

REDBOURN PRIMARY SCHOOL

Prospectus 2025-2026



Redbourn Primary School
Long Cutt
Redbourn
Herts
AL3 7EX
01582 792341

admin@redbournprimary.co.uk
www.redbournprimary.co.uk

WELCOME TO REDBOURN PRIMARY SCHOOL

The governors, staff and pupils of Redbourn Primary School extend a very warm welcome to you. We hope all children who come here will be happy and successful, and we look forward to working with you in a constructive and mutually respectful partnership to support your children's learning.

Our priority at Redbourn Primary School is to establish a happy and caring learning environment and to enable each child to develop to his or her full potential in many fields. We pride ourselves on high expectations of behaviour and attitude to learning, but also place great emphasis on the development of the whole child and aim to prepare every child to take the next step in their education with confidence and with an understanding of the world in which they live.

This prospectus contains general information about the school, including our educational values and organisation. Further information can be found on the school website: www.redbournprimary.co.uk , or specific queries can be answered by the School Office admin@redbournprimary.co.uk .

We look forward to working with you and we hope you enjoy your association with the school.



Emma Fenn
Headteacher



Senior Leadership Team

Senior Leadership Team

Name	Role
Miss E Fenn	Headteacher
Mrs L McLellan	Deputy Headteacher and Key Stage 2 Leader
Mrs T Couch	Assistant Headteacher and EYFS/Key Stage 1 Leader
Mrs J North	Special Educational Needs Coordinator
Phase Leaders	
Mrs J Scourfield	Early Years Foundation Stage (EYFS) Stage Leader
Mrs K Mamtara	Lower Key Stage 2 Phase Leader
Mrs J Smith	Upper Key Stage 2 Phase Leader

Class Teachers and Support Staff

Class Name	Teacher
Nursery	Mrs H Keith Mrs K Grimes
Reception Willow	Mrs J Scourfield
Reception Lime	Mrs F Turner Mr L Forbes
Year 1 Beech	Mrs K Gifford Mrs L Spencer
Year 1 Oak	Mrs L McLellan Mrs C Hare
Year 2 Chestnut	Miss A Hughes
Year 2 Maple	Mrs S Gaines Mrs A Stein
Year 3 Elm	Mrs L Thomas
Year 3 Fir	Miss S Lewis
Year 4 Acer	Mrs S Stagg
Year 4 Pine	Mrs K Mamtara Mrs T Couch
Year 5 Cedar	Mrs A Grabowska Mrs N Smith
Year 5 Hazel	Mrs G McNamara

Year 6 Hawthorn	Miss D Ambler
Year 6 Sycamore	Mrs J Smith
Teacher working across classes	Miss C Toms (Music and French)

Teaching and Learning Support Assistants

Mrs K Antoniou Mrs K Borland Mrs Z Cherry Mrs H Earley Mrs M Faulkner Ms S Fitzgerald	Mrs K Garlick Ms L Gregory Mrs S Guy Ms J Henderson Mrs J Hudson Mrs N Jeggo	Mrs J McCarthy Miss C Morris Miss L Morley Mrs A Percy Mrs W Setchell
--	---	---

Other Support in School

Name	Role
Mrs A Bowran	School Business Manager
Mrs L Orchard	Office Manager
Mrs C Brooks	Admin Assistant
Mrs J Cartwright	Admin Assistant
Mr B Cole	Site Manager
Mrs S Plater	Site Assistant
Mr A Stevenson-Leigh	Sports Coach

Admissions

Reception Admissions for September 2025

To apply for a Reception place at Redbourn Primary School, please do so via Herts County Council:

<https://www.hertfordshire.gov.uk/services/Schools-and-education/School-admissions/School-admissions-and-transport.aspx>.

The online application system opens on Monday 4th November 2024. The deadline for applications is 13th January 2025.

Nursery Admissions September 2025

Children who will turn 4 years of age between 1st September 2024 and 31st August 2025 are eligible for a Nursery place to start in September 2025.

To apply for a Nursery place at Redbourn Primary School you will need to complete an application form. Please do not return your completed application until after the application window opens during the spring term.

Transition into Redbourn Primary School

If your child is allocated a place at Redbourn Primary School for Nursery or Reception, you and your child will be invited to attend introductory sessions at the school in the term prior to entry to enable your child to settle in smoothly. Parents and carers will be given a range of practical information about the school and children will have the opportunity to spend sessions with the class teacher and to sample a school lunch for those joining Reception.

At Redbourn we THRIVE!

Redbourn Primary School has the highest expectations of all members of the school community and inspires positive attitudes to learning and behaviours. In order to achieve this, we give children and adults every opportunity to **thrive**.

T - Team

We are a team. We are honest and trustworthy. We are effective listeners and communicators. We co-operate with one another. We are helpful and we show empathy.

H - Healthy

We are healthy. We look after our physical and mental wellbeing. We are happy, we are resilient and we have a growth mindset.

R - Responsible

We are responsible. We work hard, we are determined and we challenge ourselves. We take responsibility for our actions, words and choices. We are reflective learners.

I - Innovative

We are innovative. We are creative, we love learning and we are curious. We are confident, we take risks, make mistakes and we are problem solvers. We are empowered to make changes.

V - Valued

We are valued. We are inclusive. We show respect, tolerance and equality. We are kind and show gratitude.

E - Empathetic

We are empathetic. We are well-rounded individuals, we support and inspire others and strive to be the best version of ourselves.

Our values were drawn up following consultation with the children, staff, governors and parents to decide the things which matter most to us at Redbourn Primary. The values within each key word encompass everything listed by those who attended the discussions and workshops and which were felt to be important for us to strive for as a school.

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which will prepare our children to be confident, happy citizens. Each half term we focus on one of our values and this forms the core of our assembly focus as well as driving our discussions in the THRIVE council.

The School

Redbourn Primary School is a two form entry primary school. It caters for children from 3 to 11. The class size is 30, and there are approximately 400 pupils on roll. The children are grouped into 16 mixed ability classes as follows:

Key stage	Class	Age
Foundation Stage	Nursery Reception	3-4 Rising 4s - 5
Key Stage 1	Year 1 Year 2	5-6 6-7
Key Stage 2	Year 3 Year 4 Year 5 Year 6	7-8 8-9 9-10 10-11

The two-year group classes are mixed every September.

The class teachers are responsible for the education and welfare of the children in their class. Each class is supported by a Teaching Assistant and some children have a Learning Support Assistant.

Drop-off/Collection Times

	AM Nursery	PM Nursery	Reception to Year 2	Year 3 to 6
Drop-off	8.40am	12.30pm	8.40 – 8.55am	8.40 – 8.55am
Pick-up	11.40am	3.30pm	3.15pm	3.20pm

There is a small window to collect your child to allow you to move around the site to pick up other children. At the end of each term school finishes at 1.30pm. This does not apply to half-term holidays. If parents of children in Year 5/6 wish for their child to walk home on their own, permission slips can be completed.

Term Dates

Term dates are determined by Hertfordshire County Council. Parents are informed well in advance of holiday dates, in-service training for teachers and occasional days. Dates of the current academic year can be found on the website.

Attendance

Both Hertfordshire County Council (HCC), as the Local Education Authority, and parents have legal responsibilities to ensure each child's regular attendance at school. We are required by law, to keep a record of your child's attendance at school. **An attendance rate below 90% is defined as a persistent absentee resulting in a high impact on learning.**

Parents must ensure children attend school regularly, punctually and fit to learn. They must inform school on the first day of an absence by 9.15am via email or telephone of the reason for the absence and maintain regular communication. If your child has sickness and diarrhoea, they must remain off school for 48 hours from the last episode.

If a child must be absent from school for any reason, you must complete an absence request form. If the absence is for a hospital/clinic appointment, you must provide the School Office with a copy of the appointment letter, in addition to the absence request form.

Holidays in Term-Time

Parents must avoid arranging appointments and family holidays during term time. Family holidays should be taken during the normal school holiday periods. If an absence is unavoidable, please complete an application form to request an authorised absence in advance. Holidays in term-time will only be authorised in exceptional circumstances. It should be emphasised that any absence during term time disrupts the children's education, whatever stage they are at within the school.

The Governing Board

The role of the Governing Board is to work with the Headteacher to determine the strategic direction of the school, to act as a critical friend and to ensure accountability. The full Governing Board meets once or twice a term, but much of the work is done through committees dealing with, for example, finance, staffing, premises and the curriculum and

standards. Each governor is also responsible for monitoring an area of the curriculum and will do this through meetings with the subject leader and visits to classrooms.

Equal Opportunities

Our primary aim is to enable children to develop their full potential and to equip them for useful and creative lives in society. We promote equal opportunities by acknowledging and responding to individual needs and strengths. Hertfordshire County Council's guidelines and policies are followed, and the curriculum and all school activities are made accessible to all children regardless of race, religion, ability or gender.

Special Educational Needs and Inclusion

We provide a range of support for children experiencing difficulties in aspects of their learning or behaviour. The Senior Leadership Team, including the SENCO (Special Educational Needs Co-Ordinator), organise the provision for pupils who need extra support. Teaching and Learning Support Assistants work in each class; the amount of time in each case is dependent on the level of help needed by the pupils. Individual and group programmes of study are devised, and the teachers and the support staff work with identified children to help maximise their achievements.

In some cases, external professionals will be asked to carry out an assessment of a child's difficulties and needs, so that appropriate support can be set up in school. Children on the Special Needs Register will be given a Support Plan which will identify targets to help them make progress. Parents will, of course, be fully involved in these arrangements. Redbourn Primary School is committed to the inclusion of all children and every effort is made to ensure all children have full access to the curriculum and school activities.

Home/School Partnership

We believe in developing a strong partnership between home and school. A positive relationship between parents and school has a crucial bearing on the child's progress, and we hope that parents will not hesitate to contact the class teacher about any areas of concern. Parents and pupils are asked to commit to a Home/School Agreement when joining the school.

The class teachers are pleased to see parents on any matter concerning their children. It is advisable to make an appointment via the School Office to ensure that the teacher is available. It is **not** convenient for teachers to discuss concerns at the beginning of the day, unless you have an urgent message, as the class will be waiting to begin lessons, and your concern cannot be given the confidentiality or attention needed.

Home Learning

In accordance with Government requirements, a range of homework tasks are set throughout the school appropriate to the age of the children. The home learning programme for each year group is set out in the school Home Learning Policy. Parents are informed at the beginning of each term about the organisation of home learning in each class.

The Extended Curriculum

Children are encouraged to participate in extra-curricular activities and after-school clubs. We provide a wide range of clubs which run during lunchtimes and after school. A charge is made for some clubs which run at the end of the school day and details are sent out to parents each term. Some clubs are run by teachers and some by outside agencies and sports coaches. Sometimes numbers in clubs have to be limited to

ensure safety and quality of provision. Tuition in wind and stringed instruments is also available.

Early Morning Club

The School operates an Early Morning Club which runs from 7:45am to 8.40am, five days a week in the ALPs. The club is available for all Redbourn Primary School children from Reception to Year 6 and places are limited to 30 children.

The club provides activities including craft, table top games, outside play and DVDs but **does not provide any food or drink**. It is therefore expected that all children attending will have had breakfast before arriving. At 8:40am the children are taken to their classes for registration.

After School Club

The Redbourn After School Club is a non-profit making external organisation, based in the ALPs, in the upper school. It caters for children who attend Redbourn Primary School four days a week, Tuesday to Friday, from 3:15pm to 6:15pm during term time only.

There are a variety of clubs on offer which are all listed on our website, this is also where you can find more information including our curriculum: <https://www.redbournprimary.co.uk/>

Marvellous Monday Club

Marvellous Monday Club operates every week from 3.15pm – 5pm, with no earlier collection time. The club is held at school, in The ALPs and run by Redbourn School staff. There is a variety of activities on offer such as arts and crafts, Lego building and games.

If you would like to attend, please email the school Office to register your interest.

Bullying

Bullying or racism in any form is not tolerated at Redbourn Primary School. Any incidents of bullying brought to the attention of the class teacher will be treated very seriously and investigated thoroughly. Parents of both the victim and the bully or bullies will be informed, and all incidents of bullying are recorded. The school's Behaviour and Anti-Bullying Policies are available on the website.

Redbourn Primary School – Summer 2024

Unvalidated Data – Correct as of October 2024

Year 1 – Phonics Screening	2024
Redbourn Primary School	80%
Herts	81%
National	80%

Year 4 – Multiplication Tables Check	Redbourn Primary School 2024	National 2023
25/25	38%	33%
16+/25	81%	

Key Stage 2 – Year 6	Working at the Expected Standard and Above		Working at Greater Depth	
	Redbourn Primary 2024	National 2024	Redbourn Primary 2024 110+	National 2024
Reading Test	83%	74%	31%	29%
Grammar, punctuation and spelling test	71%	72%	31%	32%
Writing. Teacher Assessment	40%	73%	0%	13%
Maths Test	71%	73%	23%	24%