MAPLE CROSS JMI & NURSERY SCHOOL

“We all care for each other and achieve our best.”

Mr D Roberts
Headteacher

Mrs C Machin
Inclusion Manager

Mrs H Trickett
Deputy Headteacher

Miss E Corrigan
Phase 1 Lead

Mrs E Fawcett
Phase 2 Lead
Maple Cross JMI & Nursery School
Denham Way
Maple Cross
RICKMANSWORTH
Hertfordshire
WD3 9SS

Telephone number: 01923 773189 / 711281
e-mail: admin@maplecross.herts.sch.uk
www.maplecross.herts.sch.uk

Office hours: 8:30 a.m. to 4:30 p.m. on school days.
Dear Parents,

Welcome to Maple Cross JMI & Nursery School, Rickmansworth.

Maple Cross is a very happy and caring school, where we actively encourage positive relationships between home and school and where every child is respected as an individual. We are most fortunate in having a staff who are a hardworking and enthusiastic team, committed to providing an enjoyable and valuable education for all children at the school.

Our aim is to encourage children to appreciate that education involves not only working hard to achieve the highest standards of which they are capable, but also integrating into and contributing towards the life of the school.

At Maple Cross we believe that every child should have a broad and balanced education which meets the requirements of the National Curriculum and takes place within a caring community.

The purpose of this prospectus is to give you some information about the school, our aims and how we organise teaching and learning. It is designed to help you make an informed choice as to the primary school most suited to your child and to help your child’s introduction to school be smooth and happy.

Choosing a school is a very important decision to make. If you decide to choose Maple Cross you can be assured of your child’s individuality and potential being highly valued.

I look forward to meeting you.

Mr Duncan Roberts
Headteacher
CONTENTS

Page 1  Introduction/Vision Statement and Aims

Page 2  Ofsted Report/The School Environment

Page 3  Teaching & Learning -
National Curriculum

Page 4  Religious Education & Collective Worship/PSHE

Page 5  Sports & the Arts - Inclusivity - Buddy Families

Page 6  School Council/Eco Council - Special Educational Needs & Disability

Page 7  Gifted & Talented - Assessment - Assessment Procedures

Page 8  Records & Reports - Pastoral Care - Behaviour/Child Protection

Page 9  Attendance & Absence

Page 10 First Aid/Home & School Links

Page 11 Home Tasks & Homework/Concerns & Complaints

Page 12 School Uniform

Page 13 Jewellery/Healthy Eating & School Meals

Page 14 Charges for School Activities/Out of Hours Care Clubs

Page 15 Access to School/Helping the School

Page 16 PTA/Governors
Admission, Attendance & Transfer - Before Applying

Page 17 Applications/Admission Criteria/Admission

Page 18 Secondary Transfer

Page 19 Appendices
INTRODUCTION

Maple Cross JMI School is a growing, co-educational, one-form entry, Hertfordshire county community day school with a Nursery. As an inclusive school, we welcome children of all denominations, whatever their needs and abilities, from the age of three until the age of eleven.

Our Vision Statement and Aims

Our vision statement is:

At Maple Cross we all care about each other and achieve our best.

Our school is a place where everyone is a respected member of the team; a team that strives to excel in all that it does and provides a caring, supportive environment.

The aims of the school are to:

- provide the best possible all round education with a broad and balanced curriculum
- meet the needs of the children
- create a secure, stimulating environment where the children can develop enquiring minds and enthusiasm to learn beyond the classroom
- foster the development of a positive self image, independence and responsibility through self-respect, self-confidence and self-discipline
- enable children to become aware of their feelings and to be sensitive to the needs and feelings of others
- develop a concern for the environment and all living things
- develop motivated, responsible and caring people who will find their place in the community and have practical concern for its welfare in both the local and wider setting
These aims are achieved through the development of the curriculum which is in accordance with Hertfordshire County Council guidelines and the National Curriculum, which outlines the programmes of study and levels of attainment for each subject. All areas of the curriculum are taught throughout the school and we ensure progression and continuity by careful planning, record keeping and liaison between teachers.

**Ofsted Report November 2011**

The last school Ofsted inspection took place in November 2011. Ofsted concluded that Maple Cross JMI “is a good school” where “the behaviour of the vast majority is impeccable and is a major factor in pupils’ good progress”. This was helped by an “unrelenting drive to provide the best education possible” by the Headteacher and her staff.

**The School Environment**

The school is set in extensive, well-maintained grounds providing plenty of space to play and opportunities for outdoor learning. There is a nature trail area and pupils have the opportunity to grow fruit and vegetables in the garden area.

The school has two football pitches and four playgrounds. An adventure trail supports physical development and provides opportunities for cooperation and teamwork among the Key Stage 1 and 2 pupils. Two fully enclosed play areas with a galleon and bike track, for the youngest children, provide opportunities for independent, imaginative play. A wide range of physical activities are encouraged throughout the school, including team games, as part of the school curriculum.

The school building is all on one level, providing easy access to all areas. As well as large classrooms, there is a separate hall/dining room, Inclusion room and library providing plenty of space for different learning and social activities. The school fully complies with disability requirements, including a fully equipped medical room with shower.

All children benefit from lap-tops wheeled between classrooms along with 16 tablets.
There is an independently run preschool on site, called Butterflies, which leases our annexe and offers part-time provision for children from 2 years of age.

Please see our website/appendix for names of current class.

**TEACHING AND LEARNING**

We at Maple Cross School teach children to become successful learners through a process of exploration and discovery of these subjects.

We help children to become self-reliant, enquiring and creative. Living and learning within our community enables our pupils to become responsible members of society and to develop an awareness of, and sensitivity to, different religious, cultural and moral values. The school expects a high standard of behaviour from everyone at all times.

**The National Curriculum**

The school follows the National curriculum which consists of five core subjects and eight supporting Foundation subjects as follows:

**CORE SUBJECTS**

- Mathematics
- English
- Science
- Religious Education
- ICT

**FOUNDATION SUBJECTS**

- History
- Geography
- Art
- Design Technology
- Music
- PSHE/Citizenship
- Physical Education
- Modern Foreign Languages

For more information on each subject please see the learning zone area of our website.
Religious Education and Collective Worship

The school’s R.E. curriculum is based on the Hertfordshire Agreed Syllabus of Religious Education. Children’s attention is drawn to major festivals and religious feasts with a view to promoting knowledge, understanding and tolerance.

We give children opportunities to express their spirituality through collective worship. There are daily assemblies which are broadly Christian in nature and are sometimes led by a member of the Parish Clergy. Children lead sharing assemblies where they describe work that they have undertaken. There is a Celebration Assembly every Friday when the children’s achievements are shared with parents and carers. Other special assemblies, services and events are held throughout the year to which parents and carers are invited.

Parents may withdraw their children from assemblies and/or R.E. lessons by informing the head teacher in writing. Alternative provision will be made for these children in school.

PSHE

Including life & living processes/sex education/drug awareness

Through our programme of Personal, Social and Health Education (PSHE), children are encouraged to discuss their emotions and to respect the feelings of others. Children of all ages will learn about life and living processes as part of the National Curriculum for Science. Sex education arises naturally from children’s questions, which are answered honestly and factually.

In Years 5 and 6, as they approach puberty, the children are helped to understand the bodily changes that will happen to them. There is an opportunity for children and parents to
have a talk from the school nurse. Parents may withdraw their children from these lessons if they wish.

We follow County guidelines on drug education.

The school nurse and local police are invited in to school to talk to the children to support this learning when and where appropriate.

**Sports and the Arts**

The school is committed to developing sports and the arts both during lesson time and by providing a wide range of extra-curricular activities.

Some games lessons are taught by qualified sports coaches. The school has several football, rugby and netball teams.

We are a partner school to Rickmansworth School for arts and St Clement Danes School for sports.

All our KS2 children learn the violin and have an opportunity to learn the recorder. A dance and movement group called P’zazz runs one lunchtime a week.

For information on current extra-curricular clubs and activities – see our website/appendix.

**INCLUSIVITY**

**Buddy Families**

Each pupil is a member of one of three Buddy families: Birch (blue), Ash (green), Maple (yellow). These mixed age groups meet regularly to support children in becoming more aware of their feelings and to be sensitive to the needs and feelings of others.

All members of Year 3 and 4 take turns as Buddies to act as playleaders on the
playground.
All of Year 5 and 6 have been trained as peer mediators and take turns at being available in the library during playtimes to help children resolve issues.

School Council

The school council is made up of two representatives from each year group. They meet regularly, share suggestions and make decisions for the benefit of the school. Year 5/6 children are nominated as candidates for the main positions of Chairman, Vice chairman, Treasurer, Secretary, Hospitality, Press officer and Charity Organiser and elections are held at the beginning of each year.

All children are encouraged to put forward ideas to their year group representatives, who in turn bring them to the council meetings. We highly value our pupils having a voice in the running of the school.

Eco Council

The Eco council is made up of a group of Key Stage 2 children who take responsibility for improving the school environment, raising awareness of environmental issues and encouraging everyone to act responsibly. Examples of Eco Council actions include litter collection in the school grounds and energy saving initiatives.

Special Educational Needs and Disability

We appreciate that all children are individuals with unique needs. Many pupils may have special educational needs at some time during their school career. Some will need additional help throughout their schooling; others may only need support for a short time. We aim to meet the needs of every pupil and ensure that we meet all statutory requirements relating to inclusion and equal opportunities.
The school enables pupils to develop strategies for dealing with their needs so that they can access the curriculum and achieve success. If extra provision is needed, parents/carers are involved at all stages and the pupil’s opinion is taken into account. If necessary an Individual Education Plan (IEP) will be drawn up with all parties; this may include referrals to other agencies.

The school’s Inclusion Manager (SENCo) is responsible for ensuring that children receive the necessary support and differentiation. Children with particular needs are supported by teaching assistants within the classroom.

**Gifted and Talented**

We encourage every child to develop their gifts and talents. We aim to instil in all our pupils a commitment to lifelong learning based on effective thinking skills. We carefully monitor progress and provide appropriate pastoral support.

We identify individual pupils who are gifted or talented and provide a suitably differentiated and challenging curriculum for them as necessary.

**ASSESSMENT**

**Assessment Procedures**

Assessment is essential to good teaching. Our teachers use their professional judgement to assess children’s achievements and monitor progress. Target setting is a strong feature of this school which becomes a central focus in their work. Once these are achieved, new targets are given.

Standard Assessment Tasks (SATs) are part of the National Curriculum assessment arrangements. Year 6 sit national tests and Years 3, 4 and 5 take optional tests to assist our target setting process and validate teacher assessment. In Key Stage 1, at the end of Year 2, teacher assessment data is submitted to the Local Authority who monitor whether children are reaching age related expectations.
Records and Reports

Teachers closely monitor the children’s work and records are kept. These are referred to in any discussions with parents, including termly consultation evenings which inform you of your child’s progress.

An annual written report is sent home at the end of every school year.

Any parent who wishes to view their child’s school information records may do so by making a written request to the Head Teacher, giving seven days notice.

PASTORAL CARE

Behaviour

We expect a high standard of responsible behaviour at all times and encourage our children to develop helpful and sensitive attitudes to others. The School Council review our "Golden Rules" at the beginning of each academic year. We want all our children to feel valued members of the community and to be proud of their school. We provide a safe, caring and supportive environment, where everyone is respected. Recognition and praise for effort, achievement and good behaviour will be given in classrooms, around the school and in assemblies.

Child Protection

The welfare and care of each child is a responsibility shared by all who work in the school. The Children Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

If any concerns are raised that a child may be suffering from abuse or neglect, we have a legal obligation to report this to the Children, Schools and Families service.

Details of the current Designated Senior Person (DSP) responsible for this are available from the school office.
All staff and governors undertake child protection training every three years.

Maple Cross School is committed to safeguarding and carries out all necessary checks. A single central record is maintained by the school and monitored by Hertfordshire County Council in accordance with their guidelines. All adults who come into regular contact with the children in school are included in this record.

 Attendance and Absence

Parents have a statutory duty to ensure children attend school regularly, arriving on time. Persistent absence from school has a detrimental effect on your child's progress.

When your child is unable to attend due to illness, you should inform the school before 8.55 am. A letter giving the reasons for the absence should be handed in when your child returns.

If a valid reason is not received then an unauthorised absence will be recorded in the register. Lateness is also recorded on the child's record. If your child is more than 30 minutes late, this will be recorded as an unauthorised absence, unless the lateness is due to a medical appointment. We do encourage parents to arrange non-urgent medical appointments outside school hours.

When a child leaves school early for any reason the parent must sign the 'signing out' book in reception. If your child is going to be late for school, a quick telephone call is appreciated. On arrival please bring your child to the school office and sign the 'late book' in the reception area and let the office know your child's luncheon choice.

Under new Government guidelines all family holidays taken during term time will be unauthorised, as it impairs the children's education and can be disruptive to classes. In very exceptional circumstances holidays may be granted at the discretion of the headteacher.

Unauthorised absences and frequent lateness will be monitored and addressed by the Attendance Improvement Officer, employed by Hertfordshire County Council.

A group of parents operate a 'Walk to School' scheme. Children sign up to the 'Walking Bus'. Parents drop off their children at the meeting point at 8:30am; they are escorted to school by a trained group of leaders.
First Aid

Staff are trained in “Emergency First Aid in Schools” which is updated every three years. Additionally, a selection of staff in Nursery and Reception receive Paediatric First Aid training.

Administration of Medicines – the only medications kept and administered in school are those prescribed by a medical professional for a specifically named pupil and with the consent of the head teacher. The medicine must be brought into school, in its original packaging by the parent/carer who will need to complete and sign an ‘administering medicine request’ form. This will be countersigned by one of the office staff who will ensure the medication is administered as per the dosage instructions. Unused medication must be collected from the office by the parent/carer.

All emergency medication, such as inhalers or epi-pens should be clearly labelled with child’s name and the expiry date. Two of each should be provided, one to be kept in the school office and one with the child in class. Parents should ensure that the office staff and class teacher are aware of the child’s condition. Parents are responsible for ensuring that all medicines are kept in date.

Health care plans are put in place for pupils with complex medical needs. These are reviewed annually by the head teacher. Staff undergo specific training by a health professional as appropriate to specific needs.

Home and School Links - Communication

Links between parents and teachers are vitally important.

Our Home School Agreement, which spells out the responsibilities of the school, parents and children, enables us all to work together to ensure every child makes the most of their educational opportunities. This is issued at the beginning of Reception class for teachers, pupils and parents to sign.

At the beginning of each term, the class teacher sends home a letter outlining the coursework for the term so that parents/carers are able to support their child’s learning.

There are two parent-teacher consultation evenings during the year, in October and March, to discuss individual progress. Another meeting is offered in the summer term, if parents wish to discuss their child’s annual report.

Weekly newsletters are issued on Fridays and are sent home in a brown envelope with other school information. Teachers send letters out about events relating to their
particular class as necessary. Some mail is sent electronically via Parent Mail to all parents who have informed us of their current e-mail address.

Term dates for the current school year and a calendar of events can be found on our website.

Home Tasks and Homework

Parents' positive involvement is vital so we encourage you to help your child at home. Regular, short activities help children most. The class teacher will give regular homework to support the child's class work.

The amount of homework that the school provides is guided by the recommended time allocations by the Department of Education (DoE):

- Years 1 and 2 1 hour per week (Reading, spelling, other literacy/maths work and occasional assignments in other subjects)
- Years 3 and 4 1½ hours per week (Literacy and maths as for Years 1 and 2 with occasional assignments in other subjects)
- Years 5 and 6 30 minutes per day (Regular weekly schedules with continued emphasis on literacy and maths but also ranging widely over the curriculum)

Concerns and Complaints

The school aims to work closely with parents and we encourage you to discuss any problems with the class teacher, SENCo or head teacher, as appropriate at the earliest opportunity. Where these cannot be resolved there is a clear and effective procedure for raising concerns or complaints within the school.

The Governors consider complaints formally. For general complaints and special educational needs issues, they have adopted the procedure recommended by Hertfordshire County Council. There are, in addition, special arrangements for considering complaints about the teaching of the National Curriculum and collective worship in the school. Details of these arrangements are available from the school office.
School Uniform

All pupils should wear our school uniform when attending school, or when participating in school organised events outside of normal school hours.

Our uniform is bright, comfortable, practical and smart. Items with the school logo can be purchased from the school office from 3:00pm-4:00pm on a Friday afternoon for Reception to Year 6, Nursery may purchase uniform between 12:00pm-12:30pm on Friday.

Autumn/Spring Term

- Smart, grey tailored skirt/pinafore/trousers
- White shirt and school tie
  or white polo shirt with school logo (September to October half term only)
- Red sweatshirt or cardigan with embroidered school logo
- White or grey socks
- Black sensible shoes with low heels
  (trainers or platform shoes are not suitable)
- Red/Black School Coat, with school logo (optional)

Summer Term

- Smart, grey tailored skirt /shorts/trousers or red gingham dress
- White shirt and school tie
  or white polo shirt with school logo (June and July only)
- Red sweatshirt or cardigan with embroidered school logo
- White or grey socks
- Black shoes

P.E. Kit:

All children are required to change into a P.E. kit for physical activities.

Indoor P.E.

- Black shorts
- Red T-shirt with school logo

Indoor P.E. lessons take place in the school hall in bare feet.

Outdoor Games

- PE kit, as above, with school tracksuit for extra warmth in colder weather
- Trainers & Football Boots

Swimming - Key Stage 2 for one academic year

- One piece swimsuit (girls) / pair of swimming trunks (boys)
- Small bath towel
- Waterproof bag

Please name all clothing and equipment, clearly and permanently.
Jewellery

We do not permit children to wear any jewellery, as advised by the County Health & Safety Officer. Exceptions to this are small stud earrings in pierced ears but these must be removed, or covered with plasters, for P.E.

Healthy Eating and School Meals

All children from Reception class upwards stay to lunch. They are supervised by our Midday Supervisors and assistants.

We promote healthy eating at lunchtime: school meals, which are cooked on the premises daily, are offered to all children. We provide a Pupil Choice Menu each term for children to pick from a variety of healthy and nutritious meals each day. We offer a selection of two hot dishes, including a vegetarian option, or a school packed lunch. Vegetables grown in the school garden are used by the school kitchen when available. If you would like to view our Pupil Choice Menu for this term please see our website or ask the school secretary.

Before starting full-time school, you and your child are given the opportunity to have a school meal together.

If children bring a packed lunch from home we encourage a healthy balance of food including fruit or vegetables. The school does urge parents not to include crisps or chocolate - no glass bottles, cans or fizzy drinks are permitted.

School meals must be paid for in advance, either weekly or half-termly, current prices can be obtained from the school office.

If you receive benefits, you could be eligible for free school meals. Please see appendix for further information.

Milk

Free milk is provided to children in Nursery (and Reception up until the term they are five) and children who are eligible for free school meals up to the end of Key Stage 1. Milk is available for all other children in Reception, Year 1 and 2 on a termly basis, payable in advance. There is no refund for absences.

Fruit & Vegetables

A free piece of fruit or vegetable is given to Foundation Stage and Key Stage 1 children every day.
Key Stage 2 children may bring in a healthy break time snack (fruit or cereal bar). In line with our health education policy, we do not allow sweets to be brought to school. They should not be included in a child’s lunch box.

**Charges for School Activities**

The school does, from time to time, ask parents or carers to make voluntary donations to help fund some extra curricula activities that enhance the children’s education. We do try to keep all costs to a minimum. Examples where charges are made include:

Optional extras - activities that take place outside school hours
- Replacement of school items broken as a result of a child’s behaviour
- Music lessons which are taught by peripatetic teachers
- Board and lodgings for residential trips
- We do ask parents to contribute towards our mini bus transport costs. It is important that we have the funding to continue to transport our children to sporting, music and academic events

**Out of Hours Care Clubs**

**Breakfast Club**
Breakfast Club is open to Maple Cross Primary School pupils, Reception through to year 6. Our breakfast club is open from 7:30am - 8:50am, Monday to Friday term time only.

**After School Club**
WhizKids Out of Hours Care Club provides an excellent and affordable after school hours service at Maple Cross School for children aged 5 to 11 years old from 3:15pm to 6:00pm during term time.
Access to School

For security, all visitors, including parents, must enter the building by the front door and report to the school office.

Parents and children are encouraged to walk to school.

Use of the school’s small car park is restricted to staff and visitors. For Health & Safety reasons no one should walk into school through the car park.

Pupils coming by car should not use the car park at any time but park safely on nearby roads, and walk into school. All pedestrian access is through the school gate situated on Woodland Road.

School Location:

Helping the School

We encourage parental involvement in school life. Parents with regular time to offer during the day are welcome to come and help in the classrooms. Parents may be invited to accompany school trips to provide additional supervision for the children. The school always welcomes any offers of help and if you have a special talent or hobby to share that might interest the children, please let us know.
PTA

The Parent Teacher Association (PTA) is a fund raising group, co-ordinated by its officers and committee. The money it raises for the school provides additional resources and equipment and is invaluable. The committee organises a wide variety of school and community events and always welcomes offers of help. All parents are automatically members of the PTA and are encouraged to give whatever support they can. For events and further information, please see the school website.

Governors

This school has 12 governors, including four parent governors who are elected by parent ballot for a 4 year term. All parents are notified when a position becomes vacant. Nominations and elections are carried out following the County Council guidelines. For more information about the role and names of current governors please see the governor page on the school website/Appendix. There is also a link to the Governor leaflet; alternatively, this can be obtained from the school office.

We expect all who work in the school to treat as strictly confidential all matters relating to the school, including children’s progress.

ADMISSION, ATTENDANCE AND TRANSFER

Before Applying

You are welcome to visit the school. Please telephone to arrange a suitable time. We hold enjoyable and informative Open Mornings termly when parents can come along to visit the school, meet the head teacher and staff and talk to the children.
Applications

Nursery Applications are made directly to the Hertfordshire County Council admissions team during the spring term. Applications are encouraged to be made electronically (www.hertsdirect.org/admissions), but parents who do not have access to the internet can request a paper pack from the admissions team.

The Reception Application process commences in November, with the final deadline in January, all offers will be made in early April. Where possible, applications should be made online (www.hertsdirect.org/admissions). If your child is in our Nursery class, it does not give your child an automatic place in Reception.

In Year Admissions can be available for children from Reception Class to Year 6. Applications should be made on line (www.hertsdirect.org/admissions) or alternatively packs can be obtained from the school office for parents who do not have access to the internet.

Admission Criteria

As a Local Education Authority school, Hertfordshire County Council sets our admission criteria in the event of oversubscription. Generally priority will be given to siblings of existing pupils, followed by proximity to the school. If the school is oversubscribed you will be invited to join a waiting list. We list the full criteria in the appendix.

Admission

Our Foundation Stage runs a separate nursery and reception class. Children join our nursery class the year they are three, starting at the beginning of the school academic year in September, mornings only. When children reach the reception class, the following September, they stay for the full day. At the end of the Reception Class year the whole class move to Year 1, the first year of Key Stage 1.
Secondary Transfer

At the age of eleven, our children transfer to a wide range of secondary schools depending on parental preference, places available and various secondary school selection procedures.

Further information about secondary schools can be obtained through the county admissions booklet, individual secondary schools and Student Services South Admission Team at County Hall, Pegs Lane, Hertford, SG13 8DF.

The school provides information, support and advice for parents of children in Year 6 at transfer stage.

We have several secondary schools who take children based on academic ability. This is measured with a test in early September. To take this test your child must be registered in the summer term. The schools send out reminders. The following schools use this test:

- Watford Grammar School for Boys
- Watford Grammar School for Girls
- St Clement Danes School
- Rickmansworth School
- Bushey Mead School
- Queens’ School
- Parmiter’s School

For further information please refer to the www.swhertsschools.org.uk website.
Useful information – appendices

Appendix A:
Academic Years 2014-15, 2015-16 & 2016-17 Term dates, Organisation and School Day times

Appendix B1&2:
Assessment - KS1 and KS2 information

Appendix C:
Staff - Teaching and Support

Appendix D:
Governors - Names and Responsibilities

Appendix E:
Home School Agreement

Appendix F:
Uniform Price List

Appendix G:
School Dinners/Infant Milk and Free School Meal Entitlement

Appendix H:
Admissions - Criteria, Process and Open Mornings

Appendix I:
Local Authority Information
Appendix A:

**TERM DATES**

**AUTUMN 2014-SUMMER 2015**

The academic year or school year runs from 1st September to 31st August. The school has approximately five INSET days and Occasional days per year. Whenever possible the school has these days either at the beginning or at the end of a term or half term so as to cause minimum disruption to pupils and families.

The last day of each term school closes at 1:30pm

<table>
<thead>
<tr>
<th>Autumn Term 2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 1st September to Friday 19th December 2014</td>
<td>Autumn Term</td>
</tr>
<tr>
<td>Monday 1st September</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Tuesday 2nd September</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 27th to Friday 31st October 2014</td>
<td>Half Term</td>
</tr>
<tr>
<td>Monday 22nd December 2014 to Friday 2nd January 2015</td>
<td>Christmas Break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Term 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 5th January to Thursday 2nd April 2015</td>
<td>Spring Term</td>
</tr>
<tr>
<td>Monday 5th January</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Tuesday 6th January</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 16th to Friday 20th February 2015</td>
<td>Half Term</td>
</tr>
<tr>
<td>Friday 3rd to Friday 17th April 2015</td>
<td>Easter Break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Term 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 20th April to Wednesday 22nd July 2015</td>
<td>Summer Term</td>
</tr>
<tr>
<td>Monday 20th April</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Tuesday 21st April</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 4th May 2015</td>
<td>May Bank Holiday</td>
</tr>
<tr>
<td>Monday 25th to Friday 29th May 2015</td>
<td>Half Term</td>
</tr>
<tr>
<td>Monday 20th July</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Tuesday 21st July</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Wednesday 22nd July</td>
<td>Occasional day</td>
</tr>
</tbody>
</table>
TERM DATES
AUTUMN 2015-SUMMER 2016

The academic year or school year runs from 1st September to 31st August. The school has approximately five INSET days and Occasional days per year. Whenever possible the school has these days either at the beginning or at the end of a term or half term so as to cause minimum disruption to pupils and families.

The last day of each term school closes at 1:30pm

<table>
<thead>
<tr>
<th>Autumn Term 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 2nd September to Friday 18th December 2015</td>
<td>Autumn Term</td>
</tr>
<tr>
<td>Wednesday 2nd September 2015</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Thursday 3rd September 2015</td>
<td>School closed</td>
</tr>
<tr>
<td>Friday 4th September 2015</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 26th to Friday 30th October ’15</td>
<td>Half Term</td>
</tr>
<tr>
<td>Monday 23rd December 2015 to Friday 3rd January 2016</td>
<td>Christmas Break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Term 2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 4th January to Friday 1st April 2016</td>
<td>Autumn Term</td>
</tr>
<tr>
<td>Monday 4th January 2016</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Tuesday 5th January 2016</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 15th to Friday 19th February ’16</td>
<td>Half Term</td>
</tr>
<tr>
<td>Friday 25th March 2016</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Monday 28th March 2016</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>Tuesday 29th March to Friday 1st April</td>
<td>LAST WEEK OF TERM</td>
</tr>
<tr>
<td>Monday 4th April to Friday 15th April 2016</td>
<td>School OPEN</td>
</tr>
<tr>
<td></td>
<td>Easter Break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Term 2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 18th April to Wednesday 25th July 2016</td>
<td>Summer Term</td>
</tr>
<tr>
<td>Monday 18th April 2016</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Tuesday 19th April 2016</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 2nd May 2016</td>
<td>May Bank Holiday</td>
</tr>
<tr>
<td>Monday 30th May to Friday 3rd June ’16</td>
<td>Half Term</td>
</tr>
<tr>
<td>Friday 21st July 2016</td>
<td>Last Day of Term</td>
</tr>
<tr>
<td>Monday 25th July 2016</td>
<td>Occasional day</td>
</tr>
</tbody>
</table>

School closed
**TERM DATES**  
**AUTUMN 2016-SUMMER 2017**

The academic year or school year runs from 1st September to 31st August. The school has approximately five INSET days and Occasional days per year. Whenever possible the school has these days either at the beginning or at the end of a term or half term so as to cause minimum disruption to pupils and families. The last day of each term school closes at 1:30pm

<table>
<thead>
<tr>
<th>Autumn Term 2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 1&lt;sup&gt;st&lt;/sup&gt; September to Wednesday 21&lt;sup&gt;st&lt;/sup&gt; December 2106</td>
<td>Autumn Term</td>
</tr>
<tr>
<td>Thursday 1&lt;sup&gt;st&lt;/sup&gt; September 2016</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Friday 2&lt;sup&gt;nd&lt;/sup&gt; September 2016</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Monday 5&lt;sup&gt;th&lt;/sup&gt; September 2016</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 24th to Friday 28&lt;sup&gt;th&lt;/sup&gt; October ’16</td>
<td>Half Term</td>
</tr>
<tr>
<td>Monday 23rd December 2015 to Friday 4&lt;sup&gt;th&lt;/sup&gt; January 2017</td>
<td>Christmas Break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Term 2017</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 5 January to Friday 31&lt;sup&gt;st&lt;/sup&gt; March 2017</td>
<td>Spring Term</td>
</tr>
<tr>
<td>Thursday 5&lt;sup&gt;th&lt;/sup&gt; January 2017</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Friday 6&lt;sup&gt;th&lt;/sup&gt; January 2017</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 13&lt;sup&gt;th&lt;/sup&gt; to Friday 17&lt;sup&gt;th&lt;/sup&gt; February ’17</td>
<td>Half Term</td>
</tr>
<tr>
<td>Monday 3&lt;sup&gt;rd&lt;/sup&gt; April to Monday 17&lt;sup&gt;th&lt;/sup&gt; April 2017</td>
<td>Easter Break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Term 2017</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 18th April to Monday 24&lt;sup&gt;th&lt;/sup&gt; July 2017</td>
<td>Summer Term</td>
</tr>
<tr>
<td>Tuesday 18&lt;sup&gt;th&lt;/sup&gt; April 2017</td>
<td>Inset Day</td>
</tr>
<tr>
<td>Wednesday 19&lt;sup&gt;th&lt;/sup&gt; April 2017</td>
<td>Return to School</td>
</tr>
<tr>
<td>Monday 1&lt;sup&gt;st&lt;/sup&gt; May 2017</td>
<td>May Bank Holiday</td>
</tr>
<tr>
<td>Monday 29th May to Friday 2&lt;sup&gt;nd&lt;/sup&gt; June ’17</td>
<td>Half Term</td>
</tr>
<tr>
<td>Friday 21&lt;sup&gt;st&lt;/sup&gt; July 2017</td>
<td>Last Day of Term</td>
</tr>
<tr>
<td>Monday 24&lt;sup&gt;th&lt;/sup&gt; July 2017</td>
<td>Occasional day</td>
</tr>
</tbody>
</table>
The School’s Organisation

Organisation

Butterflies Pre-School - from 2 years of age (mornings + 3 afternoons)
Nursery - 3 to 4 years of age (mornings only)
Main School - 4 to eleven years (full time)

The primary stage of education is split into three stages:

EARLY YEARS - Nursery & Reception (rising 4s & 5 year olds)
KEY STAGE ONE - Years 1 & 2 (5 to 7 year olds)
KEY STAGE TWO - Years 3 to 6 (7 to 11 year olds)

School Day and Sessions Times

Butterflies Pre-School  morning session - 8.55 a.m. - 11.45 a.m.
(Privately run) Lunch club and afternoon session 1.00 p.m. - 3.00 p.m.

Breakfast Club
7:30 a.m. - 8:50 a.m.

Nursery
- morning session - 8.50 a.m. - 12:00 p.m.

Main School
- morning session - 8.50 a.m. - 12:15 p.m.
- morning break KS2 - 10.15 a.m. - 10.35 a.m.
- morning break KS1 - 10.35 a.m. - 10.55 a.m.
- lunch break - 12.15 p.m. - 1.00 p.m.
- afternoon session - 1.00 p.m. - 3.15 p.m.

Whiz Kids After School Club
3:15 p.m. - 5:30 p.m.
(Privately run)

Classroom doors open at 8:50 a.m. and close at 8:55 a.m. For safety reasons, any child arriving after 8:55 a.m. must come to the office to be recorded in the late book.
## KS1 Results 2014

<table>
<thead>
<tr>
<th></th>
<th>SCHOOL</th>
<th>COUNTY</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1 Phonics</strong></td>
<td>89.7%</td>
<td>76.7%</td>
<td>+ 23%</td>
</tr>
<tr>
<td><strong>% KEY STAGE 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KS1 Speaking/Listening</td>
<td>57.1</td>
<td>32.1</td>
<td>-4.2</td>
</tr>
<tr>
<td>KS1 Reading</td>
<td>89.3</td>
<td>35.7</td>
<td>-2.6</td>
</tr>
<tr>
<td>KS1 Writing</td>
<td>85.7</td>
<td>28.6</td>
<td>-2.9</td>
</tr>
<tr>
<td>KS1 Maths</td>
<td>92.9</td>
<td>25.0</td>
<td>-0.6</td>
</tr>
<tr>
<td>KS1 Science</td>
<td>89.3</td>
<td>10.0</td>
<td>-3.5</td>
</tr>
<tr>
<td>KS1 RWM/RWMS – APS</td>
<td>16.5</td>
<td>16.1</td>
<td>+/-0</td>
</tr>
</tbody>
</table>

## KS2 Results 2014

<table>
<thead>
<tr>
<th></th>
<th>SCHOOL</th>
<th>COUNTY</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>% KEY STAGE 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KS2 GPS</td>
<td>0.0</td>
<td>100</td>
<td>14.9</td>
</tr>
<tr>
<td>KS2 Reading</td>
<td>0.0</td>
<td>100</td>
<td>4.9</td>
</tr>
<tr>
<td>KS2 Writing (TA)</td>
<td>11.1</td>
<td>88.9</td>
<td>2.7</td>
</tr>
<tr>
<td>KS2 Maths</td>
<td>0.0</td>
<td>100</td>
<td>8.3</td>
</tr>
<tr>
<td>RW/M</td>
<td>0.0</td>
<td>88.9</td>
<td>4.8</td>
</tr>
<tr>
<td><strong>Overall APS (RWM)</strong></td>
<td>30.2</td>
<td>29.4</td>
<td>0.8</td>
</tr>
</tbody>
</table>
### Appendix C:

**Staff -Teaching Staff / Support Staff**  
**2014/2015**

<table>
<thead>
<tr>
<th><strong>Schools Management Team</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Teacher</td>
<td>Mr Duncan Roberts</td>
</tr>
<tr>
<td>Deputy Head Teacher</td>
<td>Mrs H Trickett</td>
</tr>
<tr>
<td>Inclusion Manager</td>
<td>Mrs C Machin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Class Teachers</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Early Years Foundation - (Years Nursery &amp; Foundation)</strong></td>
<td></td>
</tr>
<tr>
<td>Mrs Hilary Lambert</td>
<td>Nursery Class Teacher</td>
</tr>
<tr>
<td>Mrs H Trickett</td>
<td>Reception Class Teacher and Early Years Lead</td>
</tr>
<tr>
<td>Mrs C Francis</td>
<td>Reception Class Teacher</td>
</tr>
<tr>
<td><strong>Phase 1 - (Years 1, 2 &amp; 3)</strong></td>
<td></td>
</tr>
<tr>
<td>Miss Nicole Powell</td>
<td>Year 1 Class Teacher</td>
</tr>
<tr>
<td>Miss Emma Corrigan</td>
<td>Year 2 Class Teacher</td>
</tr>
<tr>
<td>Mr Sebastian Brummell</td>
<td>Year 3 Class Teacher</td>
</tr>
<tr>
<td><strong>Phase 2 - (Years 4,5 &amp; 6)</strong></td>
<td></td>
</tr>
<tr>
<td>Ms Anjali Thanki</td>
<td>Year 4 Class Teacher</td>
</tr>
<tr>
<td>Mr Nick Flint</td>
<td>Year 5 Class Teacher</td>
</tr>
<tr>
<td>Mrs Emma Fawcett</td>
<td>Year 6 Class Teacher</td>
</tr>
<tr>
<td><strong>Support Staff</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Early Years Foundation Stage Support Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Miss Alice Tims</td>
<td>Teaching Assistant Foundation Stage Learning Support</td>
</tr>
<tr>
<td>Mrs Jill Biss</td>
<td>Teaching Assistant Foundation Stage Learning Support</td>
</tr>
<tr>
<td>Mrs Alicja Hunter</td>
<td>Teaching Assistant Foundation Stage Learning Support</td>
</tr>
<tr>
<td>Miss Leoni</td>
<td>Teaching Assistant Foundation Stage Learning Support</td>
</tr>
</tbody>
</table>
### Phase 1 – Learning Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Sharon Manser</td>
<td>Teaching Assistant Phase 1 (Year 1, 2, &amp; 3) Mid-day Supervisory Assistant</td>
</tr>
<tr>
<td>Mr Geoff Watson</td>
<td>Teaching Assistant Phase 1 (Year 1, 2, &amp; 3) Mid-day Supervisory Assistant</td>
</tr>
<tr>
<td>Mrs Jackie Sheekey</td>
<td>Teaching Assistant Phase 1 (Year 1, 2, &amp; 3) Mid-day Supervisory Assistant</td>
</tr>
<tr>
<td>Ms Precious Agho</td>
<td>Teaching Assistant Phase 1 (Year 1, 2, &amp; 3) Mid-day Supervisory Assistant</td>
</tr>
</tbody>
</table>

### Phase 2 – Learning Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Angela O'Reilly</td>
<td>Teaching Assistant Phase 2 (Year 4, 5 &amp; 6) Mid-day Supervisory Assistant</td>
</tr>
<tr>
<td>Ms Ruth Barr</td>
<td>Teaching Assistant Phase 2 (Year 4, 5 &amp; 6) Mid-day Supervisory Assistant</td>
</tr>
<tr>
<td>Mrs Samantha Bates</td>
<td>Teaching Assistant Phase 2 (Year 4, 5 &amp; 6) Mid-day Supervisory Assistant</td>
</tr>
<tr>
<td>Mrs Karen Wallace</td>
<td>Teaching Assistant Phase 2 (Year 4, 5 &amp; 6)</td>
</tr>
</tbody>
</table>

### Office Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Anita Wilson</td>
<td>Headteacher’s PA/Finance Secretary</td>
</tr>
<tr>
<td>Mrs Philippa Gosden</td>
<td>Administration Assistant Clerk to the Governors</td>
</tr>
</tbody>
</table>

### Caretaker/Cleaner

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Jim Smith</td>
<td>Caretaker</td>
</tr>
<tr>
<td>Mrs Linda Bowdrey</td>
<td>Cleaner</td>
</tr>
<tr>
<td>Ms Michelle Resco</td>
<td>Cleaner</td>
</tr>
</tbody>
</table>

### Catering

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Theresa Chamberlin</td>
<td>Catering Manager</td>
</tr>
<tr>
<td>Ms Nicola Bennett</td>
<td>Catering Assistant</td>
</tr>
</tbody>
</table>

### Mid-Day Supervisory Assistants

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Ruth Barr</td>
<td>Mrs Linda Bowdrey</td>
</tr>
<tr>
<td>Ms Michelle Resco</td>
<td>Mrs Angela Woods</td>
</tr>
<tr>
<td>Ms Lucy Stickley</td>
<td>Mrs Jeanette Dumbleton</td>
</tr>
<tr>
<td>Mr Geoff Watson</td>
<td>Ms Precious Agho</td>
</tr>
</tbody>
</table>

### Breakfast Club

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Jeanette Dumbleton</td>
<td>Mrs Theresa Chamberlin</td>
</tr>
<tr>
<td>Ms Michelle Resco</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix D:
### School Governors and Responsibilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Duncan Roberts</td>
<td>Headteacher</td>
<td>Resources &amp; Personnel Education &amp; Strategic Planning</td>
</tr>
<tr>
<td>Mr Colin Crook</td>
<td>Chair of Governors</td>
<td>Resources &amp; Personnel Education &amp; Strategic Planning</td>
</tr>
<tr>
<td></td>
<td>LEA Governor</td>
<td></td>
</tr>
<tr>
<td>Mr John Reynolds</td>
<td>Vice Chair</td>
<td>Education &amp; Strategic Planning</td>
</tr>
<tr>
<td></td>
<td>Parent Representative</td>
<td></td>
</tr>
<tr>
<td>Mr Selcuk Bir</td>
<td>Parent Representative</td>
<td>Resources &amp; Personnel</td>
</tr>
<tr>
<td>Mr Sebastian Brummell</td>
<td>Teacher Representative</td>
<td></td>
</tr>
<tr>
<td>Mr Steve Cook</td>
<td>Non Teacher Representative</td>
<td></td>
</tr>
<tr>
<td>Mrs Amanda Erasmus</td>
<td>Parent Representative</td>
<td>Education &amp; Strategic Planning</td>
</tr>
<tr>
<td>Mr Richard Page</td>
<td>Parent Representative</td>
<td>Resources &amp; Personnel</td>
</tr>
<tr>
<td>Ms Abbie Ranns</td>
<td>Co-Opted Governor</td>
<td>Education &amp; Strategic Planning</td>
</tr>
<tr>
<td>Mrs Ann Shaw</td>
<td>Co-Opted Governor</td>
<td>Education &amp; Strategic Planning</td>
</tr>
<tr>
<td>Ms Louisa Sillett</td>
<td>Co-Opted Governor</td>
<td>Education &amp; Strategic Planning</td>
</tr>
<tr>
<td>Mrs Philippa Gosden</td>
<td>Clerk to the Governors</td>
<td></td>
</tr>
</tbody>
</table>

To contact a school governor please telephone the school office on 01923 773189 Option 4. Alternatively you may e-mail the chair of governors at chair@maplecross.herts.sch.uk.
Appendix E:

Home School Agreement

Our Golden Rules
We listen carefully to each other and when we want to speak, we wait our turn politely.
We try our best at everything.
We are polite and well-mannered to everyone.
We care for our school and its property.
We always walk, never run indoors.
We are prepared and organised for school.
We are proud to belong to MAPLE CROSS SCHOOL.

We recommend parents/carers read our Behaviour and Attendance policies on the school website.
If you have any queries or concerns regarding this agreement, please contact:
Duncan Roberts, Headteacher

MAPLE CROSS JMI & NURSERY SCHOOL

Densham Way, Rickmansworth, Herts, WD3 9SS
Tel: 01923 773199 Fax: 01923 711281
Email: admin@maplecross.herts.sch.uk

“We care for each other and achieve our best.”

Agreement for children
To help me at school, I will:
• do my best in my lessons and learn
• be respectful of other people and of equipment
• talk at home about what I learn at school
• do my homework/extended learning
• behave well and keep the Golden Rules
• come to school regularly and be on time
• learn co-operatively with others and be inclusive

Signed: ____________________________
Child’s Name: _______________________

Agreement for school
To help your child at school, we will:
• encourage children to do their best at all times
• inform parents and carers what we plan to teach each term and how their children are progressing
• ensure the safety, happiness and self-confidence of all children
• be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the daily life of the school
• offer a broad and balanced curriculum that meets the needs of all children
• contact parents and carers if we have any concerns about their child
• set, mark and monitor children’s homework in keeping with the school’s policy

Signed: ____________________________
Teachers Name: _______________________

Agreement for parents/carers
To help my child at school, I will:
• make sure that my child arrives in school on time and is collected on time
• make sure that my child attends school regularly and inform the school of the reason for any absence
• support the school in maintaining good behaviour and discipline
• support my child with homework and other learning opportunities and listen to my child read
• attend open evenings for parents
• ensure that my child wears the school uniform and follows the school dress code
• let school know if there are any problems that may affect my child’s ability to learn
• make sure my child has their book bag, PE kit, pencil case and spellings that could cause offence
• not deliberately upload photos or comments that could cause offence
• not upload images of school events that include children other than my own

Signed: ____________________________
Parent’s Name: _______________________

28
## Maple Cross JMI School
### Uniform Price List – Autumn 2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Colour</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweatshirt - V-Neck [with Logo] #</td>
<td>Red</td>
<td>22 (3yrs), 24 (3/4yrs), 26 (5/6yrs), 28 (6/7yrs), 30 (7/8yrs), 32 (9/10yrs), 34 (11/12yrs), 36 (13/15)</td>
<td>9.50</td>
</tr>
<tr>
<td>Sweat Cardigan [with School Logo] #</td>
<td>Red</td>
<td>24 (3/4yrs), 26 (5/6yrs), 28 (6/7yrs), 30 (7/8yrs), 32 (9/10yrs), 34 (11/12yrs), 36 (13/15)</td>
<td>£10.00</td>
</tr>
<tr>
<td>Jacket - Reversible Mistral [School Logo] #</td>
<td>Black</td>
<td>3/4, 5/6, 7/8, 9/10, 11/12, 13</td>
<td>£15.50</td>
</tr>
<tr>
<td>Jacket - Reversible Mistral [School Logo] #</td>
<td>Red</td>
<td>3/4, 5/6, 7/8, 9/10, 11/12, 13</td>
<td>£15.50</td>
</tr>
<tr>
<td>Book Bag [School Logo]</td>
<td>Black</td>
<td>One Size</td>
<td>£4.50</td>
</tr>
<tr>
<td>PE Bag [School Logo]</td>
<td>Red</td>
<td>One Size</td>
<td>£4.00</td>
</tr>
<tr>
<td>School Tie</td>
<td>Red</td>
<td>Short (infant), Long (junior)</td>
<td>£4.00</td>
</tr>
<tr>
<td>Cap (summer only) #</td>
<td></td>
<td>Base Ball Caps</td>
<td>£3.50</td>
</tr>
<tr>
<td>Cap (summer only) #</td>
<td></td>
<td>Sun Hats</td>
<td>£4.50</td>
</tr>
<tr>
<td>Recorders</td>
<td></td>
<td></td>
<td>£8.25</td>
</tr>
<tr>
<td>PE T-Shirt - Champion [School Logo] #</td>
<td>Red</td>
<td>2, 3/4, 5/6, 7/8, 9/10, 11/13, 13/15</td>
<td>£4.00</td>
</tr>
<tr>
<td>Sports Sweatshirt - Crew Neck by SWFL School [School Logo] #</td>
<td>Black</td>
<td>20&quot; (1/2yrs), 24&quot; (3/4yrs), 26&quot; (5/6yrs), 28&quot; (6/7yrs), 30&quot; (7/8yrs), 32&quot; (9/10yrs), 34&quot; (11/12yrs), 36&quot; (13/15)</td>
<td>£9.00</td>
</tr>
<tr>
<td>Jog Pants</td>
<td>Black</td>
<td>16 Inch Waist (Chest 22), 18 Inch Waist (Chest 24), 20 Inch Waist (Chest 26), 22 Inch Waist (Chest 28), 24 Inch Waist (Chest 30), 26 Inch Waist (Chest 32), 28 Inch Waist (Chest 34)</td>
<td>£8.50</td>
</tr>
<tr>
<td>2011 Polo Shirt [School Logo] #</td>
<td>White</td>
<td>3/4, 5/6, 7/8, 9/10, 11/12, 13/15</td>
<td>£7.25</td>
</tr>
</tbody>
</table>

Please note items with # may be purchased on line at [https://shop.price-buckland.co.uk/maplecross/](https://shop.price-buckland.co.uk/maplecross/)

Alternatively all the above may be purchased from the school office.
Send in a list with size, price and quantity along with cash or cheque.
We do not accept card payments.
Appendix G:

School Dinners/Infant Milk/Free School Meals Entitlement

School Dinner/Milk Pricing
September 2014- July 2015

<table>
<thead>
<tr>
<th>Meals</th>
<th>Price</th>
<th>(Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery Meals</td>
<td>£2.05</td>
<td>(2014-2015)</td>
</tr>
<tr>
<td>Infants (Reception &amp; KS1)</td>
<td>Free</td>
<td></td>
</tr>
</tbody>
</table>

Nursery Milk Free to all pupils in Nursery class

Infant Milk (payable from the term the child turns five); please contact the office who will advise you of the termly cost of infant milk. Milk must be ordered and paid in advance.

Parents in receipt of Free school meals may have Free Milk up to the end of KS1.

Free School Meals Entitlement and Pupil Premium Grant

If you are in receipt of any of the following you might be eligible for free school meals and your child’s education supported by the ‘Pupil Premium Grant’.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty’s Revenue and Customs)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

You may also be eligible for assistance with instrument tuition, but this does depend on funding being available and parents must apply on a yearly basis.

Ideally you need to apply in the 3 months before your child starts school. If you apply online at www.hertsdirect.org/freeschoolmeals you will benefit from annual automated renewal but if circumstances change you must notify Children Schools & Families. You may also contact CSF on 0300 1234 048.

From September 2014 all Reception and KS1 children will benefit from FREE hot dinners cooked on the school premises by Mrs Chamberlain our school cook. However, if you think you are also eligible for Free School Meals under the above criteria we strongly recommend you apply as this will qualify your child for the Pupil Premium Grant which will support your child’s education for the next six years.
Appendix H:

Admission Criteria in the event of oversubscription 2014-2015

As a Local Education Authority school, Hertfordshire County Council sets our admission criteria in the event of oversubscription:

1. Children with Special Educational Needs whose statutory Statement under the 1996 Education Act names the school as the appropriate school for the child. Priority will be given if your child has a Statement of Special Educational Needs, which names this school.

2. Children whose brothers or sisters attend the school and who will be there at the time of admission. (Brothers or sisters need to be attending this school when your child starts his or her reception class, not nursery. This rule applies to stepbrothers and stepsisters living with the child at the same address.)

3. Children who have a compelling medical reason are tested by a medical practitioner which the county council is satisfied makes attendance at that particular school essential (Very few places are offered under this rule. It is meant to give priority to children who have an exceptional illness or disability, which means they can only go to one school. The evidence must be provided by a doctor.)

4. Children who have a compelling social reason for attending the school. (Very few places are offered under this rule. The kinds of overriding social reasons which would be accepted are where there is evidence that the child’s education would be seriously affected if he or she did not go to a particular school. For example, where a family break-up has made relationships very difficult at the possible alternative school or the parent has a physical disability.)
Admission Process

The admission process follows the general time scales given below. Each year the exact start and end dates vary.

<table>
<thead>
<tr>
<th></th>
<th>Applications open</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary</td>
<td>September</td>
<td>October</td>
</tr>
<tr>
<td>Primary</td>
<td>November</td>
<td>January</td>
</tr>
<tr>
<td>Nursery</td>
<td>February</td>
<td>March</td>
</tr>
</tbody>
</table>

**NOTE:** Although your child may already be in our nursery class you DO still need to apply for a reception place and all applications are encouraged to be completed online. If you require assistance please come to the school office.

Admission Data Collection Form

When you have received confirmation from Hertfordshire County Council that your child has been offered a place and you have accepted, please completed the attached Data Collection forms and return to the school office.
Appendix I:

The Local Authority (LA)

Maple Cross JMI School & Nursery is maintained by Hertfordshire County Council and is in the County South Division. If you have any questions about the Local Education Authority’s policies, they should be addressed to:

Director of Education,
Children, School and Families
Hertfordshire County Council
County Hall
Hertford
SG13 8DF
Phone: (01992) 555555

The Herts Improvement Partner (HIP) supporting Maple Cross JMI & Nursery School is:

Terry Willis
Hertfordshire Development Centre
Robertson House
Six Hills Way
Stevenage
SG1 2FQ
Phone: (01438) 845111

General Enquiries:
Parent and Student Services
County Hall
Hertford
SG13 8DF
Phone: (01992) 555827
Privacy Notice - Data Protection Act 1998

We Maple Cross JMI School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child/children from previous schools. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

The information includes your child/children’s contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about your child/children to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about your child/children to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information we hold or share about your child(ren), please contact Mrs A Wilson or Mrs P Gosden

If you need more information about how the Local Authority and DfE store and use this information, then please go to the following websites:

http://www.hertsdirect.org/services/edlearn/privsch/ and

http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you cannot access these websites, please contact the LA or DfE as follows:

Data Protection Team
Information Governance Unit
Room C1
County Hall
Pegs Lane
Hertford London
SG13 8DQ
E-mail: data.protection@hertscc.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
SW1P 3BT
Website: www.education.gov.uk
E-mail: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288