



UPSHIRE PRIMARY FOUNDATION SCHOOL

Upshire Road, Waltham Abbey, Essex EN9 3PX

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Email: office@upshire.essex.sch.uk

www.upshireprimaryschool.com

INSPIRE * EXCITE * ACHIEVE

Imagine an inspiring and exciting environment where learning happens because children want to achieve!



Headteacher

Mr Ross Jones

Chair of Governors:

Mrs Claire Godden

Status and Character:

Foundation Primary School
Boys and girls aged 4-11 years

**Number of Pupils
July 2025**

202

Dear Parents/Carers

Welcome to Upshire Primary Foundation School.

The education of your child is a joint venture between you, the parent and the staff of Upshire Primary Foundation School.

Our aim is to provide opportunities for all children to achieve their full potential academically, creatively, socially, physically and emotionally in a happy, supportive, caring and inspiring environment. Our friendly school provides a strong foundation on which children can build these skills.

To aid this process we consider a good working partnership between home and school to be essential. We expect parents to fully support the school and the values it stands for.

We have high expectations of learning, application, behaviour and achievement. We expect all children to work hard, to do their best in their learning and behave well.

We hope that your child will enjoy being in our school and gain a variety of new experiences, new skills and reach their full potential.

If you would like to arrange a visit to see our principles in action, please do not hesitate to contact me.

Kind regards,

A handwritten signature in black ink, appearing to read 'Ross Jones', written in a cursive style.

Mr Ross Jones
Headteacher

OUR MISSION STATEMENT

We aim to provide opportunities for all children to achieve their full potential academically, creatively, socially, physically and emotionally in a happy, supportive, caring and inspiring environment.

At Upshire Primary Foundation School every child matters. We want our pupils to be safe, to be healthy, to be able to enjoy and achieve, to be able to make a positive contribution to the school and the wider community and to lay the foundations to enable them to achieve economic well-being in adult life.

OUR VISION

INSPIRE*EXCITE*ACHIEVE

Imagine an inspiring and exciting environment where learning happens because children want to achieve.

OUR CORE VALUES:

Trustworthy
Enthusiastic
Respectful
Resilient
Independent
Fair
Inclusive
Caring

EQUAL OPPORTUNITY STATEMENT

At Upshire Primary Foundation School we aim to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and everyone at our school is considered equal in the learning partnership. When children have additional needs we make arrangements to accommodate these needs.

UPSHIRE PRIMARY FOUNDATION SCHOOL SAFEGUARDING CHILDREN STATEMENT

At Upshire Primary Foundation School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. The school therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place. Our Child Protection Policy is available on the school website and a hard copy available on request.

RACIAL EQUALITY STATEMENT

At Upshire Primary Foundation School, pupils will be prepared for life in an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated then the school welcomes and values a response. It is in working together that we will make our school even better.

OUR SCHOOL

There has been a school in Upshire since 1874. It was then housed in a building on the Warlies Estate. The present school has been on this site since 1939. The buildings have been extended and altered during this time. A major refurbishment was carried out during 1989/90 with redecoration and upgrading of many facilities.

Upshire Primary Foundation School is a co-educational primary school for children aged four years to eleven years of age. The standard number for admittance during the academic year is 30 and we currently have 202 children on roll, although this number does fluctuate. There is also a Pre-school on the site which admits children part time from the age of 9 months and offers morning and afternoon sessions.

A particularly beautiful feature of the building is the lovely abstract stained-glass window, which overlooks the main staircase. This was designed by a local Essex artist whilst working with a group of children from Upshire Primary Foundation School. It represents the forest, its leafy glades and the birdsong, which permeates the trees.

The school has its own spacious playing field, two tarmac playgrounds, an adventure trail, outside classroom, wildlife areas and attractive grounds. The school building has a rural aspect overlooking fields where horses frequently graze.

The town of Waltham Abbey with its beautiful Abbey Church and wealth of historic fact and legend is just a mile away and is used as an educational resource by the children. The forest is also very accessible and can be used as a source of study and interest. The Lea Valley Park with its waterways and neighbouring farmlands is also nearby.

SCHOOL ORGANISATION

Upshire Primary Foundation School caters for children between the ages of 4 and 11. This consists of the Foundation Stage, Key Stage One and Key Stage Two.

The school is one form entry and is organised into a Reception Class, Year 1 Class, Year 2 Class, Year 3 Class, Year 4 Class, Year 5 Class, and Year 6 Class.

The children are taught in a variety of styles; whole class, small groups and individual opportunities are also provided for independent and personalised learning.

At the end of Year 6, which is in the September after they are 11, the children move to secondary school. Our local secondary school is King Harold Academy.

ADMISSION ARRANGEMENTS

The Local Authority deals with the admission arrangements for Reception pupils only at the start of the new academic year.

For all other applications, including mid-term, please contact the school office.

FLEDGLINGS/HATCHLINGS PRE-SCHOOL

There are 32 morning and afternoon sessions available in Fledglings Pre-school for 3 and 4 year olds. There are also 20 morning and afternoon sessions for 2 year olds in the Hatchlings provision. New for September 2024 there are also 12 spaces available for babies from the age of 9 months to 2 years. For further details please call Fledglings on 01992 805153, email preschool@upshire.essex.sch.uk or call the main school number.

RECEPTION

There are 30 full time places available in our Reception Class for academic year 2025/2026. Transfer from the Pre-school to the Reception Class is not automatic.

Parents apply for a place by completing an on-line application which is available on the essex.gov.uk website. Alternatively, a downloadable application form can also be found on the same website. There is a deadline for the return of forms.

Places in the Reception Class are offered in accordance with the school's Admissions Policy. This is administered by the Local Authority, not the school.

2025/2026 Admissions

All children are offered full-time education from September each year.

SCHOOL TIMES

The school day starts at 8.40am and ends at 3.10pm. Lunchtime is between 12.00pm – 1.00pm.

ATTENDANCE

For a child to succeed in school it is important that he/she attends regularly and on time. Where this does not happen, a child is being denied access to teaching and may fall behind. The target for all pupils in school is 96% attendance. If your child is ill or has an appointment with the doctor or dentist please notify the school by telephone, letter or in person. Children should return to school following appointments. When no reason for an absence is given, this will count as an Unauthorised Absence. Please try to arrange appointments out of school hours whenever possible.

If there are **exceptional** circumstances as to why you are unable to take holidays in school holiday times you may apply to the Headteacher, however, *this is not an entitlement* and may be declined. If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Educational Welfare Service who may issue a Penalty Notice.

Certificates are awarded at the end of each term to children who have achieved 100% attendance.

COMING TO SCHOOL

Each class has a designated entrance and exit. Staff will either meet their class on the playground or at the door as appropriate.

MEDICINES AND TREATMENT

We allow medication in school for asthma sufferers. Inhalers must be used under supervision. All inhalers must be dated and be named.

The school policy is that members of staff will not administer medicines. In the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages themselves. For the majority of medicines, a dose before and after school is perfectly adequate. Naturally parents should consult doctors before giving any form of medication.

If a pupil is too unwell to be in school, the school has the right to send the pupil home. Parents will be called to collect their child.

Only in the case of a child requiring long-term medication, would it be administered by a member of staff, in this instance a consent form from the parent must be signed.

FIRST AID

We treat minor cuts, bruises and bumps with cold water and the injury is entered into an accident book. In the case of anything more serious we would contact the child's parent or carer. Notes are sent home for all head injuries and the children wear a yellow sticker which indicates there has been a bump to their head.

Most members of staff are qualified in first aid. These staff would treat or assess minor injuries in the first instance. In the case of a serious injury or illness, we would always contact the parent.

In the case of parents being unable to be contacted, in an emergency, the school would phone for an ambulance and a member of staff would accompany the child to hospital.

FOOD

Children can choose on a daily basis whether they have a school dinner or packed lunch. We are a healthy school and encourage healthy eating whereby children are taught about making healthy food choices. The school meals served are healthy, nutritious and of good quality. If a child has a packed lunch we expect this to be healthy too. We are a 'NUT FREE ZONE' due to an increased number of pupils with nut allergies; please support us with this by not sending in food containing nuts, (eg. Nutella).

SCHOOL MEALS AND PUPIL PREMIUM

If your joint family income is less than £16,480 or you are in receipt of any of the benefits detailed below you may be able to help raise pupil premium to support your Child's education. This is paid for by the government and is currently £1,455 per year for each child registered. This is applicable to **all age groups**. The same criteria applies for free school meals eligibility in Key Stage Two:

- Child Tax Credit with no Working Tax Credit and where the household income is less than £16,480
- Income support
- Income based Job Seeker's Allowance
- Income based Employment Support Allowance
- Support under part VI of the immigration and Asylum Act 1999
- Guarantee element of state pension credit

Please contact our Administration Assistant, Mrs Whittaker, for further information.

School meals are provided free for Reception, Year 1 and Year 2 only under the Universal Infant Free School Meals initiative. Meals for Key Stage Two cost £3.45 per day. Dinner money should be paid via Parentmail. Dinners must be paid before or on the day the child has a meal. We are unable to provide your child with a school meal if there is an outstanding balance of more than £34.50

PACKED LUNCH

Children may bring in a healthy packed lunch. Glass bottles, cans, fizzy drinks and nut products must not be included. Please see our Packed Lunch Policy.

PLAYTIME SNACKS

Please support our quest for encouraging healthy eating by sending your child to school with a piece of fruit - crisps, sweets and chocolate are **not** allowed.

We offer:

Reception children – Fruit free of charge and milk free for children under the age of 5. For children over the age of 5 cartons of milk are available, paid termly in advance via Coolmilk. Snack is £1.25 per week.

Year 1 and Year 2 children – Fruit free of charge. Cartons of milk are available, paid termly in advance via Coolmilk. Snack is £1.25 per week.

Year 3, Year 4, Year 5 and Year 6 children – Cartons of milk are available, paid termly in advance from Coolmilk. Snack is £1.25 per week.

THE PLAYGROUND

Members of staff are on duty at morning break and at lunchtimes. A qualified First Aider is always available.

LUNCHTIME MIDDAY ASSISTANTS

We have Midday Assistants on duty. They help the children at mealtimes and then supervise them in the playground. Activities and games are provided for both dry and wet break times.

GOING HOME

The school day finishes at 3.10pm. Class teachers will advise you where to wait for your child. **We ask that parents inform the office if another adult will be collecting their child.** All children are aware they must return to the school office if they have not been met.

PARENTS IN THE PLAYGROUND

The school operates a **NO SMOKING POLICY** and a **NO DOGS POLICY** throughout the school site. We also ask that those bringing and collecting children are mindful of their language.

COMMUNICATION TO PARENTS

Letters, texts and newsletters are our main source of communication to keep you informed. Letters and newsletters are posted on the school website at www.upshireprimaryschool.com. Sometimes we send questionnaires to find out your views on a range of issues. It is particularly important that when we ask you to return permission slips that you do so as we cannot take the children on visits without your permission. We use Parentmail (text, email and payment service) to send reminders, general messages, class trip forms and urgent messages. Parentmail have an app to download to your smartphone or tablet. Please make sure that the school has registered you to use this facility. Please also check our website regularly for news and updates.

PARENT TEACHER ASSOCIATION

We have a Parent Teacher Association which you may like to be part of. The PTA runs many events throughout the year including the Summer BBQ, quiz nights, coffee mornings etc. The Key Stage 1 and 2 discos are very popular with the children and gives them the chance to enjoy themselves in a social context.

EXTENDED SCHOOL SERVICES

The Breakfast and Afterschool Club are self-financing. The clubs serve parents who require childcare before and/or after school.

The Breakfast Club is open from 7.30am until the start of school.

The cost is: £5.40 per session. Primary School age children may attend from 8.10am until the start of school free of charge. Breakfast is provided to all children arriving before 8.25am.

The Afterschool Club is open from the end of school until 6.00pm

The cost is from: £5.50 - £12 per session.

Fees should be paid in advance via Parentmail. For further details please see the school office.

PAYMENTS

Payments for trips, school lunches, uniform, clubs and snack must be paid online via **PARENTMAIL**. To register please ask at the school office.

We are a **cash free** school.

Debit cards can be processed in the office or over the telephone.
Cheques are not acceptable.

Please see our Charging and Remissions Policy for further details.

SCHOOL UNIFORM (RECEPTION TO YEAR 6)

The Governors of the school expect all pupils to wear school uniform. This encourages children to identify with, and have pride in their school.

Formal Uniform

- Black or dark grey skirts, pinafores, shorts or trousers
- White polo shirts (with or without logo)
- Red sweatshirt/cardigan, preferably with the school logo
- Black or grey tights
- Black, grey or white socks
- Red and white gingham dress
- Sensible plain black trainers or shoes

PE kit (for PE lessons)

Children may come to school wearing their PE kits on the assigned days:

- Plain black shorts, joggers or leggings
- Plain red crew neck t-shirt (with or without logo)
- Red sweatshirt/cardigan, preferably with the school logo
- Black, grey or white socks
- Trainers or plimsoles

Hair

All children with long hair/fringes are required to have it tied up at all times, with simple, plain hair bands (no large bows or multicoloured headbands)

Jewellery

Children should not wear jewellery to school (such as necklaces, rings or bracelets). However, they are allowed to wear an analogue or digital watch (no smart watches) and a single, or single pair, of plain stud earrings. No jewellery should be worn in PE lessons and earrings should be removed. It is advisable that new piercings should be done at the start of the summer holidays to allow the ears to heal and the earrings can be removed for school. Additionally, children should not wear nail polish or false nails.

Other

Logo red fleeces are available from our uniform supplier. However, these are for additional outdoor wear and should not replace the school sweatshirt/cardigan.

If children arrive in school without the correct uniform, they will be given spare uniform to wear for the day and a reminder will be sent home.

Uniform with the school logo can be purchased direct from:

TOP FORM www.top-form.co.uk (try on and buy uniform at The Stow, Harlow, Essex)

**PLEASE CLEARLY MARK ALL UNIFORM ITEMS
WITH YOUR CHILD'S NAME**

JEWELLERY

The only jewellery that may be worn in school are stud earrings. Once children enter Key Stage 2, they may wear an analogue watch to encourage and support the telling of time. Smart watches including fit bits are not allowed.

For reasons of safety earrings and watches must be removed during all PE and after school sports sessions. If your child cannot remove their earrings themselves, please do this for them on their PE days.

Children with newly pierced ears may not take part in PE sessions. Therefore, if you are thinking of getting your child's ears pierced, the summer holiday allows a good period of time for ears to heal.

BEHAVIOUR

We expect children of Upshire Primary Foundation School to behave in an appropriate manner, and the vast majority of children do. However, if children do behave inappropriately, we always explain why their behaviour was not acceptable and help them to resolve their problem.

Our children, staff and parents are committed to our school approach TERRIFIC which underpins our school values:

Trustworthy
Enthusiastic
Respectful
Resilient
Independent
Fair
Inclusive
Caring

OUR SCHOOL RULES:

Ready. Respectful. Safe

We wish to encourage all pupils to show thoughtfulness and respect for those in the school community and beyond. The children learn that there are consequences for their actions and are taught skills to support them to resolve problems which may arise. If a problem persists, we inform parents and discuss next steps. Any instances of bullying are dealt with immediately and appropriately in line with our Anti-bullying Policy.

Lunchtime supervisors liaise with the class teachers and support the children's behaviour at lunchtime.

A copy of our latest Behaviour Management Policy, Anti-Bullying Policy and Child Protection Policy are available on the school website and hard copies available on request.

CURRICULUM

At Upshire Primary Foundation School we follow a creative curriculum which the children help to drive through their interests. We use a variety of teaching methods to enable every child to learn to the best of their ability.

INCLUSION

At Upshire Primary Foundation School we cater for the individual needs of all children. We offer additional support to children who are identified by teachers or parents as having difficulties with learning, and seek advice from outside agencies if necessary. We also address the needs of more able and talented children by offering a differentiated curriculum to ensure challenge and achievement. Mrs Ward is the teacher with responsibility for Inclusion.

HEALTH AND CHANGE

Our Relationship Health Education provision teaches a broad range of skills to support children to explore:

- How to cope with changes
- Healthy and happy friendships
- Similarities and differences
- Being caring and relationships
- Healthy bodies and minds

EDUCATIONAL VISITS

Pupils are taken on visits during the year to link in with the learning they are undertaking in the classroom. We ask parents to make a contribution to these trips. Visits are a valuable part of the child's learning and we ask parents to support them.

SCHOOL COUNCIL

Each year we hold elections in every class from Year 3 upwards to elect members of our school council. Two members of each class are voted on to the Council to represent their peers. The School Council gives the children the opportunity to contribute ideas in the daily running of our school.

SCHOOL TRAVEL

Where possible we try to encourage pupils to walk to school. This promotes good health, is environmentally friendly and, as you may be aware, parking facilities are limited. We try to encourage children to have an awareness of road safety and highlight the dangers of the road and traffic. The school has a cycle shelter which can be used by pupils. No cycling is allowed in the school grounds. We encourage children to wear safety helmets and to bring a padlock to secure their vehicle; vehicles are left at your own risk. In Year 6 the children are offered a course in cycling proficiency.

Parent parking: Please park safely outside our school, do not park on the zigzag lines or close to the traffic islands. Parking is **only** permitted in the staff carpark for those holding blue badges. A parking permit must be obtained from the office and displayed if you have permission to park here.

GUIDELINES FOR PARENTS

We firmly believe that the education of your child is a partnership and we are deeply committed to parental involvement in all aspects of school life. We know that the support we receive from parents enables us to give the children quality experiences, which would not otherwise be possible.

In the autumn term we hold a settling-in parent consultation where you are invited to discuss your child's progress with the class teacher. You will receive an interim report in the spring term which informs you of your child's progress and next steps will be discussed during the parent consultation. We offer an opportunity in the summer term to have a look around the school and meet informally with your child's current teacher and their teacher for the next year. Parents also receive a written report in the summer term. You are always welcome to discuss concerns at any other time with the class teacher or you can contact your child's teacher via email: teacher@upshire.essex.sch.uk

Parents are invited into school on many occasions throughout the year (Informal meetings, Productions, Dance Performances, Sports Day, Parents' Evening etc.).

At Upshire Primary Foundation School we encourage children to be independent, respectful and caring. You can prepare your child for school by developing self-help skills such as dressing, undressing, looking after possessions, learning to listen and sharing with others.

When your child starts school we ask you to support your child's progress by preparing 'Show and Tell' activities, sharing books and reading together. Sometimes the teacher will ask for your support in other areas if he/she feels that your child will benefit from extra help.

Your child will benefit greatly from your help and co-operation in things such as arriving at school on time and having enough sleep. A calm start to the day is beneficial to everyone.

COMPLAINTS PROCEDURE

If something is concerning you about the school please speak to the Class Teacher in the first instant; most matters can be resolved if we know about them. If you are not satisfied with the outcome, or if you would like to discuss a personal matter, please make arrangements to speak to the Deputy Headteacher or Headteacher. The Chair of Governors, Mrs C Godden can also be contacted through the school; our Local Authority is based at County Hall, Chelmsford, Essex.

CHILD PROTECTION

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. Because of day-to-day contact with children, schools are well placed to observe outward signs of abuse, changes in behaviour or failure to develop.

All parents should be aware that in circumstances when the school has had reason to be concerned, staff will follow SET Child Protection procedures and report their concerns to the Social Care Children's Services department. The school has a Child Protection Policy which is displayed outside the school office and is also available on the school website.

SCHOOL GOVERNING BOARD 2025/2026

Chair of Governors:	Mrs C Godden – Co-opted Governor
Vice Chairs of Governors:	Mrs P Kay - Co-opted Governor Mr P Carter – Parent Governor
Headteacher:	Mr R Jones
Partnership Governor:	Mr S Ross
Partnership Governor:	Mrs K Coggles
LA Governor:	Ms A Worgan
Staff Governor:	Mr J Dunn
Parent Governor:	Miss M Horridge
Co-opted Governor:	Mrs M Pickett
Associate Member: (Deputy Head)	Mrs C Kalli

TEACHING STAFF 2025/2026

Headteacher	Mr R Jones
Deputy Head	Mrs C Kalli
Inclusion Manager/SENCo	Mrs N Ward
Class Teachers	Mrs S Langan Mr M Akers Mrs F Stevenson Mrs G Askew Mrs K Hart Ms T McMillan Mr J Dunn Mrs E Chalmers Ms N Adamou Mrs A Oleska - Student
Learning Support Staff	Miss R Rumianowski Mrs L Walker Ms T Mallard Miss J Richardson Mrs M Fletcher Miss L Bullen Mrs J Torrance Miss G Farrell Miss K Crichton Miss N Bramley Mrs E Baker Miss T Parsons
Pastoral Lead	Miss N Bramley
Pre-school Staff	Mrs A White Mrs M Player Ms M Slaytor Mrs A Laslett Mrs F Hassan Mrs V Conner Mrs A Gorzala Miss K Lawrence Miss L Holt Mrs W Orpin

SUPPORT STAFF 2025/2026

Administration Assistant/ Attendance Officer	Mrs N Whittaker
Secretary and Clerk to the Governors/ Extended Services Co-ordinator	Mrs L McPheat
School Business Manager	Mrs J Hockley
Finance Assistant	Miss H Clark
Caretaker	Mr A Corfe
Cook in Charge Assistant Cook	Miss S Smith Mrs P Keys
Midday Assistants	Mrs L Walker - Supervisor Mrs M Fletcher Miss L Burns Mrs D Lambert Miss K Crichton Miss L Bickell
Owls Afterschool Club	Ms T Mallard Ms J Richardson Miss L Burns
Early Birds Breakfast Club	Miss K Crichton Miss L Burns