TOLLESBURY SCHOOL

Prospectus

2025 - 2026

Introduction

Tollesbury is a small school with a big heart, where you will be welcomed, made to feel safe and included. At the centre of our community we learn, work and play together so that everyone can achieve great things.

Dear Parents and Carers,

On behalf of the staff and governors at Tollesbury, I would like to welcome you to our school.
This booklet contains information about the school that I hope you will find useful. At Tollesbury we believe that children learn most effectively when home and school work closely together. This information is the first step in that partnership as it shares with you our aims and the way in which the school runs.

There is a strong sense of community and teamwork at Tollesbury School. All staff and governors work with a common purpose: to ensure that the children learn in a safe, stimulating and happy environment. We employ a dedicated and committed team who provide inspirational learning for our children. The school prides itself on inclusive, creative teaching, where all children are given every opportunity to succeed and experience lifelong learning.

Our aim at Tollesbury is for children and families to have a school experience that motivates and stimulates learning. We want our children to be independent, individual and equipped with the academic and social skills to enable a smooth transition to secondary school. We extend a very warm welcome to you and your family and look forward to you joining our community.

Kate Garnett
Head Teacher

Our School

Our school is located in the centre of Tollesbury, a small village situated on the Essex coast at the mouth of the River Blackwater, 9 miles east of the historic port of Maldon and 12 miles south of Colchester, Britain's oldest recorded City. The school caters for children aged 4-11 and currently has 7 classes: Foundation Stage to Year 6.

The school grounds are well maintained and include a large field, an adventure playground, a storytelling area, a nature garden and safe, secure outside learning areas for all the children.

Within the building itself there are well resourced classrooms, all with interactive whiteboards or touch screens and wireless internet facilities. The school hall is well equipped for physical education. Our kitchen team is always very busy and we are very proud of the meals we provide for our children.

The School Day

Morning session	-	8:50am (registration) – 12:00 noon
Morning break	-	10:30am – 10:45am
Lunchtime	-	12:00 noon – 1:00pm
Afternoon session	-	1:00pm – 3:20pm

The gates open at 8:45am and the children come straight into class. Morning registration is at 8:50am. Gates are shut at 8:55am. Children who are late have to enter school via the school office.

Children who go home for lunch may return to the playground at 12:50pm.

To encourage healthy eating, only fresh fruit or vegetables should be sent in with the children for breaktime. Children in EYFS and KS1 receive a piece of fruit or vegetable during their morning break provided by the Government's school fruit and veg scheme.

Useful Information

Admissions Procedure

- Our admissions policy can be viewed on the school website.
- All admissions applications are administered by Essex County Council. Please visit their website for details of the application procedure. www.essex.gov.uk/topic/admissions
- As required by law, Tollesbury School provides full-time education for all children offered a place in the EYFS year group from the September following their fourth birthday.
- During the second half of the summer term, pre-school children are invited to attend induction sessions.

Punctuality

Punctuality is important because:

- Children miss the opportunity to chat to their friends and to their teacher if they are late. They miss the instructions for the day which can leave them feeling lost and uninvolved.
- Lateness increases the pressure on the class teacher and valuable teaching time can be lost.
- Lateness can become a habit.

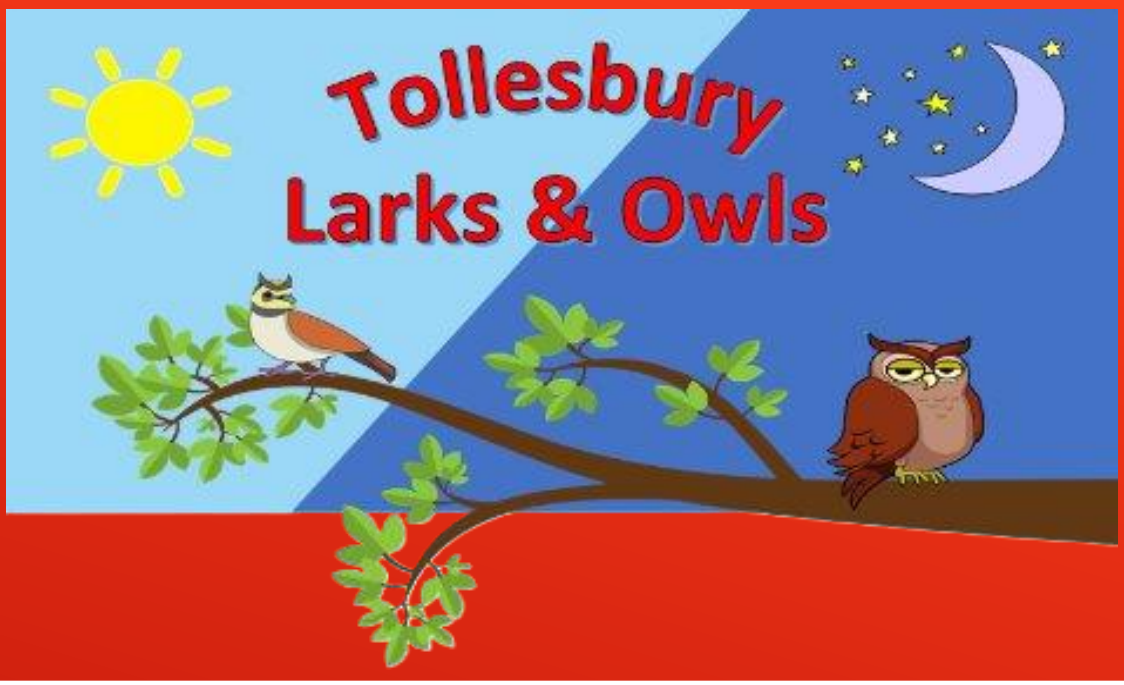
At Tollesbury School, children's lateness is monitored by our Attendance Officer. We will work with parents to ensure children arrive at school punctually.

Attendance

Regular, timely attendance at school is of paramount importance. If children are absent from school, it is likely to disrupt their learning and progress. We closely monitor our children's attendance and endeavour to work with all parents to ensure that they attend daily and are on time. Our aim will always be to support families to ensure all children have a positive experience of school.
As a school, we encourage parents and carers not to take holidays during term time. Holiday absences are authorised only in very exceptional circumstances.
Our Attendance Policy can be viewed on our website.

Email :- attendance@tollesbury.essex.sch.uk

Tollesbury's Larks and Owls Club



Tollesbury Larks and Owls Club is registered with Ofsted.

We offer a breakfast club (Larks) from 7.30am until 8.45am or 8am until 8.45am and an after-school club (Owls) from 3.20 pm until 6.00pm. Pick up time for Owl's Club is flexible from 4.30pm to 6pm. The clubs are offered during term time for those children attending full-time education. At Larks and Owls, we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

The children can choose from a range of activities and resources e.g. craft, board games, construction, computer games, physical play and reading.
Our aim is to deliver an interesting activity programme in safe surroundings. All staff are trained in first aid, safeguarding and behaviour management.

Our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked.

If you are interested in booking a place or finding out more, please look on our school website or contact the school office or email on dodds@tollesbury.essex.sch.uk

Pastoral Care

At Tollesbury School we recognise how important it is for children to feel safe, confident and happy. As part of our provision, we are proud to offer children the opportunity to spend time in our 'Rainbow Room'. Identified by parents, carers and staff, children are able to spend time in an inclusive, inviting and secure environment. It is a place where they can build their confidence and learn the skills they need to succeed and achieve, both academically and in their wider lives.

Working with the children, the Rainbow Room staff hope to create a secure base from which children can explore and learn. The Rainbow Room is a welcoming environment with small world play, sand play, arts and crafts, gardening, cooking, role play and informal discussion. Sessions are a mixture of scaffolded and free-choice play, group activities and more structured discussion and circle time.

The amount of time the children spend in the Rainbow Room varies, as every child's needs are different. What is important is that the children know it is there, and they will always be welcomed.

School Uniform

At Tollesbury School, we believe that a uniform helps to create a sense of identity and belonging for the children.
To ensure that children do not lose items of clothing, we ask that all belongings are clearly named. For health and safety reasons, children should not wear jewellery to school, except studs as earrings. All earrings have to be removed for PE lessons. Nail polish is not part of the school uniform. Children are to come to school in their PE kit on PE days.

School Uniform

Trousers/Shorts	-	Grey
Skirt	-	Grey
Polo Shirt	-	Red or White
Blouse/Shirt	-	White or red and white checked
Dress	-	Red and white checked
Sweatshirt	-	Red
Fleece	-	Red
Cardigan	-	Red
Shoes	-	Closed toe black school shoes
Socks	-	Black, grey or white
Tights	-	Plain grey, red or white

PE Kit

T-shirt in team colour

Shorts (not baggy)	-	Black
Tracksuit	-	Dark coloured

Trainers and plimsoles

Staying Safe

The school ensures that every effort is made to ensure your child is safe at school.
The Headteacher, Caretaker and Health and Safety Governor carry out regular risk assessments on site to check that the school is safe and secure. Internal gates within the school grounds are locked throughout the day and the only access into the school has a 'code protected' door so visitors must request entry and report to reception. Once in school, all visitors are asked for identification and must wear a visitor's badge.

Safeguarding and Child Protection

The 1989 Children's Act places a high level of responsibility on schools to protect children. Our first priority is your child's welfare. The procedures we follow have been laid down by the Essex Child Protection Committee. If you would like to know more about this procedure, please speak to the Headteacher. The school works closely with a number of external agencies to ensure your child's wellbeing.

Safeguarding Staff Team

Designate Safeguarding staff member:	Mrs Kate Garnett
Deputy Designated Safeguarding staff member:	Mrs Sally Masters
Designated Governor:	Mrs Katrina Bickell

As a school, we employ all necessary safeguarding procedures, including:

- Child Protection
- A 'Listening' School
- Building Design
- Anti-Bullying Policies
- Health and Safety
- Curriculum
- Attendance
- Staff Conduct
- Behaviour Management
- Safer Recruitment and Selection.

Staying Healthy

The school provides a range of activities for the children before, during and after school which may include

- Homework
- Computing
- Multi-Sports
- Colouring
- Cricket
- Choir
- Music
- Dance
- Football
- Dodgeball
- Cricket
- Church Club

Information regarding school clubs is sent out half-termly and paid for via our online payment system.

During the summer term, children in Year 6 are given the opportunity to have swimming lessons.

Catering

We are extremely proud of our meals and the dining service provided at Tollesbury School. Having our own kitchen and catering team allows the children the opportunity to give feedback on their meals.

Our school meals are freshly prepared and meet the national nutritional standard.

Each child has the choice of 3 main meals, pre-chosen and paid for via our online payment system. The cost is £2.40 a day for children in KS2. Universal Infant Free School Meals means there is no charge for an EYFS/KS1 meal.

Desserts, salad, freshly prepared fruit and yoghurt are available daily.

Water and cold milk are available to drink.

Special dietary needs can be catered for, please arrange a meeting with me.

Mrs S Barwick
Catering Manager / Chef

Healthy Schools

We encourage children to drink water throughout the day and also to make healthy food choices.
The Government provides fruit daily or veg for children in EYFS and KS1. KS2 children can bring in fresh fruit and vegetables as snacks.
Until their 5th birthday, children will receive milk from 'Cool Milk for Schools'. If you would like your child to receive milk after their 5th birthday, it can be ordered from the suppliers: coolmilk.com As a Friday treat, the school kitchen opens its tuck shop to our KS2 children at morning break. Priced at 35p, per item, the children can purchase a range of snacks.

The children receive two hours of high-quality PE per week. Teachers and Coaches deliver a range of activities, including dance, bat and ball games, athletics, invasion games and gymnastics.

The children participate in the Daily Mile; they walk, jog or run around the playground for 15 minutes, aiming to complete a mile each time. The aim of the Daily Mile is to improve the physical, emotional and social health and wellbeing of our children.

Tollesbury School collaborates with other providers to promote fitness. We also participate in a range of inter-school sports events.

SCHOOL GAMES SILVER

Blackwater Partnership

Colchester Blackwater School Sport Partnership

The Daily Mile children fit for life

Behaviour

We have high expectations with regards to behaviour. We expect children to respect each other, show good manners and be sensitive to others. **'Safe, Learn, Respect'** are our 'Golden Rules'.

Teams

All staff and children belong to a team.

Throughout the week, team points are awarded for good manners, being polite, working hard, helping others, etc.

The team which has earned the most points over a half-term is rewarded with a non-uniform day.

The Curriculum

In school, we use 'Super Sonic Phonic Friends'. This is a systematic, synthetic phonics (SSP) programme which ensures the children experience rigorous teaching of phonics. The children take part in whole-class, guided group and individual reading activities, which all help to develop understanding, fluency and expression.

The children at Tollesbury School learn through a curriculum that fosters a lifelong love of learning. We want our children to leave Tollesbury School equipped with the necessary skills to prepare them for a successful future. The curriculum is given a relevant context, which allows the children to understand that their learning has a purpose.

Our curriculum provides opportunities for the children to:

- Build resilience
- Become creative
- Have a healthy self-esteem
- Be independent
- Become critical thinkers
- Develop interpersonal skills

Building on prior learning, our curriculum provides a variety of first-hand learning experiences. This is achieved through the school, local and wider environments.

We work in collaboration with other schools and external providers, which enables the children to access a broad curriculum and develop the children's talents. This encourages self-belief so that children can face challenges with the expectation of success.

School Council

Here at Tollesbury School, we are very proud of our School Council. We elect Council members at the start of each school year through a voting system. Our Year 6 children hold the positions of Chair, Vice-Chair and Secretary.

Each class (from Year 1 up to Year 6) has two representatives who lead a weekly class Council meeting. All ideas are written down and taken to the weekly School Council meeting where the information is discussed, and opinions are given regarding ways to make the school even better.

The School Council also decides upon a different charity each year to either raise money or make a difference in other ways. The chosen charity is usually a local organisation. In recent years, we have supported: Tollesbury First Responders, Essex and Herts Air Ambulance, Noah's Rainbow, Farleigh Hospice and the Tollesbury Larder.

Children and parents are very supportive of the School Council and we are able to make a positive change to help others.

Community Cohesion

At the heart of the village, Tollesbury School has close links with the local and wider community. We have a link with Mell Farm and classes visit several times a year to undertake activities to support their learning across the curriculum. Our Year 1 children currently take part in Forest School in the village. We welcome visitors from St Mary's Church into school to lead assemblies and we visit the church at key points in the Christian calendar.

We ensure our curriculum reflects the diverse nature of our society.

Parental Involvement in the School

Parental involvement in the children's education is an important part of our school. We actively encourage families to join in with the school events and visit the school as often as possible. We are fortunate to have a number of parents and grandparents who regularly volunteer. We hold a 'Helping Hands' session each term which is an opportunity for parents, carers, family or friends to join the children in their class and learn alongside them.

On Friday, we have our 'Achievement Assembly'. Children are awarded certificates which reflect our Golden Rules of 'Safe, Learn, Respect'.

Tollesbury Parents' Teachers' and Friends' Association

Fondly known as the TPTFA, the Tollesbury Parents', Teachers' and Friends' Association is a group of parents who organise events with two aims: to raise money for items that our school needs but also, and very importantly, for children and their families to have fun.

In the past we have raised money to subsidise a whole-school trip to the Christmas Pantomime at the Mercury Theatre, purchased materials and plants for the nature garden and purchased books for our school library.

Annual events include the Easter Egg Hunt, Mother's Day Stall, Father's Day Stall, Pancake Race, Penny Race, Christmas Fair and Summer raffle and tombola. We are always looking for new ideas and new helpers, and we look forward to welcoming you to Tollesbury School.
Charlotte Carter (Chair of the TPTFA)

Full Board of Governors

The Full Board of Governors (FBG) is made up of parents, staff, members of the community and a local authority representative. Together, they work in partnership with the Headteacher and other school staff to promote high standards of educational achievement and progress, and to ensure the children feel happy, safe and valued as they develop the skills for life. The FBG has 3 key roles: setting strategic direction, ensuring accountability and monitoring and evaluation of school performance. Governors take on roles and responsibilities to support the running of the school in specific areas. A Finance, Premises and Personnel Committee provides guidance and assistance in matters relating to budget and maintenance of the school. Additionally, each Governor is linked to a class and takes a special interest in their activities and progress, as well as making visits to join the children as they learn. The Chair of Governors is Mr. Stephen Leatherdale; he may be contacted via the contact form on the 'Governors' section of the school website.

Special Educational Needs and Disabilities (SEND)

We know that there are times when a child needs extra support at school and we offer children support to maximise their ability to learn. We adapt work so that children can experience success. By adopting a range of teaching styles, the children can learn in a way that suits them best. We use a range of specialist resources to focus on the personalised needs of children and work with parents and carers to encourage confidence and self-esteem. In consultation with parents and carers, we may place children on our SEND register. We continue to work with a range of outside providers to deal with specific conditions. Children who require additional support, that cannot be met through Quality First Teaching, will have a personalised One Plan written for them. This may include advice from outside agencies. We also identify and support children who show particular talent in both curricular and non-curricular areas.

Online Resources

We provide home access to resources and software used in school. The children can access 'DB Learning' (Year 2-6) which allows them to use software introduced in lessons as well as providing a range of creative learning activities to explore. KS2 children also use Google Classroom to access class work and activities.

EYFS and Year 1 use Tapestry. Parents can access this online tool via their own personal login. Tapestry allows staff and parents to communicate with one another. Staff can also share work that children have completed in class.

Parents can access information and useful downloads from our school website. Newsletters and information are communicated via our ScoPay platform. Whilst your child is enrolled in school, we can provide a Microsoft Office 365 license for them to use on a home computer or tablet.

TOLLESBURY SCHOOL

East Street

Tollesbury

Essex

CM9 8QE

Tel: 01621 869242

www.tollesbury.essex.sch.uk

If your child is absent from school, please ring our answerphone or email attendance@tollesbury.essex.sch.uk

Ofsted Good School 2019