



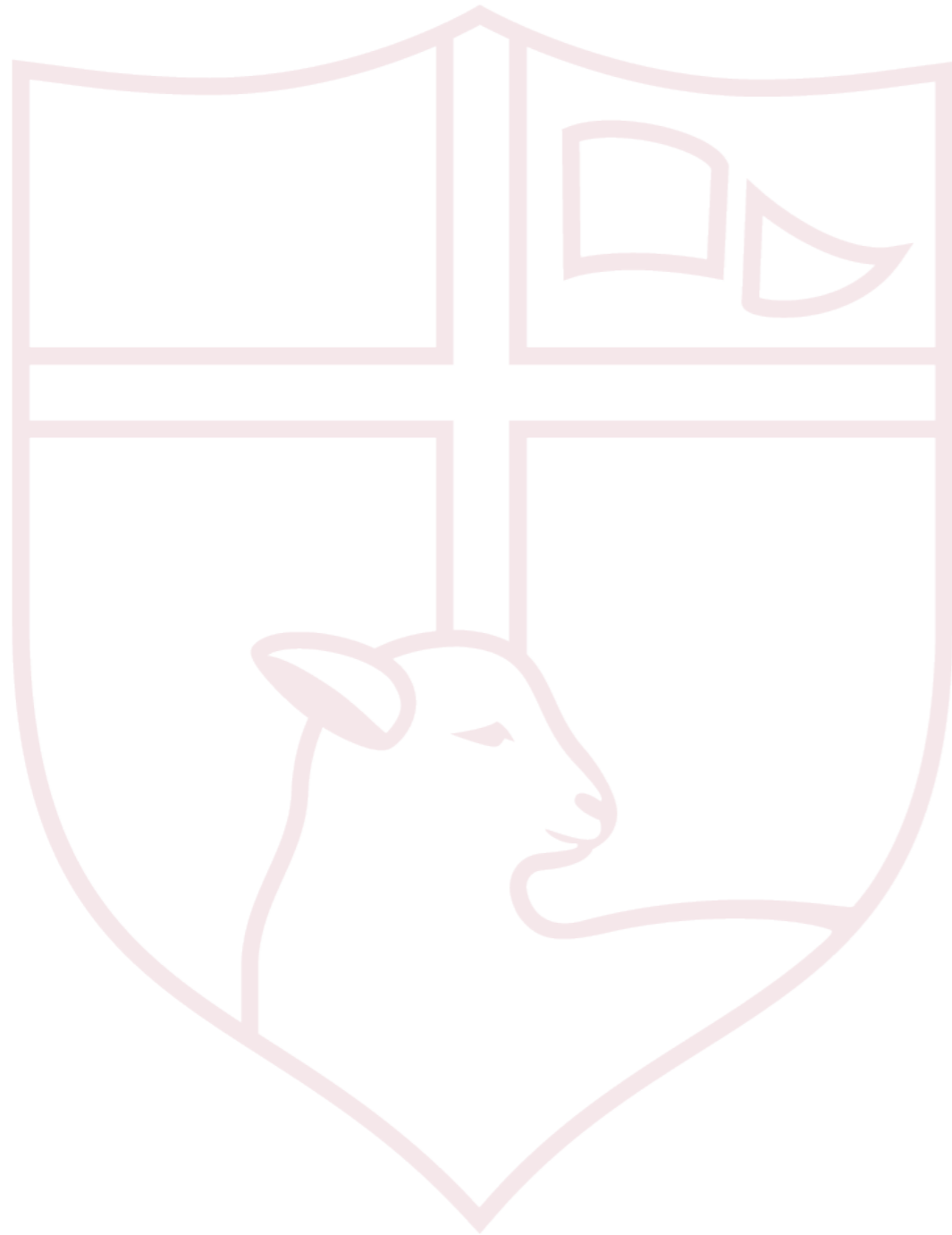
# ELTHAM

CHURCH OF ENGLAND  
PRIMARY SCHOOL

SINCE 1814

# PROSPECTUS

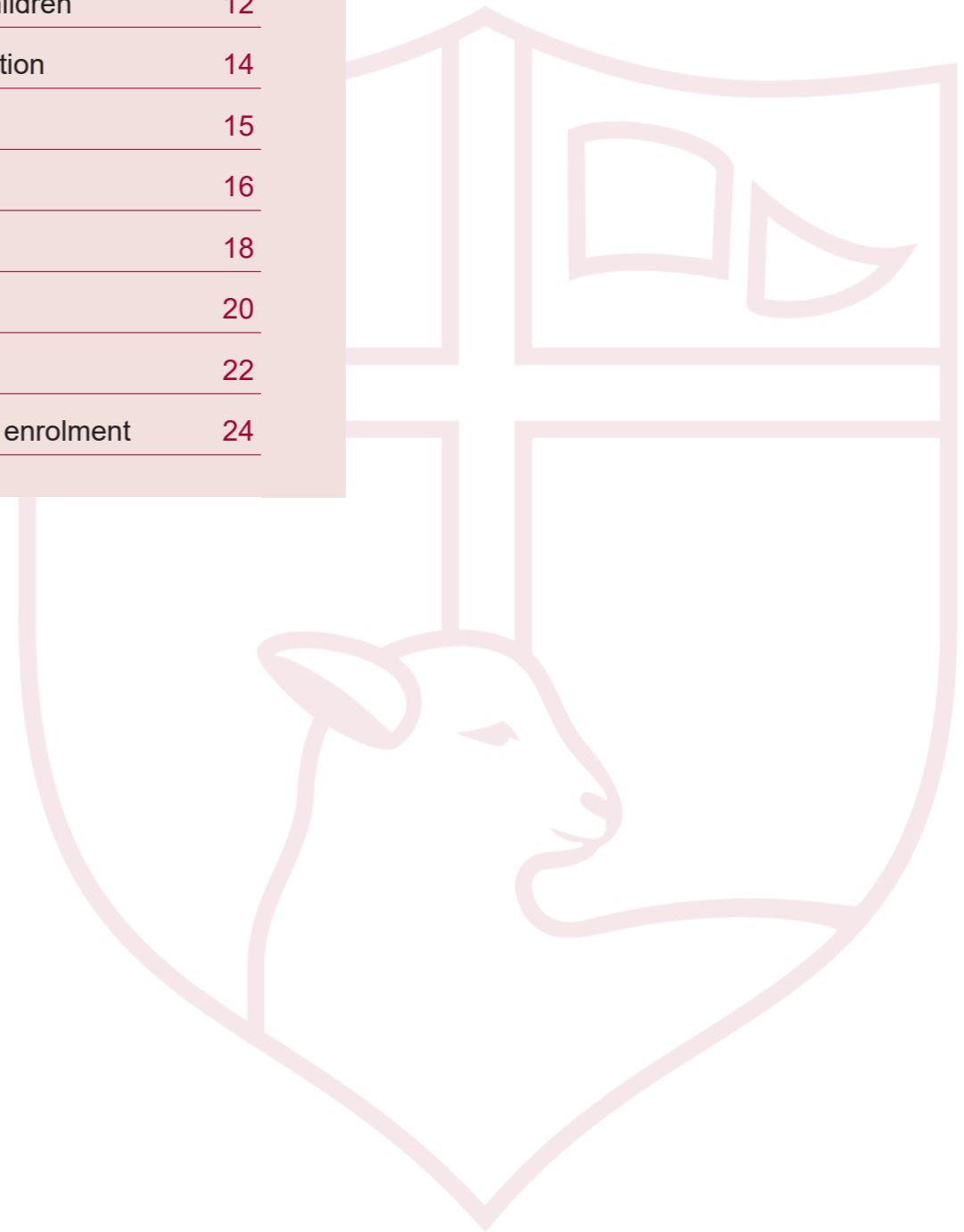






# CONTENTS

Headteacher's welcome	6
Mission statement	8
School governors	9
Home and school	10
Behaviour	11
Safeguarding children	12
Parents Association	14
Health	15
Pupil premium	16
The school day	18
Starting school	20
School uniform	22
Admissions and enrolment	24



# WELCOME TO ELTHAM CHURCH OF ENGLAND PRIMARY SCHOOL

May I take this opportunity to welcome you to Eltham Church of England Primary School.

This prospectus contains information about the school that you will find useful throughout your child's time with us. Parents/carers are very welcome in our school and we strive to ensure that every child achieves well and makes good progress throughout their time at Eltham Church of England Primary School.

By personalising learning and responding to each individual's learning journey we enable each child to achieve well and feel successful. We work to identify and nurture talent in our children and our adults and develop a culture of striving to achieve the highest possible standards.

Eltham Church of England Primary School was founded as a National School in 1813. In 1953 it became a Voluntary Aided School. This means that the Governors, Royal Borough of Greenwich and the Southwark Diocesan Board of Education work together in the running of the school. We are a 2 form entry Primary School (60 children in each year group) with a Nursery. Children can start nursery the term after they turn three years old.

As a voluntary aided Church of England School, we believe that Religious Education (RE) plays an important part in the life of our community and our daily acts of worship reflect this belief.

We have a close link with Eltham Parish Church: St John

the Baptist where we go to hold our services and celebrate festivals. The vicar, Reverend Caroline Risdon, regularly holds collective worship at the school and contributes to class RE.

The Christian ethos of our school is important to us and children regularly pray in their classes during the day. We are determined to ensure that all children:

- Achieve high standards of work;
- Are happy, safe and keen to learn;
- Have equal access to a broad curriculum that reflects and values the experiences of children.

We rely on parents' active interest and support so that together we are able to succeed in delivering high achievement for all.

It is our belief that achievement is about children:

- Acquiring knowledge
- Developing ideas
- Learning skills through problem-solving
- Learning through practical activities and enrichment experiences
- Collaborating with others
- Enjoying learning

When children join us in the Foundation Stage they are taught a broad curriculum and learn through a high level of practical activities. Children in Years 1 to 6 follow the National Curriculum. They have daily English and Maths lessons, as well as learning about the world past and present through topic work.

Trips out and events are an important part of the children's learning, they broaden and enrich the curriculum and add to the children's enjoyment. Offers from parents to help on days out and in the classroom are always welcome. However, with inevitable budget cuts, these activities rely heavily on voluntary parental contributions.

At Eltham Church of England Primary School we expect high standards of behaviour and achievement from all our children so that they all reach their full potential as learners and as citizens. We are proud that we have a caring and supportive ethos where children feel valued and have the ability to rise to challenges full of confidence.

We are proud of our reputation within the local community that we serve and within the church that supports us.

Thank you for your interest in and support of our school. We know that your child will be happy at Eltham Church of England Primary School and that we will work together so that they will achieve success.

Matthew Wills - Headteacher



# MISSION STATEMENT

- The school builds Christian values into its ethos and teaching in order to provide an excellent academic, social and spiritual education, preparing children for a responsive and contributive role in society.

We do this by:

- Promoting and modelling Christian values within the school thereby encouraging personal integrity, consideration for others and understanding different viewpoints
- Offering an exciting curriculum, planned appropriately to be accessible to all, which enables all children to develop a positive self-image, achieve well and develop a love of learning
- Celebrating and valuing our school as a multi-cultural community
- Promoting effective problem-solving, communication and thinking skills
- Creating strong links between school, home, our parish church and the local community



# SCHOOL GOVERNORS

With the increase in statutory responsibility, the role of the School Governor is a major one and it focuses chiefly on the management and long-term development of the school.

Although not directly involved in the day-to-day running of the school, governors along with the Headteacher, are ultimately responsible for ensuring that the teaching and academic staff are delivering the highest standards of education to all pupils, in an inclusive, safe and friendly environment. They are also responsible for the recruitment of staff, as the school is operated on a voluntary aided basis.

Eltham Church of England Primary School Governing body has a wide range of members who are involved in all walks of education, business and public service, and these help it greatly in dealing with and carrying out all the functions required of it.

Due to the high level of commitment required of all governors, it is not a role we have entered into lightly and the governors are not only committed, but enthusiastic about and interested in the school's work.

The role of the governing body is very diverse and is responsible for reviewing everything from educational achievement across the curriculum, the Christian ethos, the school budget, to the cost of building programmes.

The governing body is required to consult with the widest possible range of stakeholders in the school - not just the staff, pupils and parents but also outside agencies, the church

and local communities, in the development of and the implementation of the school's policies.

The governors are actively involved in working with the school on building development work and are regularly involved in the development of religious education, with regular attendance at church services and the taking of assemblies.

Governors have completed a year long training course run by the Southwark Diocesan Board of Education and are regularly undertaking training courses in specialist areas of responsibility. To help understand and support the school, joint staff and governor training is undertaken on an on-going basis. Governors make regular visits to the school including visits to classrooms linked to curriculum areas.

We are actively seeking to strengthen our relationship with parents so we understand their thoughts and aspirations for their children.

The school is a community in which the governors play a large but often hidden part. The Governing Body is very supportive of the school and its aims and ambitions.

Rupert Osborn, Chair of Governors

# HOME AND SCHOOL

We believe that regular and open communication is really important so teachers meet with parents on request (please make appointments via the School Office) and use journals to share information. There is a newsletter, sent every half term, with information about past and forthcoming events and items of interest to parents. Parents/Carers are encouraged to register their email details so that the newsletter and letters for parents can be sent electronically. It is important that the email addresses and mobile phone numbers held at school are kept current and up to date.

All parents are asked to sign a Home-School Agreement which sets out some shared responsibilities. A copy is available on request from the school office.



We know that parents/carers want to be informed about their child's progress throughout each school year. There are parent's evenings in the Autumn and Spring terms and teachers make arrangements so that they see all parents on an appointment system. There is also a 'meet the teacher' event in early September.

Parents are invited to a range of events that take place in the school; these are published on the school website, and parents are also informed via our Parentmail system, and 'important dates' leaflet.

Parents are welcome to support classes through workshops, through helping with special events or helping on school trips out. If you have an interest or skill you are willing to share, please get in touch with your class teacher.

We know children do best when school and home work together in a strong partnership.



# BEHAVIOUR



At Eltham Church of England Primary School we promote the highest standards of behaviour. We expect children to act with consideration towards adults and children as well as having a high regard for their own self-esteem. We expect children to look after our school and do as adults ask them.

The mutual respect that children and adults have for each other is a cornerstone of our ethos and is what makes our children high achieving, polite and sociable.

Our Behaviour Policy outlines our commitment to a fair and supportive code of conduct, along with a restorative approach, which encourages children to behave well.

Our values are:

- Love
- Resilience
- Forgiveness
- Understanding
- Enthusiasm
- Respect



# SAFEGUARDING CHILDREN

The school has a duty to safeguard all of its children. We do this by ensuring all adults on the premises have the right to be there. Anyone who is visiting the school site will have reported to the office, signed in via our electronic entry system and will be wearing an identification badge.

Security doors around the school are kept shut. The outside gates are locked five minutes after the bell is rung in the morning and at the end of the school day, in order to secure the site.

Anyone working regularly with children is required to have an enhanced DBS check and that includes parent helpers. This is done online and is managed by the school office.



## Travelling to and from school

Most children are brought to school by a parent or carer and wait with the children until the bell is rung. Older children in Years 5 and 6 sometimes travel to and from school on their own. Parents write to us to let us know if this is the case. We do ask that they do not arrive at school until 8.45am as there will be no supervision for them. Children travelling on their own to school are allowed to bring a mobile phone, which is kept safe in your child's classroom during the school day.

We are proud of our children's behaviour in and out of school and all the children know that whenever they wear our uniform, they are representing us within the community.

At home time, teachers in KS1 wait with their class until 15:40 and teachers in KS2 will wait until 15:45. If your child has not been collected by the relevant time you will need to collect your child from the school office. Children know that if their parent or carer has been delayed that they should wait in school until they arrive. Children have to be picked up by a responsible adult and the school needs to be aware of any occasions when an adult who is not a parent will be picking a child up from school. Occasionally parents are unavoidably delayed but a phone message left in the office will enable us to ensure children know what is happening and that they will be safe.



## Royal Borough of Greenwich rules relating to adults on school premises

- The school is a non-smoking area.
- No dogs are allowed on the school premises including playgrounds, except Guide Dogs. Small dogs can be carried.
- All entrances and exits must be kept clear at all times.
- Cars must not be parked on yellow zigzag lines outside the school entrances.
- The school has regular fire drills and parents are asked to help us in keeping exits clear.
- The school is in a residential area and we ask parents to be respectful of our neighbours by not parking across driveways.



# PARENTS ASSOCIATION (PTA)

In 1982 the Eltham Church of England School Parents' Association was formed.

Parents/Carers of children at this school, all members of staff and the governors are eligible for membership of the Association.

The Parents' Association works throughout the year to support the school in a variety of ways and their tireless fundraising helps to provide additional resources for the children, subsidises school trips and pay for events.

The Christmas and Summer Fairs, children's discos and quiz nights are a great opportunity for both children and adults to enjoy themselves and make new friends.

All parents and carers are asked to give some of their time to support the PTA and the work they do for the benefit of the school community.



# HEALTH

## Medical arrangements

All children receive a medical screening (hearing, eyesight, height & weight measurements) during their first year in school from the school nursing team (Young Greenwich).

If a child has an infectious condition, for example, chicken pox, the school office will advise parents how to proceed, in terms of isolation, in line with the local health authority guidelines.

The school only administers medicines under very special circumstances. If a child needs daily medication for an on-going condition or needs daily medication for a short period of time that cannot be administered outside school, then parents need to contact us and fill out the relevant paperwork and, in some cases, attend a meeting with the school and the school nurse.

## First aid

Minor first aid is carried out by our trained paediatric first aiders but they will contact parents if they have any concerns that an injury or complaint is more serious. It is essential that the school has up to date contact details so we can contact parents/carers in the case of an emergency.





# PUPIL PREMIUM

If your family is in receipt of certain benefits, your child may qualify for 'free school meals'. If your child is eligible (whether or not they have a school meal) the school receives extra funding to provide support for your child.

Once a child is eligible, it has a positive financial impact on the level of funding and services that the school receives each year (the school will receive additional funding for each child who meets this criteria - which in turn helps us to provide additional educational support). This applies if you receive any of the following benefits:

- Universal credit (provided you have a net income of £7400 or less)
- Income support
- Income-based jobseekers' allowance
- Income-related employment and support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of state pension credit
- Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less

If you think your family is eligible you can get an application form from the school office.

The school's pupil premium strategy is published on our website. It outlines how we intend to spend the funding in this academic year and the effect that last year's spending of pupil premium had within our school.



# THE SCHOOL DAY

## THE ENRICHED CURRICULUM

Holding 'WOW days', themed weeks/years, educational trips, visits by people and groups, are just some of the ways we broaden our curriculum so that our children are excited about learning. The children tell us what they enjoy and teachers take account of their ideas when they are planning topics.

Children in Year 6 go on a residential school journey each year and work in the outdoor environment.

## PLAYTIMES

All children are expected to go outside at playtimes unless the weather does not permit this or if there are exceptional circumstances. Children in EYFS and Years 1 and 2 are given fruit each playtime and Years 3, 4, 5 and 6 children can bring their own fruit to have. All children are encouraged to bring a named water bottle to school each day.

## EXTENDED SCHOOL ACTIVITIES

The school organises a range of after school clubs for children across the school Monday to Thursday. They run from 3.30pm to 4.30pm. Parents can book a place on an after school club via our on-line cashless payment system.

'Alpha Club Childcare' offer a private wrap around service (breakfast and after school) for Eltham Church of England Primary school. If you would like to use their services, please book directly with them by calling 020 8469 1888.



## LUNCHES

The school provides a variety of hot school dinners each day. Menus are nutritionally balanced to meet the needs of the children. For children in Reception, Year 1 and Year 2, there is no charge for their meals. For the academic year 2023/2024, the Mayor of London is funding free school meals for children in Years 3 to 6.

Financial support may be available for families who meet the criteria set out on page 16. If you meet this criteria, we ask you to complete and submit a form to Royal Borough of Greenwich. It is very important that we have an accurate record of all children and families across the school who are eligible for free school meals, clothing grants and school journey grants as it impacts on the level of funding and services that the school receives each year. Please speak to the school office if you require more information about this.

Children can bring their own packed lunch to school in a labelled lunch bag or box. Packed lunches should not contain sweets or chocolates and we discourage processed products and those that the children can find difficult to open.

**We are a nut free school**, due to some children having severe allergies. Therefore, we request NO NUT products are put in your child's packed lunch.



# STARTING SCHOOL

## Reception children starting school

Members of staff are often asked by parents what they should do to help prepare their child for school life. We hope the following may be of help:

- Talking positively about school
- Sharing books regularly with your child
- Encouraging observation and curiosity
- Encouraging independence in dressing
- Giving them opportunities to play with other children
- Teaching them to use the toilet independently
- Teaching them to use a knife and fork



## Attendance

The children are expected to attend school both regularly and punctually so that their education and progress are not affected. It is our aim that all children have an attendance record of over 98% for the year. If children are not well enough to attend school parents must inform the office initially by phone.

If children have an appointment during school time they should attend for part of the school day if possible and provide the school with evidence of the appointment e.g. appointment letter.

No absence in term time due to family holiday or visiting relatives abroad is authorised by the school, but if there is an exceptional circumstance, parents may apply for special leave of absence to the Headteacher. All absences, either authorised or not, must be registered with the School Office.

Teachers begin lessons promptly so children must be there at the start of the school day.



# SCHOOL UNIFORM

## WINTER UNIFORM

### RECEPTION

White school polo shirt  
Black school jogging bottoms

*or*

Plain black leggings  
School sweatshirt or cardigan  
Black school shoes/trainers  
Waterproof coat with a hood

### WINTER UNIFORM FOR YEARS 1 - 6

- Grey trousers, shorts, grey skirt, culottes type skirt or pinafore dress
- School sweatshirt, maroon v-neck pullover or cardigan
- Grey socks, plain white socks or grey tights (preferably), black tights are acceptable
- White shirt
- School tie
- Black or brown school shoes (no boots or trainers)

## SUMMER UNIFORM

### RECEPTION

White school polo shirt		School dress (with shorts underneath)
Grey tailored shorts	<i>or</i>	School sweatshirt or cardigan
School sweatshirt or cardigan		Black school shoes/trainers
		Waterproof coat with a hood



## SUMMER UNIFORM (YEARS 1 - 6)

- Grey shorts or trousers, with a white school polo shirt
- Summer dress (we sell school dress material and the design can be a pattern of your choice but it must have sleeves covering the upper arm and covering up to the neck at the front and back) or
- White school polo shirt with a skirt in summer dress material (Year 6 may wear a grey skirt)
- School sweatshirt or maroon V-neck pullover
- Grey/black socks or plain white socks

## PE KIT

- Black sports shorts, leggings or tracksuit bottoms
- School maroon PE T-shirt (school sweatshirts may be worn over)
- Trainers or plimsols (no significant/high visible branding/logos)
- Plimsols/trainers for games or dance

## FOOTWEAR AND COATS

- Lightweight coat or anorak with hood
- Black, brown or navy shoes or sandals (suitable for playground use). 'Hi' shoes which come up to the ankle may be worn
- No boots which extend above the ankle
- No sling backs or open toes
- No significant/highly visible branding/logos
- Laced shoes when a child can dress independently
- Boots maybe worn to and from school in snowy/icy weather provided school shoes are sent in for changing

## Book bags

### *School bags – school issue only*

School book bags must be used for children in Reception to Year 6. This allows for the efficient access to home reading material and safe storage in class. If children prefer to use a rucksack, the school rucksack is now available to purchase from JK Clothing, Well Hall Road.

Large rucksacks must not be used as they cannot be stored safely in class and are a trip hazard.

Our school uniform provider is JK Clothing, they are located on:  
148 Well Hall Road, SE9  
Telephone: 020 8859 4004



# ADMISSIONS AND ENROLMENT

We are a two-form entry school, admitting a maximum of 60 children in any one year group. We have one point of entry with all children starting in Reception in the September of the academic year (September to August) in which they have their fifth birthday. Our nursery operates a 26 place Full Time Equivalent provision with morning and afternoon sessions plus 30 hour full time places.

Applications for admissions to Reception class are made through the Royal Borough of Greenwich or your local authority if you live in another borough. In-Year and nursery applications are made directly with the school via the School Office. For more information about the admissions process please visit our school website: [www.elthamcoeschool.co.uk/information-faqs/admissions/](http://www.elthamcoeschool.co.uk/information-faqs/admissions/).

## VISITS

Prospective parents are invited to visit the school during our open mornings. These are held on Tuesday mornings during the Autumn Term and the first Tuesday of the month in the Spring and Summer Term and includes a tour of the school. However, appointments can be made at any time.

To book an appointment please call the School Office, 020 8850 1528.

Children who are coming to us as an 'In-year' admission are invited to meet their new class and teacher before they start.

Parents and children who are starting school in the Reception class are invited to visit the school so that the children can spend time with their teacher and, at the same time, parents can meet with the Headteacher and Senior Leadership Team. This is to find out about the Induction period for their child and to explain the daily school routines, information about school uniform and answer parents' questions.



The oversubscription criteria for admission is:

## Admission to Nursery September

1. Looked after children or previously looked after children (see note 1).
2. Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).
3. Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at St John the Baptist Church, Eltham.
4. Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at another Anglican church and reside within the Deanery of Eltham and Mottingham (see note 4).
5. Children who, with a parent/carer, are faithful and regular (see note 3) worshippers of another Christian denomination as recognised by the Churches Together in England or Evangelical Alliance and reside within the Deanery of Eltham and Mottingham (see note 4).
6. Any remaining places will be given in order of nearness to the school (see note 5).

## Please note:

A place in the Nursery class does not guarantee a place in the Reception class.

All parents must follow primary admission procedures for admission to the Reception class as highlighted on the previous page.



# ADMISSIONS AND ENROLMENT

## Admission to Reception

### Special educational needs

Parent(s)/Carer(s) of pupils who have an Education, Health and Care (EHC) Plan are required to apply for school places separately through their local authority from whom advice is available. If a child with an EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

### Oversubscription Criteria

1. Looked after children or previously looked after children (see note 1)
2. Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).
3. Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at St John the Baptist Church, Eltham.
4. Children with a sibling (brother/s or sister/s, step siblings and half siblings, fostered or adopted siblings living at the same address) attending the main school at the time of the child's admission. (Sibling priority will not be granted where the child in attendance at the school is in the Nursery class).
5. Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at another Anglican church and reside within the Deanery of Eltham and Mottingham (see note 4).
6. Children who, with a parent/carer, are faithful and regular (see note 3) worshippers of another Christian denomination as recognised by the Churches Together in England or Evangelical Alliance and reside within the Deanery of Eltham and Mottingham (see note 4).

7. Any remaining places will be given in order of nearness to the school (see note 5).

### Notes:

**Note 1:** Looked after children/ previously looked after children: Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

**Note 2:** Medical/social needs: Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g., from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

**Note 3:** 'Regular' is where parent(s)/carer(s) and children attend the place of worship at least twice a month for the two years prior to the date of application. In the case of those who have moved to Eltham within that period, the criterion is extended to include a place of worship at the previous neighbourhood. Written confirmation of the applicant's and child's attendance at worship will be sought from the priest or minister of the Church.

**Note 4:** The Deanery of Eltham & Mottingham's parishes are St Barnabas, Holy Trinity, St John the Baptist, St Saviour (Eltham) St Luke (Eltham Park), All Saints (New Eltham), St Andrew, St Edward (Mottingham).

**Note 5:** Measured in a straight line from centre of the child's home address to the centre of the school





# ELTHAM

CHURCH OF ENGLAND  
PRIMARY SCHOOL

SINCE 1814

**Our values:**

**love**

**resilience**

**forgiveness**

**understanding**

**enthusiasm**

**respect**

**Eltham Church of England Primary School**

Roper Street

Eltham

SE91TR

T: 020 8850 1528

E: [sao1@elthamce.greenwich.sch.uk](mailto:sao1@elthamce.greenwich.sch.uk)

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

**DISCLAIMER:**

*The information in this prospectus, which relates to school year 2022/2023, was valid at the time of printing and may be subject to change.*

