early as possible and progress is monitored by the class teacher in consultation with the Special Educational Needs Co-ordinator and the Headteacher. Parents are involved in this process at the earliest opportunity.

Special curricular and other arrangements are made to meet the requirements of children with special educational needs within the guidelines of the Code of Practice (2014).

## MORE ABLE CHILDREN

Children who are very able or who have a special talent may require special programmes of study and we recognise these groups need extension work to achieve their very best.



## REPORTS ON PROGRESS

We are committed to every child achieving her/his full potential. Parents are invited to discuss their child's progress and targets with the teacher each term and are provided with an annual written report. In addition parents can make an appointment at any time to discuss any concerns.

Achievement is assessed as a continual process using a variety of methods. This takes the form of teacher assessment, formal yearly assessments, and local and national standardised tests.

Assessment is crucial to the planning of every child's progress.



## PASTORAL CARE

Pastoral care for the children is primarily the responsibility of the class teacher although the Headteacher is always happy to see parents/ carers if required.

There is a strong sense of being part of a “family” at Tatsfield School where all staff get to know all children and share responsibility for their wellbeing. The school employs a trained Learning Mentor who works across the classes to support children’s emotional needs and, in doing so, enhances learning.

*“Teachers have a high level of commitment to their role and work hard, as do the TAs and office staff. Warm, friendly village primary feel, where all staff know the children.”*  
- Year 1 Parent



## EQUAL OPPORTUNITIES

Tatsfield Primary School is committed to providing education which offers equality of opportunity and is free from discrimination. In order to prepare pupils for the society in which they live, the school seeks to transmit British cultural values and encourage the questioning of existing values and attitudes.



# DISCIPLINE AND BEHAVIOUR

Good behaviour is a necessary condition for good teaching and learning. As a school we have necessary rules that will ensure efficient learning and safety. These include developing the ability to work quietly and move about the school in a safe manner.

We believe good behaviour is based on care and consideration for others. Good discipline is essential for our school to maintain a happy, purposeful working atmosphere. Rewards are made accordingly and are integrated into our main methods of working. Sanctions are used when necessary.

Our Home School Agreement forms the basis of our partnership with parents and supports our view that education and discipline is a shared responsibility. We expect all members of our school community to support the agreement. Should a child's behaviour deteriorate, parents will be asked to come into school to discuss any problems with the Headteacher.

A concern in all schools is "bullying". Bullying of any kind, including racial comments, is not tolerated in our school. Every effort is made to ensure it does not happen at Tatsfield School but if the problem should occur please discuss your worries with the Headteacher without delay.

***OFSTED visited in February 2017 and reported: "The school's culture to protect children and ensure their safety is well developed. Staff,***

***including non-teaching support staff, were able to explain fully why they feel children are safe at school. All parents who spoke to me during the inspection feel their children are safe at school. Pupils told me they feel the school is a safe place to be. They are knowledgeable about the potential dangers of using the internet and social media. They feel safe from bullying and told me that 'real bullying' happens very rarely, if at all."***

***A Safeguarding Audit was carried out in November 2019 and the report included: "Pupils are well behaved, happy and feel safe at school."***





# HOME-SCHOOL PARTNERSHIP

Parents are always welcome at the school to discuss any concerns they may have about their child's progress, happiness and welfare. Appointments to see the class teacher should be made for a mutually convenient time and appointments to see the Headteacher should be made through the School Office. Parents also receive newsletters and information about school life on a regular basis. In addition we have workshops and education evenings to inform parents of important issues and educational developments.

Parents are invited to special assemblies, open mornings, class assemblies, Christmas Concerts, Sports Days and many other similar activities.

We encourage parents to come into school and help in a variety of ways, including cooking, paired reading and accompanying classes on educational visits. All voluntary helpers have Disclosure and Barring Service clearance.



## SAFEGUARDING

The School has a legal duty and is committed to safeguarding the children in our care. We have a Child Protection Policy and Procedures in place which is in accordance with LA guidance and locally agreed inter-agency procedures. The policy is made available to parents on request or can be viewed on the school website. All staff are trained to understand the school's policy and procedures. The Designated Safeguarding Lead is Mr Kevin Bellingier. The Deputy Designated Safeguarding Lead is Mrs Louise Knock and the Governor responsible for Safeguarding is Mrs Jill Hancock.

# THE SCHOOL DAY

The school day begins at 8.45am when a whistle will be blown. Children should come into their classrooms quietly ready to learn from 8.45am onwards when their teacher will be ready to receive them. They must be in the classroom by 8.55am or they will be marked as late. The first lesson starts at 8.55am. If we are not advised of a reason for absence by 9.30am, your child(ren) will be marked as having an unauthorised absence.

## **Key Stage 1 – Years R, 1 and 2**

Morning	8.45am - 12noon
Morning Break	10.45am – 11.00am
Lunchtime	12.00pm – 1.10pm
Afternoon	1.10pm - 3.00pm

Total weekly teaching time (excluding registration, playtime, assembly, lunchtime) – 21 hours 15 minutes

## **Key Stage 2 – Years 3, 4, 5 and 6**

Morning	8.45am - 12.10pm
Morning Break	10.45am – 11.00am
Lunchtime	12.10pm – 1.10pm
Afternoon	1.10pm - 3.10pm

Total weekly teaching time (excluding registration, playtime, assembly, lunchtime) – 23 hours 45 minutes

Universal Infant Free School meals are available for all Infant children, though parents/carers can provide packed lunches if preferred. The school provides fruit and milk schemes that are available to all of our pupils. School milk is free for under-fives and fruit is free for all infant children.



## THE PARENT/TEACHER ASSOCIATION

We have a successful and thriving PTA that organises events throughout the year to raise money to provide additional resources for the School. It has enabled the School to purchase additional computers, library books and other classroom equipment as well as large play equipment for the playground.

Parents of children at Tatsfield School are automatically members of the Tatsfield School Parent-Teachers Association. The PTA participate in and support events and activities which help to extend facilities and advance the children's education.

In addition the PTA provides a full social calendar for the children and their families.



## SCHOOL LINKS

We are a part of the Tandridge Learning Trust and Tandridge Teaching Alliance and work in partnership with other schools and organisations to ensure that all children in the area get the very best start in life.

The school liaises closely with the secondary schools to which our children are moving, to ensure a smooth transition at the end of Year 6.

We also have strong links with various Tatsfield village organisations and St Mary's Church.





# Tatsfield Primary School

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