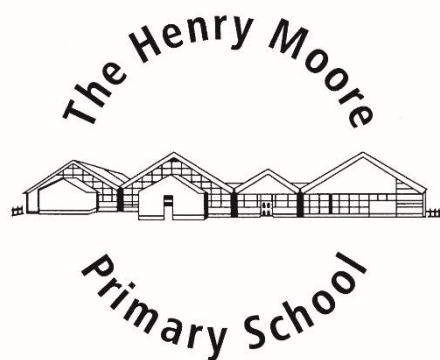


**The Henry Moore Primary School  
Kiln Lane  
Church Langley  
Harlow  
Essex  
CM17 9LW  
Telephone 01279 427465**

**[www.henrymoore.essex.sch.uk](http://www.henrymoore.essex.sch.uk)**



**Welcome to The Henry Moore Primary School.  
Founding School of Harlow Inspirational Learning Trust**

**Thank you for the privilege of educating and caring for your child.  
We hope your child will spend a happy and rewarding time with us**

**\* \* \* \* \***

**Chair of Harlow Inspirational Learning Trust**  
**Chair of Governors**  
**CEO/Executive Head Teacher:**  
**Henry Moore Head Teacher**

Henry Moore Prospectus  
**Mr Ricky Ellam**  
**Mr Brian Tarran**  
**Mr Michael Doughty**  
**Mrs Sarah Cowley**

**Number of pupils as of September 2025** **560**

**Published number of pupils intended to admit  
during the academic year 2025-26** **60**

\* \* \* \* \*

**Staff List as of September 2025**  
**Teaching Staff**

|                         |                                                                                |
|-------------------------|--------------------------------------------------------------------------------|
| HILT Executive Head     | Mr Michael Doughty                                                             |
| Head Teacher            | Mrs Sarah Cowley                                                               |
| Deputy Head Teacher     | Mrs Lissy Nixon                                                                |
| Assistant Head Teachers | Mrs Alexia Henderson<br>Mr Ross Tyrrell                                        |
| HILT SENCo              | Mrs Sarah Scott                                                                |
| EYFS teachers           | Mrs Alexia Henderson (EYFS Lead)<br>Miss Grace Derriman                        |
| Year 1 teachers         | Mrs Amy Dear<br>Miss Yvette Elyseé (Year 1 & 2 Lead)<br>Miss Emma Williams     |
| Year 2 Teachers         | Mrs Holly King<br>Mrs Lucie Lunn/ Mrs Lindsey Milner                           |
| Year 3 Teachers         | Mr Billy Dewen<br>Mrs Helen Rees (Year 3 & 4 Lead)<br>Mrs Jo Silver            |
| Year 4 Teachers         | Miss Megan Cashin<br>Mrs Sarah Grimley<br>Miss Julie Randall                   |
| Year 5 Teachers         | Mr Michael Azzopardi<br>Mr Matthew Cook (Year 5 & 6 Lead)<br>Mrs Andrea Taylor |
| Year 6 Teachers         | Mr Omar Rashid<br>Mr Ross Tyrrell<br>Mrs Jo Watson                             |
| Additional Teachers     | Mrs Cassie Broughton                                                           |

This prospectus is designed to give you a brief outline of daily life in our school. We hope you will find it useful and informative.

**CHILDREN LEARN WHAT THEY LIVE**

*If children live with criticism they learn to condemn*

*If children live with hostility they learn to fight*

*If children live with ridicule they learn to be shy*

*If children live with shame they learn to feel guilt*

*If children live with tolerance they learn to be patient*

*If children live with encouragement they learn confidence*

*If children live with praise they learn to appreciate*

*If children live with fairness they learn justice*

*If children live with security they learn to have faith*

*If children live with approval they learn to like themselves*

*If children live with acceptance and friendship  
they learn to find love in the world*

**The Aims of our School**

To provide a secure and caring environment in which the emotional, cultural, educational, physical, spiritual and social needs of each child can be met.

To promote a happy atmosphere in which children can develop to their fullest potential and in which their natural talents and gifts are recognised and nurtured.

To help children develop self-confidence and self-discipline and to have respect for themselves, their peers, their teachers and the wider community beyond the school.

***'The child is a worker and producer ... Each  
has a great and difficult task to perform:  
to produce from within themselves, an adult.'***

(Maria Montessori)

**'It takes a whole village to raise a child'**  
(An Indian Saying)



\*Please see our latest OFSTED report October 2024, which endorses the fulfilment of our vision.

**Academy/Harlow Inspirational Learning Trust**

The school became an Academy MAT in November 2015 and a Sponsor in March 2016. It was the founding member of HILT.

## **An Introduction to our school Building/Accessibility**

The Henry Moore Primary School opened in September 2001. Phase two was built between 2003 and 2004. In 2023, our demountable classes were replaced with permanent classrooms.

The building has been well maintained over the years and re-modelled many times.

It is fully ramped, has accessible toilets and showers.

There is a Computer suite, Library, Food Technology Room and two halls.

The field is an AstroTurf and is used year round for playtimes and sport.

There is high fencing around the school and the site and school are accessed via electronic gates and doors.

The governing body has made a commitment to modify the school where and when necessary to meet the specific needs of pupils.

## School Administration

## Admission and Parents Visiting the School

Our Admissions Policy is available on our website.

Visits to the school are welcomed. Alternatively, please see the school video link on our home page of the school website for a virtual tour.

Parents of children entering the school for the first time are invited to bring their children for a visit during the term prior to admission. These visits provide an opportunity for parents and children to see the school, to meet their teacher and to spend some time in the classroom.

At the induction workshops, the Head Teacher and the Class Teacher will be happy to explain teaching methods, classroom and school routines and to discuss any concerns parents might have about their children starting school.

### **Parental Responsibility**

It is very important that the school is aware of whether both parents have parental responsibility for a child.

We will take details relating to this when children are admitted to school. It is then the parents/carers responsibility to keep the school informed as to any changes in this regard.

A mother automatically has parental responsibility for her child from birth - a father does not.

It varies for a father depending on where in the UK you live, but in England and Wales, it is as follows:

A father has parental responsibility if:

- Both parents are married when the child is born, or if they have jointly adopted a child
- If the birth is jointly registered
- If the parents have drawn up a parental responsibility agreement
- If there is a parental responsibility order, made by a court

Parents do not lose parental responsibility if they divorce.

More information is available on the internet about parental responsibility.

### **Separated Parents**

We expect that separated parents will work together with the school to the benefit of the child and not use the school as a go-between. Please see our 'Separated Parents' policy.

### **Attendance and related matters**

If your child is absent from school, please let us know the reason by telephone before 9.00am, otherwise your child will be recorded as an 'Unauthorised Absence'. Please contact the school on every day of their absence.

### **First Day Contact**

If we have not had a message from you about your child's absence by 9.00am, we will try to contact you to make sure that you are aware of your child's absence and that your child is safe.

Please send written details of all medical and dental appointments occurring during the school day and advise us if your child requires a school lunch on that day. There are forms available from the office or our website.

## **Attendance**

In order to maximise your child's learning potential, we need as near to 100% attendance as possible. We need your support in this matter.

Any attendance issues will be picked up by our Education Welfare Officer.

## **Contact Details**

### **Please keep all contact details up to date.**

We may need to call you in an emergency. These include:

- Home address/phone number
- Parental mobile numbers
- Work telephone numbers
- All other contact telephone numbers - at least 2 are required.

### **Please do not forget to tell us if they change!**

## **Working Parents**

Many of us are working parents. It is essential for all working parents to have back up childcare in place for pupil illness and emergencies. Please let the school know details of all contacts for your child.

## **Recording Telephone Calls With the School**

Telephone calls with the school may be recorded.

## **CCTV**

Many parts of the school – internal and external are covered by CCTV.

## **School Sessions**

### **Key Stage 1**

|                    |        |    |                    |
|--------------------|--------|----|--------------------|
| Morning Session:   | 8.50am | to | 12.00 noon         |
| Afternoon Session: | 1.00pm | to | 3.20pm (3.10pm YR) |

### **Key Stage 2**

|                    |        |    |         |
|--------------------|--------|----|---------|
| Morning Session:   | 8.50am | to | 12.30pm |
| Afternoon Session: | 1.30pm | to | 3.20pm  |

### **Morning Access**

In order that the morning session may start promptly at 8.50am.

Years 1-6 children come in independently via the main gate and bridleway gate.

Year R parents/carers bring their child into the playground via the bridleway gate. Year R children come in independently from the Spring term.

### **End of the Day Collections**

Parents/carers may come into the playground to collect their child.

### **Someone else collecting your child?**

If you are unable to collect your child at the end of the day, please could you notify us by telephone or letter with the name of your authorised substitute.

You will also be asked to provide the school with a password/number which we will expect anyone collecting your child to know.

### **On site responsibility for children**

Pre-school and school aged children are their parent's responsibility whilst on site-before and after school. Please supervise them at all times.

### **Lunchtime**

We have a staggered lunch break because of the high numbers of children.

Lunchtime is one hour and the children have a morning break of 15 minutes.

### **End of Term – Closing Time – 1.30pm**

It has been agreed by the Governing Body that, in line with many other Harlow schools, school will close after afternoon registration, at 1.30pm three times a year at the end of each term-i.e. At Christmas, Easter and at the end of the Summer Term.

### **Cycling/Scooting to school**

We like to encourage children to walk, cycle, scoot to school for exercise. We signpost parents/carers and children to local cycle training via Harlow Council.

We encourage children to wear helmets and protective clothing.

### **Site Safety**

**Bicycles and scooters must not be ridden in the playground for safety reasons. This includes pre-school children, school-aged children and adults.**

Bicycles and scooters are parked at school at the owners' risk, but the school recommends that they are padlocked for security.

### **Car Parking Outside School in Residential Areas**

Our school has a very dangerous and difficult to manage entrance.

It is clearly a potential bottleneck and danger to children (and others) at peak times. **Never drive up the access road.** This has already nearly caused very serious accidents. Kiln Lane is a Clearway. Parking here could lead to a parking ticket.

**Do not drive into the school car park.**

### **Parking in residential areas**

When parking in residential areas, please have regard for the residents and do not block driveways or roads.

### **Bridleway Access**

The bridleway access to the school provides a very safe entrance/exit where the children do not have to cross the car park.

### **No Smoking/Vaping**

There is no smoking or vaping anywhere on the school site.

### **Dogs**

In the interest of child safety and hygiene, please do not bring dogs on to the school premises.

### **Holidays during Term Time**

#### **Non-authorisation of Term Time Holiday Applications**

**There is no entitlement to term time holidays.**

Any disruption to attendance at school is damaging to a child's education.

It was decided at the Governing Body meeting held on 18<sup>th</sup> March 2008 that from 14<sup>th</sup> April 2008, no more term time holidays would be approved. Since this date, the government has decided that term time holidays will not be authorised-in the interest of the child's education.

Odd half days and days will continue to be approved, if necessary, for close family weddings, funerals, religious observances, as will educational absences such as music/dance exams and sporting events. Parents should provide the school with written supporting



information/documentation for the above. All of these absences will continue to be approved using the absence codes dictated by the DfE.

### **Emergency Closures**

There have been a few occasions in the past when schools have had to close in an emergency, e.g. heating failure; staff could not get in because of snow or excessive heat levels in school.

Every school closure decision is made on the basis of health and safety. We are always sorry if the closure causes inconvenience to parents and carers, but health and safety **must** come first.

In the event of school closure and re-opening, information would be put out by Arbor. We will also endeavour to communicate with parents via the school website-[www.henrymoore.essex.sch.uk](http://www.henrymoore.essex.sch.uk)

### **Election Day Closures**

Harlow Council uses The Henry Moore School as a polling station for some elections e.g. General Elections and referendums. This requires a school closure for safety/safeguarding reasons.

The Governing Body of the Henry Moore School has always opposed the school's use for this purpose, believing it to be unnecessary.

### **Playtime Snacks - Healthy Eating**

The children may bring a snack to eat at playtime of fruit, vegetables or dried fruit e.g. raisins (not coated in chocolate or yoghurt).

There is the option for parents to purchase milk for children at the start of each school term. The children then have their milk with their snack. **No nuts or nut products** - since these are dangerous to the child and other children and staff with allergies.

### **Water**

Children will be encouraged to drink water throughout the day. Please send your child in with a bottle that they can refill during the day.

### **Birthday Sweets/Treats**

Whilst it is a very generous gesture for parents to send these in to school, this poses a safety issue for children with allergies.

For this reason, we kindly request that parents do not send these in with their children, or hand out within the school grounds.

Thank you.

### **Dinner Time at School**

We operate an 'In house' school meals service offering a hot meal with a vegetarian option and a selection of toasted melts. The meals are excellent and based on healthy menus.

Menus are available from the office and will be on the school website so that parents and children can see the choice of food on offer. We strongly recommend that you pre book your child's meals. This ensures your child gets their choice and is not disappointed. Please do this if your child only has one meal a week.

Please check with the school office for the current price of a school meal.

Families on certain benefits can be entitled to free school meals and forms can be obtained from the school office. Further information can be obtained from the Essex County Council website.

### **Payments to School - Arbor**

We encourage all parents to have an online Arbor account. Your account will allow us to send communications to you e.g. messages and newsletters. It also allows you to make payments e.g. for school meals, Kids Stop fees, school trips, clubs and other school events.

### **Key Stage 1 Free School Meals**

As of September 2014, all Key Stage 1 children have been entitled to free school meals.

### **Packed Lunches**

Children bringing packed lunches are supervised by Midday Assistants in the hall. Please do not include sweets or oranges in your child's lunch box, as both can be sticky and oranges are too difficult for most children to peel. The children may bring drinks in cartons or other leak-proof, unbreakable containers.

For safety reasons please **do not include nuts or nut products**-including peanut butter. We encourage 'healthy' and 'eco-friendly' lunchboxes.

### **Examples of food for healthy lunch boxes**

- Sandwiches with ham, cheese, egg, tuna
- Fresh fruit e.g. apples, bananas
- Dried fruit
- Yoghurt
- Water/fruit juice (not sugary drinks)

**\*No nuts or nut products please for the benefit of those with allergies - thank you**

### **Examples of ECO lunch boxes**

- Reusable sandwich box (not individually wrapped daily)
- Decanted yoghurt
- Raisins from big pack put into reusable containers
- Drink in a reusable bottle

**\*Fresh drinking water is always available from school**

### **School Meals-Arrears**

If you go to a supermarket and buy a sandwich, you have to pay for it.

It is exactly the same for school meals. The school's finances cannot sustain non-payment.

If you get into arrears, please make contact with the school office at the earliest possible time and arrange when you will be able to clear the arrears or to plan a series of payments to clear the debt.

If the debt is not cleared, we regret that we will not be able to provide your child with school meals and will ask you to provide a packed lunch for them until the arrears are cleared.

#### **Legal Action**

If these arrears are not cleared, the school will take legal action in order to recover this money.

### **School Uniform**

We believe that wearing school uniform promotes a positive attitude, high standards and a sense of belonging to the school. Uniform worn smartly helps pupils to feel good about themselves, which has a knock-on effect with regard to how they function within the school.

We encourage the full wearing of school uniform appropriate to the weather at all times. This is in preparation for secondary school where uniform is more enforced.

**Please ensure that all items of clothing and other belongings are clearly named.**

#### **Shoes**

'Sensible' shoes should be worn to school at all times. For example - plain black shoes or boots only.

This means:

- No trainers
  - No heels
  - No boots in summer
  - No sandals in winter
  - No 'strappy' unsafe shoes
  - No fashion shoes with lots of difficult laces
- (Clearly this guidance is for Health and Safety reasons)

**All of the uniform with school logo is available from the 'Top Form' shop - The Stow, Harlow.**

The following is a guide to what children may wear: -

|                                                                                                      |                                                                                |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Trousers, Skirts & Pinafore Dresses                                                                  | Grey or Black                                                                  |
| Polo shirts, cotton shirts & blouses                                                                 | White, Pale Blue or Royal Blue                                                 |
| School Sweatshirt/Cardigan                                                                           | Royal Blue                                                                     |
| Jumpers and Cardigans                                                                                | Royal Blue                                                                     |
| Fleece                                                                                               | Royal Blue                                                                     |
| Summer Dresses                                                                                       | Blue/White Check                                                               |
| Pique Dresses (T Shirt Dresses)                                                                      | Royal Blue                                                                     |
| Boys Summer Shorts                                                                                   | Grey or Black                                                                  |
| PE Kit                                                                                               | White T Shirt & Black Shorts<br>Plain Black Tracksuit<br>Plimsolls or Trainers |
| Optional - A black tracksuit is also available (with or without the Henry Moore logo) from Top Form. |                                                                                |

Whilst school uniform is not compulsory, the uniform agreed by the Governing Body is detailed above.

Our school colour is **Royal Blue** with Grey/Black, White, and Pale Blue.

### **General Pupil Presentation**

We believe that presentation is very important. Therefore, we have high standards and expectations in terms of presentation of all kinds. Please find guidance in this prospectus.

### **Hair/Nails/Make up**

Hairstyles (boys and girls) should be simple and of the child's natural colour. Fashion/extreme styles/shaven heads are not acceptable. No 'tram lines' or heads shaved to less than a 'number 2'.

All children should have their hair off of their faces so they can be seen. If necessary, tie hair back off the face.

Pupils should not wear nail varnish or make up.

### **Earrings/Jewellery**

Pupils who have pierced ears may wear a pair of small, plain studs. Earrings and jewellery can be extremely dangerous, especially at playtime and during physical activities. The School and County Policy require that earrings be removed for PE lessons, even where studs are worn. Where the

ears have been recently pierced, pupils should not participate in PE lessons until the ears have healed enough for the earrings to be removed.

Please can you check with your child's teacher as to when the class has PE, and keep the earrings at home for those days, or train your child to take the earrings out and provide a container to keep them in, as the teachers cannot be responsible for the earrings in any way.

No other body studs or rings are allowed.

***By choosing the Henry Moore School for your child, you are signing up to our policies, practices and standards. This includes our school uniform and standards of presentation. We expect parents and carers to help their children to meet our standards. Thank you.***

### **Lost Property**

We encourage children to be responsible for their belongings. If your child has left something in school, please encourage them to come back into school immediately via the pod while the teacher is still there to look for the item. If not, they must wait until the next day. **Please name all items.**

Lost property is on display in the green container outside the main office entrance to the school.

Please do not ask office staff to find the items or to give you access to the school at the end of the school day, as this will not be possible.

### **Mobile Phones**

Children may not bring mobile phones into school.

### **The Curriculum**

#### **Aims**

1. To develop children with Emotional, Social and Academic intelligence.
2. To provide a broad and balanced curriculum.
3. To make learning fun and to create independent lifelong learners.
4. To develop the work of individual children according to their age and ability consistent with the requirements of the National Curriculum, Locally Agreed RE Syllabus and the broader School Curriculum.
5. To stimulate curiosity, imagination and creativity.
6. To encourage each child to use his/her own experiences and environment as a resource for learning.

7. To recognise, value, encourage and develop individual gifts and talents.

*'I hear and I forget  
I see and I remember  
I do and I understand'*

(An Old Chinese Proverb)

### **Planning, Preparation and Assessment time**

Teachers have this on a weekly basis.

### **The Curriculum and its organisation**

Our 7 Year curriculum map is published on the school website and is regularly updated.

We aim to deliver a broad and balanced curriculum to every child in the school, which is rich, challenging and inspiring. We try to make learning joined up, fun and effective-making every child an independent, inspired learner by the time they go to secondary school.

We aim to enable each child to fulfil his or her potential to the highest possible standard.

Full details of the curriculum are shared with parents/carers at Induction Workshops, beginning of year 'Meet the Teacher' meetings, and by teachers throughout the year.

### **Citizenship and Personal, Social, Health and Emotional Development**

These areas are addressed via direct and indirect experiences and teaching. Much of the development is happening in an ongoing way and is largely connected to the culture and ethos of the school.

### **'Values' Education**

As a school we teach 'Values Education' and believe it to be a strong and powerful influence on our ethos, climate and all round standards. A different Value is promoted each month via assemblies, and followed through into all other parts of school life.

These Values are linked via our **SMSC** curriculum to the UN Rights of The Child Charter.

Visitors always comment on the powerful sense of 'warmth' and 'caring' in the school along with the sense of purpose.

### **Religious Education/Collective Acts of Worship**

The School follows the Locally Agreed RE Syllabus. Collective Worship will take place each day, which could include a time for reflection and on occasion, an invitational prayer. Special Assemblies will be held at various times throughout the year - Christmas Assembly, Leavers' Assembly, to which parents are warmly invited.

Parents who wish their children to be withdrawn from RE and our Collective Acts of Worship should consult the Head Teacher and alternative arrangements can be made.

The children will be taught about Christianity and other major faiths of the world. Visitors will be invited into school to talk to the children.

### **Performance Tickets-Safeguarding-Do not give to other people.**

Please do not give anyone else the tickets the school has issued you for school performances. The school must know who it has invited to events.

We expect all parents to understand and behave within normal protocols for performances, i.e. respecting other children's performances and not leaving before the end of the whole performance.

Mobile phones must be switched completely off during school performances.

### **Safeguarding-No Parent/Carer Photography or recording at School Events**

Regrettably, we do not allow photography or recording at any school events.

This includes performances, assemblies, sports and any other school events.

This is because we have children in school whose parents do not want their photographs/videos to be shared on-line.

Unfortunately, when the school previously allowed photographs to be taken, provided that they were not shared online, this often still happened before the end of the event-and evidence was produced for the school to see.

Sadly, a few parents have spoiled this for the many, but safeguarding has to come first.

The school will, whenever possible, take photos on school equipment for parents, excluding any vulnerable children.

### **Parental Support**

The success of your child depends on a high quality partnership between home and school.

If we are to develop your child to their potential, the school needs your total support. Your child must know that we are working together and with the same boundaries – it is a partnership.

In order to help your child we need your support in terms of attitude towards the school, behaviour management, support of school rules and respect for our professionalism.

(See our Parent Code of Conduct on the website).

### **Banishment from school premises**

The governing body of the school has agreed that no member of staff should have to accept aggressive verbal, physical, emotional or written harassment or bullying. This type of behaviour and attitude will be met with banishment from the school premises (Section 547 of the Education act 1996).

There is an expectation that as parents you will respect our professionalism, knowledge and experience. Please see our Code of Conduct for parents and carers on the website.

### **Suspension/Exclusion**

Any child in school who behaves disrespectfully towards people or property will be suspended (fixed term) or permanently excluded (See our Behaviour Policy on the website).

### **Child Protection/Safeguarding**

Our first concern is your child's welfare and therefore, there may be occasions when we have to consult other agencies even before we contact you. Should this be necessary we want to reassure you that any concerns we have about your child will then be fully discussed with you after we have talked with the other agency. The ESCB – Essex Safeguarding Children Board has laid down the procedures we follow. If you want to know more about this procedure, please ask to one of our Safeguarding Team.

### **E Safety**

Safety on-line is a very high-profile issue for all.

We constantly teach the children how to be safe online and try to help parents/carers to understand the latest issues for children in this regard.

### **Children with Special Educational Needs**

Children may have special educational needs for a variety of reasons - academic, social, emotional, cultural, physical or behavioural, and we will always try to address these needs in school. Extra help will be given within the classroom by the Class Teacher and also by a Learning Support Assistant. It is our policy that parents are fully involved in any special learning programmes for their children, so that we may work together for the benefit of the child.

Whilst our school is built with accessibility in mind with well-equipped disabled toilets/showers, the governing body is committed to addressing any new accessibility issues.

### **SEN/Inclusion Provision**

We welcome all children and adults to our school and will do our best to provide the highest quality provision possible in a mainstream school.  
See website for details of our School Offer.



## **Health and Safety**

The school has adopted the Local Authority Health and Safety policy. The whole staff constantly monitors Health and Safety issues as an ongoing process, addressing issues as they arise. We aim to have a safe and healthy environment.

## **Relationships and Sex Education**

Appropriate and responsible relationships and sex education is most important.

We place extremely high importance on good quality relationships. This is embedded in the ethos of the school, taught and caught.

We realise that parents are the key figures in helping their children to cope with the physical and emotional aspects of growing up. Our role is complementary and supportive to the role of parents and, as such, it is the practice of our school to respond honestly and sensitively to children's questions in a manner appropriate to a child's age and stage of development. The Governors have produced a Sex Education Policy, which is available for inspection.

All lessons are age-appropriate, in line with curriculum requirements and with the help of other professionals-e.g. the school nurse and the police, when and where necessary. Parents have the right to withdraw their child from these lessons.

The Aims of the policy are to:

- Fulfil the requirements of the National Curriculum.
- To develop an awareness of life processes in all living things, including humans, e.g. me as a baby – how have I changed?
- Valuing oneself and others.
- To promote values in different relationships – who are my special people? Feelings – what makes me feel scared/uneasy?
- To create and develop a high sense of morals and values within the children.
- To develop an awareness of religions and sensitive cultural issues which may arise.
- Keeping safe/healthy choices and decisions.

The above are taught both explicitly and implicitly as an ongoing part of the curriculum.

## **Policy for Charging and Remissions**

The arrangements are that, with certain exceptions, no charges can be made for activities taken up during the normal school day.

However, with drastic budget cuts to education, the governing body has decided that in order to maintain the quality of curriculum, the school must now ask for voluntary contributions to pay for activities previously paid for from the school budget.

In order to continue to provide a variety of experiences for the children, parents are asked to make a **voluntary contribution** where it is not possible to provide from the school budget. Children whose parents decline or are unable to make a voluntary contribution are never excluded from the related activity.

The county operates a remissions policy in respect of those charges that can be made where entitlement exists. This means that in cases such as low income or parents on Income Support, charges may be reduced or waived.

There may be times when, trips may need to be cancelled, if there are not sufficient voluntary contributions to cover the cost of the trip.

### **Pastoral Care & Discipline**

The school is a community in which behaviour is based on mutual respect and consideration for others. We will endeavour to get to know each child well, and to cater for their individual needs. Our school staff will always be willing to talk and listen to children and if any causes for concern arise, line managers or the Head Teacher will contact the parents if necessary. The Class Teacher, who will know each child well, is responsible for the care of the children within his/her class. Particular problems may be referred to the line managers of the school.

The values, standards and attitudes of the School community will be made clear to the children by example and discussion, so that they are absorbed by them and made their own. Minor rules will govern behaviour within the school and the playground. If a child displays persistent anti-social behaviour, consultation is arranged between the teacher/line managers and parents so that an attempt can be made to correct the matter. County Policy permits, in rare cases of serious and persistent bad behaviour and indiscipline, suspension/exclusion from the School (See Behaviour Policy on website).

### **Home/School Link**

In accordance with County and Government Policy, children are given different types of homework, e.g. reading, key words, maths challenges.

Parent/Teacher consultations will be held in the autumn and spring terms. During these consultations, teachers can advise parents on how to help their children at home, thus ensuring that parents and teachers work together for the benefit of the children.

In the summer term, parents will be provided with a written report.

If you are concerned about any aspect of your child's schooling during the course of the year, please arrange an appointment to see the Class Teacher (via the school office).

If staff become concerned about a child, either in connection with schoolwork or behaviour, parents will be contacted and the matter discussed at a mutually convenient time.

### **Parent's Association (The Friends of The Henry Moore School)**

There is a very active Parent's Association at The Henry Moore School.

Most events are for the children. For example, Mothers/Father's Day stalls, Christmas present stalls, parties, discos, film nights.

These events can only take place with your support. Please become involved with the Friends of The Henry Moore School. Your support makes all the difference.

Over the years, the Friends have raised a great deal of money, mostly spent on providing expensive playground equipment for the children.

### **Self-Review Tools**

The school undertakes an annual parental and pupil survey to gather views and get ideas for improvements to be made.

### **The School Council**

The first children's School Council was elected in the Summer Term of 2002.

The Council is elected annually. The Council meets regularly and brings school matters to the attention of the staff and helps to make decisions about the school.

### **Passport Applications / Request for Letters from parents**

Along with many doctors' surgeries and schools, we at The Henry Moore Primary School regret that we are unable to sign applications for passports. This is because the person verifying the application has to put their own personal passport number on the form, which most people, including us, are unhappy about. We apologise for not being able to help in this matter.

We regret that we cannot provide letters to parents to confirm a home address. The reason for this is because we are unable to verify the address. We apologise for not being able to help in this matter.

### **Complaints Procedure**

The complaints procedure is available on the school website.

### **Documents and Information**

Parents wishing to have access to copies of relevant documents or Statutory Instruments and the LA's Agreed Syllabus for RE (also online), should contact the school.

## **Data Protection**

All requests for copies of documents will meet with Data Protection regulations and timescales. There will be a charge to cover the costs of photocopying.

## **School Website**

We have a school website which we try to keep updated. There is information about your child's planned curriculum on the website with ideas and links about supporting your child's learning at home - the best type of 'homework.'

Please see our curriculum map on our website.

## **School Nurse**

The School Nurse will screen your child during their first or second term in school, i.e. vision, hearing, height and weight. If you have any objections to this screening, will you please notify the Head Teacher in writing.

If you would like the school nurse to check anything for your child, please let the school know and we will pass on the message.

## **Medication in School/Sick children**

**There is no legal requirement for school staff to administer medication to children.**

The 2014 DFE recommendation is:

**Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.**

## **48 Hour Sickness Rule**

If a child has been unwell during the night with an upset stomach (sickness or diarrhoea), they should not be in school for 48 hours after they have been unwell.

Children should not return to school after sickness until they are fully recovered, otherwise it is not fair on them, the other children or staff.

If your child is fully fit to return after illness, yet is still on medication, it is down to you as parents/carers to make arrangements for someone to come into school to administer the medication.

School staff are trained and voluntarily prepared to administer lifesaving medication such as epipens where a protocol/healthcare plan has been provided/agreed with the school.

Children should be trained to be able to independently administer medications such as asthma pumps prior to starting school.

### **Expiry date of Medication - Parents Responsibility**

It is the parent/carer's responsibility to keep a record of the expiry dates of medication kept in school e.g. asthma inhalers/epipens, and to replace them when necessary.

The school cannot take responsibility for this.

### **Sun Cream/Protection**

We have very little shade on the school site. As well as during PE lessons, the children spend time in the playground or on the field at play and lunchtimes every day.

Please provide your child with a sun hat and apply skin protection before school when necessary.

If your child suffers from allergies, they may benefit from taking Piriton before school.

### **Winter/Outdoor Clothing**

Please ensure that your child is appropriately dressed for the weather. During the winter months the children are outside for play and lunchtimes. Please ensure that they have hats, scarves and gloves with suitable coats. Girls with skirts on will find tights or long socks helpful for keeping warm.

## **The Governing Body**

### **HARLOW INSPIRATIONAL LEARNING TRUST (HILT)**

Please refer to the Get Information About Schools (GIAS) website for current information about our trust members, directors and Local Governing Body.

## **Summary of School Governors' Curricular Aims and Objectives**

### **General Aims**

The Governing Body agrees with the Authority that the curriculum should aim to:

- a. Provide equal **Access and Entitlement**
- b. Provide a **Curricular Balance**
- c. Recognise **Differentiation and Potential**
- d. Make Suitable **Preparation for the Future**
- e. To meet the '**Every Child Matters**' agenda

### **Access and Entitlement**

The Governors recognise the importance of ensuring every learner is given equal access to a balanced and stimulating curriculum and range of learning experiences of the highest standard possible, and one which takes into account unequal starting points and irrespective of age, gender, ethnic background and also disability. The Governors agree that the whole school ethos should encourage learners to be **"Emotionally secure, happy, confident, have resilience, interested, involved, co-operative and responsible."**

### **Curricular Balance**

To the best of the school's capabilities every learning programme is appropriate, challenging and focused to meet individual needs, enabling the learner to fulfil his/her potential to the highest possible standard. Governors agree that the school curriculum is the result of incorporating views from Governors, Parents, Teachers, Managers and with adherence to the National Curriculum. Religious Education should be an important feature of the curriculum, with opportunities to compare major religions. Discussion of politically controversial issues should be balanced, alternatives considered and without promotion of partisan political doctrines. The curriculum should reflect an understanding of the local community, contemporary environmental concerns and respond to changing economic, political and social contexts, including recognition of the fact that we live in a multi-racial society and increasingly interdependent world.

### **Differentiation and Potential**

The Governors endorse the LA's aim to extend and realise the potential of learners by participating in a curriculum which offers challenge, learning experiences and support matched to individual needs. It also proposes to promote the development of concepts, attitudes and skills and the pursuit of basic skills of literacy and numeracy. The Governors agree there should be an emphasis on recognition and celebration of the learner's individual progress and achievements, with positive intentions of enhancing future development. They also subscribe to the major aim involving children in the shaping of their individual learning experience/programmes, with the clear knowledge of what is expected of them, in order to foster independence and self-confidence.

The school maintains a policy of keeping both parents and learners informed of the learner's progress by yearly reports, parent evenings in the autumn and spring terms and constant liaison between teachers and parents to resolve any problems/queries as and when they arise.

The Governors agree that learners are being helped to surmount difficulties by the school, increasing the amount of time and money set aside for special needs care and assistance.

### **Preparation for the Future**

The Governors endorse the principle that through participation in a curriculum which enables them to adopt meaningful roles in the present, learners are preparing for an effective and purposeful life in the future. Activities within the school which allow for work in teams and taking responsibility for others play an important role, as does the aesthetic, creative and moral/spiritual

dimensions of development ensuring the learner experiences a sense of success and achievement. The Governors wish for the school to promote sound 'values'.

The teaching staff enjoys the confidence of the Governing Body and their agreement that the teaching staff continue to have responsibility for curriculum planning and implementation.

### **Holiday and Calendar Dates**

Please note that the school's five INSET days are in addition to the holidays set by the Local Authority. Calendar dates are available on our website.

### **The Henry Moore Primary School Admissions**

Please find details of our Admissions Policy on our website.

### **Facebook/Social Media**

If you have an issue relating to the school, please raise it with [us](#). Putting things on Facebook/Social Media does not help any situation.

### **Taking up Issues with the School**

Normal procedure for taking up issues regarding your child with the school, or with queries is:

1. In the first instance via the class teacher. It is expected that virtually all matters will be dealt with at this level
  - Make an appointment via the school office. Office staff will take brief details and someone will get back to you either to discuss the issue on the telephone or to make a mutually convenient appointment time.
  - Do not 'catch' the teacher at the classroom door for a conversation either before or after school-it is not appropriate for many reasons.
  - Please do not expect an immediate response-e.g. same day. The school often needs to make investigations before a response can be made. This may take a few days.
2. If matters are not resolved to everyone's satisfaction after a series of meetings, the matter **might**, (though not necessarily) go to the Key Stage Manager.
3. If still not resolved after a series of meetings, the matter might, (though not necessarily) go to a Deputy/Assistant Head.
4. Only if this procedure has been followed and matters not resolved after a series of meetings, the matter might (though not necessarily) be taken to the Head Teacher.

**It is expected that most matters will be resolved at class teacher level.**

**Please note that the school will not tolerate aggressive behaviour in any form. Any such behaviour will be met with a firm response such as being banned from the premises which the school has the right to do (See above).**

The Executive Head Teacher/Head Teacher/Deputy Head Teacher/Assistant Head Teachers or any other member of staff are not and cannot be available on demand. The route for raising issues is outlined below.

Please find the 2025-2026 school management structure below.

**HILT CEO/Executive Head Teacher-Mr Michael Doughty**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Henry Moore Primary School</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Head Teacher</b><br>Mrs Sarah Cowley                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Deputy Head Teacher</b><br>Mrs Lissy Nixon                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Assistant Head Teachers</b><br>Mrs Alexia Henderson<br>Mr Ross Tyrrell                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>HILT SENCo</b><br>Mrs Sarah Scott                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Year Group Leads</b><br>Y1 & Y2 Miss Yvette Elysee<br>Y3 & Y4 Mrs Helen Rees<br>Y5 & Y6 Mr Matthew Cook                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Class Teachers</b><br>YR- Mrs Alexia Henderson, Miss Grace Derriman<br>Y1-Mrs Amy Dear, Miss Yvette Elysee Miss Emma Williams<br>Y2- Miss Holly King, Mrs Lucie Lunn/Mrs Lindsey Milner<br>Y3- Mr Billy Dwen, Mrs Helen Rees, Mrs Jo Silver<br>Y4- Miss Megan Cashin, Mrs Sarah Grimley, Miss Julie Randall,<br>Y5- Mr Michael Azzopardi, Mr Matthew Cook, Mrs Andrea Taylor<br>Y6- Mr Omar Rashid, Mr Ross Tyrrell, Mrs Jo Watson<br>Additional Teachers- Mrs Cassie Broughton |

Owing to the many pressures and commitments in schools these days, it may take a few days to set up a meeting, but we will contact you as soon as possible with a time and date.

Prospectus updated September 2025