

# Clarendon Primary School and Nursery



‘Doing our best to achieve our best’

Offering education from 2 to 11 years old

# Welcome!



Dear Parents and Carers,

Welcome to Clarendon Primary School. We are a thriving, vibrant school community located in the heart of Ashford. As a school, we have the children's best interests at the heart of everything we do and aim to provide a happy, secure, inclusive and stimulating environment in which every child is valued and their efforts celebrated so that the best possible outcomes are met throughout their primary school journey.

We work hard to nurture every child's talents and abilities, providing them with the opportunities needed to reach their full potential and be happy, confident and enthusiastic learners. We believe the link between home and school is integral to your child's success and therefore value our partnership with parents. We encourage parental involvement in children's learning and offer opportunities for you to be actively involved in shaping your child's education. We provide a broad and balanced curriculum and actively promote the safeguarding of all children through all that we do.

We hope our prospectus will give you a good insight into life at Clarendon. You will not however, be able to get a sense of the warm supportive ethos, the excitement of children eager to learn or experience the unique relationship between adult and child that are so important to the effectiveness of any school. We actively encourage you to visit our school to see what we can offer you and your child.



**William Neale**  
Headteacher

*"Pupils at Clarendon Primary School are keen to live up to the school's motto about achieving their best. They are firmly committed to the school's value of kindness and enjoy coming to school."*

*— Ofsted Nov 2023*



Clarendon Primary School and Nursery



# Our School Vision



At Clarendon we believe that all children are individuals and we strive to celebrate their unique skills, qualities and attributes in order to give them the opportunity to achieve their full potential. At the heart of our provision is a broad range of stimulating learning experiences which foster independence and inspire a life-long love of learning. We believe that everyone has the right to succeed and on a journey to excellence we are committed to supporting children in *'Doing their best to achieve their best.'*

Our Clarendon values are: perseverance, teamwork, respect, curiosity, honesty and kindness.

These are woven into every aspect of life at Clarendon. Learning experiences encourage positive attitudes towards, and respect for, the beliefs of others and encourage understanding of the similarities and differences between people that form part of our rich culture.

*"In class, pupils focus well. Staff set high expectations for pupils and support them to reach these."*

*— Ofsted Nov 2023*

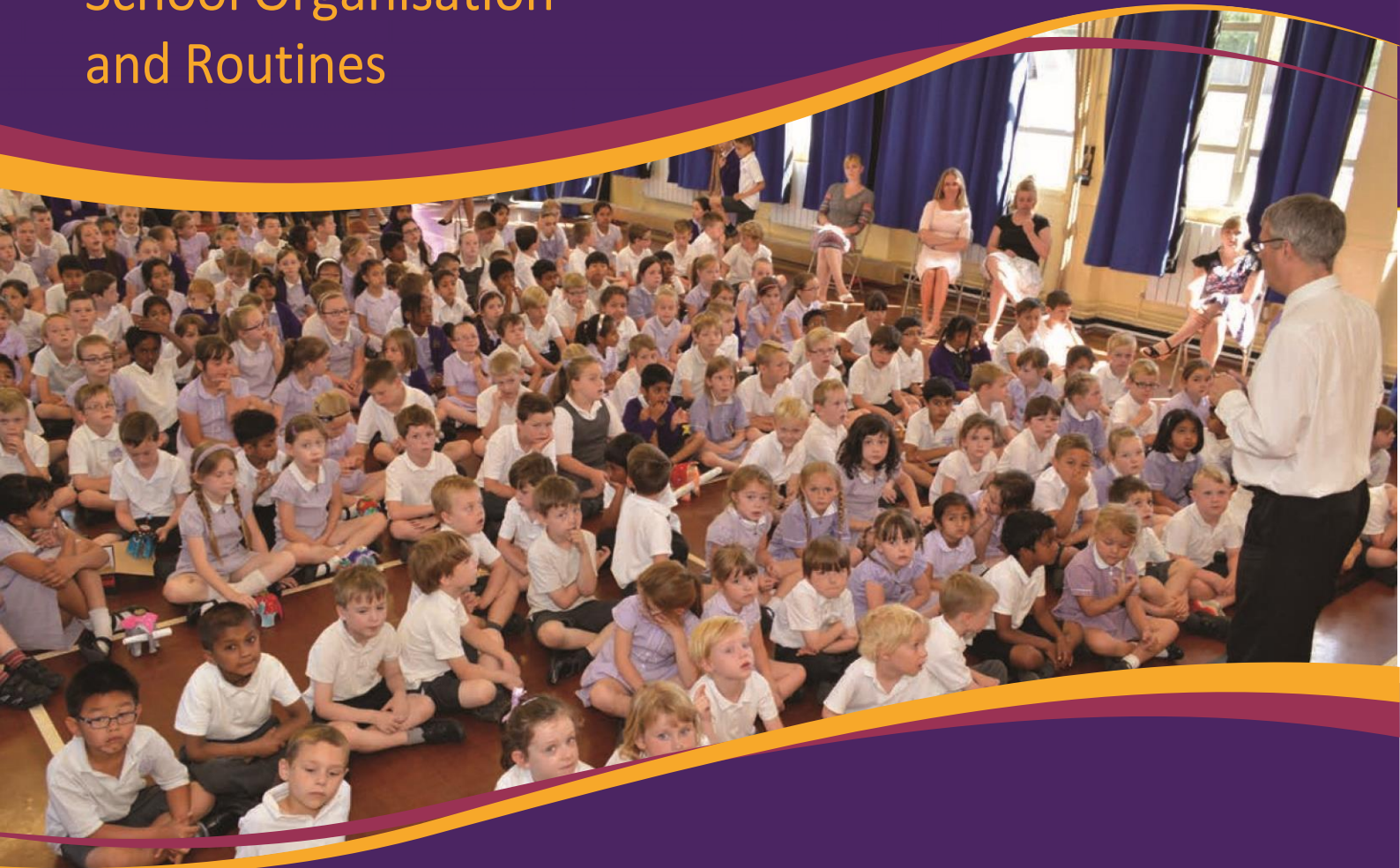


School motto:

*'Doing our best to achieve our best'*



# School Organisation and Routines



The school has a pupil admission number of 30 children per year. Children are organised into mixed gender and ability classes.

## The School Day

School is open to children from 8.30am. The children are free to arrive between 8.30 and 8.40am. On arrival they go straight up to their classroom where early morning work will have been set by the class teacher.

## School Lunches

All our school lunches are cooked on the premises. School meals are payable daily, weekly, half-termly or termly. Payments are made online using IRSI ParentMail system. Free school meals are provided in line with current government guidelines.

## Uniform

Our school uniform helps pupils to feel proud of our school community. We encourage children to take pride in their appearance and remember that they are ambassadors for our school. We ask for all items of clothing to be clearly named. With the exception of a watch and plain stud earrings, jewellery is not permitted to be worn in school

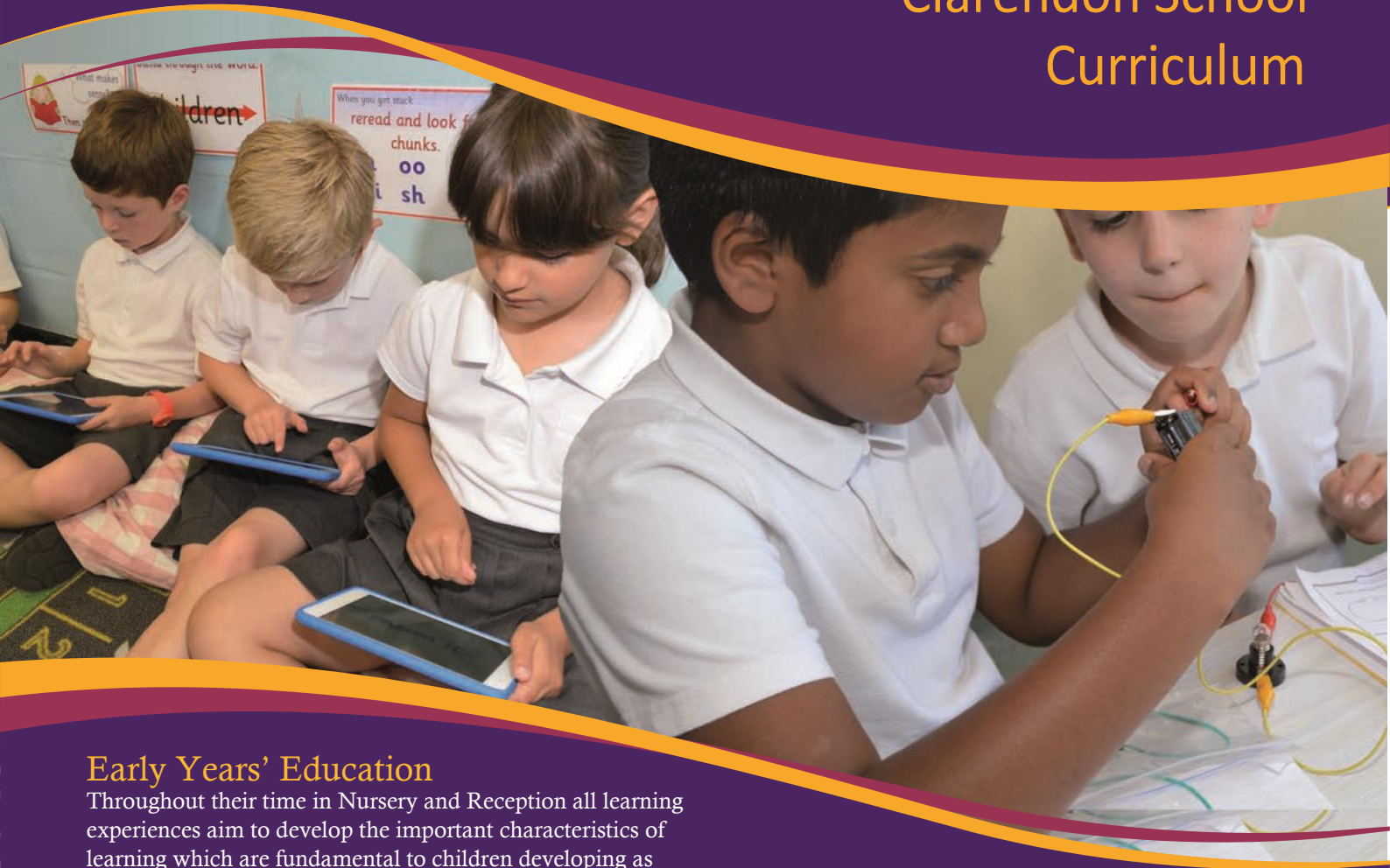


*“The school prepares the children well for the next stage in learning.” – Ofsted Nov 2023*





# Clarendon School Curriculum



## Early Years' Education

Throughout their time in Nursery and Reception all learning experiences aim to develop the important characteristics of learning which are fundamental to children developing as lifelong learners. Our Nursery and Reception classes have their own purpose built environment that enables the children to develop their knowledge, understanding and skills through exploration and play in both their indoor and outdoor learning classrooms. The teaching and learning focuses on developing children's engagement, motivation, creativity and critical thinking skills through a curriculum that develops the three prime areas of learning: communication and language, physical development and personal, social and emotional development as well as the four specific areas of learning: literacy, maths, understanding the world and expressive art and design.

## Key Stages 1 and 2

As teaching and learning are the fundamental purposes of our school, we recognise that all members of the school community have an essential role to play in its success. Education is about the development of the whole person, now and in the future. We seek to deliver a broad and balanced curriculum using the National Curriculum as a framework to help provide a clear progression of skills, knowledge and understanding.

Our curriculum provides stimulating opportunities to meet the needs and interests of all learners. Children with different languages, faiths and ethnic backgrounds all work together to always achieve the best they can.

At Clarendon, we aim to help children foster an interest and acquire the skills they need through exciting topic based and cross-curricular learning. However, some subjects such as Mathematics and Phonics are also taught discretely. Throughout their time at Clarendon, children will develop essential ICT skills as we recognise that these are vital when growing up in an increasingly technological society. Religious Education is taught to all children through a clear structure of exploration of Christianity and other faiths, and by placing great importance on developing children's tolerance and understanding of others. Personal, Social and Emotional Development is central to all learning and we actively promote this through the curriculum so that our children develop the skills they need to succeed in life.

In Key Stage 2, children are also introduced to French in a fun and interactive way.

*“Children learn about different faiths and backgrounds, capitalising on the diversity of the school community. Museum visits and cultural experiences are engaged by pupils and add to their learning experience.” - Ofsted Nov 2023*

*“An effective approach to reading is at the heart of the curriculum. The school devotes substantial efforts to ensure that pupils make a strong start with reading.” - Ofsted Nov 2023*

# Clarendon's Wider Curriculum



## The Wider Curriculum

To support the social development of children and provide additional opportunities and challenges to further enhance the curriculum and promote our core values we:

- » Hold themed days in school
- » Celebrate notable events in history
- » Involve children in charitable fund raising
- » Visit places of interest to support topic-based learning through first-hand experience
- » Offer the children a range of opportunities to experience life away from home through overnight, short and week-long residential activities

We also encourage children to continue their learning outside of school through the completion of a range of home-learning activities.



*“Pupils are enthusiastic about the activities and visits they can experience at school. These range from learning to play a musical instrument to participation in popular residential trips.” - Ofsted Nov 2023*





# Enrichment Opportunities



## Wrap around care

At Clarendon we offer:

- » A breakfast club from 8am daily
- » The Haven After School Club which runs Mon – Thurs from 3.10 – 5.55pm.

Both of these clubs are run by school staff and are charged on a sessional basis.

## Extra-curricular clubs

We offer an extensive range of clubs run by both school staff and external private providers. There is a small weekly charge for these, which varies dependant on the club being run. All coaches, teachers and instructors are DBS cleared and police checked.

## Sport at Clarendon

We encourage our children to lead fit and active lives, develop good sporting attitudes and a healthy interest in competition by promoting a range of sporting opportunities. These include:

- » Inter-school and house competitions
- » After-school and lunchtime sporting clubs
- » Involvement in school and Surrey tournaments

*“The school provides pupils enriching opportunities for pupils’ wider development. These are accessible to all.” – Ofsted Nov 2023*



# Pastoral Care



## Inclusion and Special Educational Needs and Disabilities (SEND)

The heart of our school ethos is the importance of including all children in every aspect of school life so that they are able to achieve successfully along their learning pathway. By Class Teachers, Learning Support Assistants and the Special Needs Coordinator reviewing how much a child is achieving, we are able to identify those children who are finding it significantly challenging to meet objectives in line with their peer group. We endeavour to identify these children as early on as possible, so that additional support can be implemented quickly. Support is given either as an intervention outside of the classroom or by facilitating a child's ability to access the learning with increasing independence as part of a small group and within the whole class.

In partnership with parents, we work together to identify future aspirations and agree outcomes needed to ensure a child makes sustained progress in their learning.

*"Teachers pay particular attention to making sure that pupils who are disadvantaged and those with special education needs and/or disabilities (SEN) benefit fully from what the school provides."*

## Medical Needs

At Clarendon, we have a high level of staff trained in First Aid and/or Paediatric First Aid and there is a First Aider on duty throughout the day. We have a Welfare Assistant who looks after children if they are injured or become unwell and liaises with parents when necessary. In case of medical treatment in school, your child will be sent home with a sticker to alert you.

In line with school policy, parents may request for medicines to be administered in school. Special arrangements are made for children with particular medical needs e.g. diabetes, allergies etc. Where possible, we ask parents to avoid sending in other medication. However, should medication need to be administered in school a 'Pupil Medication Request' form must be obtained from the office to give parental consent for staff to administer this.

## Safeguarding

The school is strongly committed to safeguarding the well-being of children and has clear policies and procedures in place with regard to child protection and safeguarding. Not only do we ensure that the children are safe at school but also that they feel safe. All staff and volunteers in school are appropriately checked and records are kept of this.

— Ofsted Nov 2023





## Working with others

At Clarendon, we encourage children to think about themselves as part of a community. We work with local nurseries, primary, secondary and further education providers to enhance the learning opportunities on offer to our children; aid a smooth transition from one phase of education to the next and ensure every child's needs are well supported. We also make the most of links within our local community as they offer the children many relevant and meaningful contexts to their learning.

Teamwork is very much encouraged so that children can learn about the impact their behaviour has on others.

## School Council

We believe that it is important to give children a 'voice' in some of the decisions which are made in school. Chosen representatives are democratically elected from all year groups to join the School Council. Representatives are encouraged to talk to their class before voting about new things such as equipment, playground games and fundraising events aimed at supporting local or national causes.



## Parental Involvement

We work closely in partnership with parents and have an 'open door' policy welcoming them into school and to discuss any ideas or concerns they may have. Teachers dismiss their classes to the parents in the playground at the end of each day and this provides them with a valuable opportunity to touch base with their child's teacher.

Parents Forum meetings are held regularly and provide an opportunity for parents to come along and have some input into what is happening in school.

*"Pupils are considerate of one another on the playground. Older pupils help to organise playground games. This helps to ensure that the spaces and equipment are shared and enjoyed by all."*

— Ofsted Nov 2023



# Nursery



Clarendon Primary School Nursery was established in April 2016 to provide care and education for children aged 2 to 4 years old. We offer a diverse and inspirational curriculum to the children to ensure learning is stimulating and fun. A play based curriculum is offered along with the experiences required to ensure the expectations of the Government's Early Years Foundation (EYFS) framework are met.

Our nursery setting is a warm and welcoming environment which supports the transition from home to nursery and from nursery to school. We believe that with our extensive range of indoor and outdoor facilities, along with the care and nurturing support provided by our staff, children will enjoy coming to nursery each day to learn and play alongside other children. Within the nursery, we offer a range of extra-curricular activities which include music and dance classes, story time in the school library as well as PE, forest school and computer lessons.

The nursery offers 3 attendance pattern options, as follows:

- Session 1: Monday & Tuesday 8.45am – 2.55pm & Wednesday 8.45am – 11.45am
- Session 2: Wednesday 12.00noon – 3.00pm, Thursday & Friday 8.45am – 2.55pm
- Session 3: Monday, Tuesday, Thursday & Friday 8.45am – 2.55pm, Wednesday 8.45am – 3.00pm



*“Learning in each subject builds on the skills and knowledge that children develop from Early Years.” – Ofsted Nov 2023*



## **Other Useful Information about** **Clarendon Primary School**

Further information about our school can be found on our school website:

<https://www.clarendon.surrey.sch.uk/>

Alongside the school prospectus and access to our school website, we have provided the following information which we hope you will find useful when considering Clarendon Primary School for your child.

- School Information (*school day, school meals, residential school journeys*)
- School Uniform
- Staff List
- Governing Body
- School's Admissions Policy for September 2025
- School Attendance and Attainment Information for 2023-24





## **School Information**

### **School Day**

School is open to all children at 8.30am and children are asked to go straight into their classes where there will be activities for them to do until teaching starts promptly at 8.40am.

Reception children break for lunch at 11.45am. Once finished, they return to the reception learning environment where they can continue to access 'continuous provision'.

Years 1 and 2 break for lunch at 12.00noon

Years 3, 4, 5 and 6 break for lunch at 12.10pm

Children stay at school for lunch taking either school dinners or packed lunches.

The afternoon session begins for all children in year's 1 to 6 at 1.00pm and finishes at 3.10pm. Children are supervised in the playground at the end of the day to meet the parent/carer or person responsible for collecting them.

### **School Meals**

In line with the current government policy, all pupils in Reception, Year 1 and Year 2 are entitled to receive a Free School Meal.

School meals are cooked on the premises. The cost of a school meal for children not entitled to a Free School Meal is currently £2.80 per day/£14.00 per week payable at time of booking. Meals can be booked on-line using IRIS ParentMail system, and need to be booked a week in advance. Further information about school meals is available at the School Office.

### **Residential School Journeys**

At Clarendon, we are proud of our broad and balanced curriculum. We recognise the importance of offering children the opportunity to learn outside of the classroom and offer a range of school visits. As children get older, we give them the opportunity to experience life away from home on residential visits.

In Year 4, the children have the opportunity to take part in a residential visit to Sayers Croft activity centre in Cranleigh. They spend two nights at the centre. During this time they follow a programme of study that includes geography, science, history and physical activity. There is also opportunity for personal and social development.

In Year 5 or Year 6 the children are able to attend a four night residential trip at Kingswood in Kent. The activities are great fun, but also an invaluable learning opportunity that helps to prepare children for independence required in secondary school. *(This opportunity occurs once every 2 years and is next due to take place in the summer of 2025.)*



## **School Uniform**

Our school uniform helps pupils to feel proud of being part of our school community. We encourage children to maintain a tidy appearance and remember that they are ambassadors for our school. Please ensure **ALL** items of clothing are clearly named.

Currently, any item of uniform branded with the school logo can be purchased from 'School Uniform Direct', either online or at their shop in Staines. All other items of uniform can be purchased from any retailer. The school also holds a limited amount of pre-loved items which the PA offer at a minimal charge.

### **School Uniform**

At Clarendon our school uniform consists of:

- Purple sweatshirt / cardigan with Clarendon logo
- White polo shirt (White polo shirts, with the Clarendon logo, are optional.)
- Grey skirt, pinafore or grey school trousers or shorts
- White or grey socks or tights, if children are wearing a grey skirt or pinafore, or black or grey socks if children are wearing grey school trousers or shorts.
- Black school-style shoes (low heel, not trainers or boots)

**N.B** – The above items of clothing can be worn all year round.

During the Summer Term and for the 1st half of Autumn Term, children can choose to wear a purple and white checked summer dress instead if they wish.

### **P.E**

- Black shorts
- Purple round neck T-shirt with Clarendon logo
- Plimsolls or trainers
- Plain black tracksuit for winter use

### **Other Items**

- Baseball Hats with Clarendon logo for summer use or plain baseball hat instead (optional)
- Reversible fleece coat with Clarendon logo (optional)
- Book bag with Clarendon Logo on (required in Nursery, Reception and Year 1)

Jewellery should not be worn to school although children may wear a watch when they can tell the time. In addition, children can wear either a single stud earring or a pair of stud earrings in school; however, they must be removed or securely taped with fabric plasters during P.E. lessons.





## Staff List

**Headteacher** – Mr W Neale

**Deputy Headteacher** – Mrs L Stondzik

**SENCO** – Miss S Robinson

### **Teaching Staff**

Nursery – Mrs C Parrish

Reception – Mrs B Barrett

Year 1 – Miss D Moore

Year 2 – Miss N Chang-Taylor

Year 3 – Mrs J King and Mrs S Najmedin

Year 4 – Mr M King

Year 5 – Mrs K Jones

Year 6 – Mrs S Evans

KS2 Maths Teacher – Mrs L Watson

Teacher – Mrs L Russell

### **Support Staff**

Mrs C Tomson

Mrs J Constantinou

Ms L Hewson

Mrs N Ireland

Mrs L Jones

Mrs S Shah

Mrs C Powell

Miss H Ginger

Mrs R Kaur Khaira

Ms D Langton

Mrs J McNeice

Miss F Bearfoot-Fallon

Miss P Seda (\*)

Mrs G Keenan(\*)

Mrs R Vyas

Ms N Safdari

### **Nursery Support Staff**

Mrs J Gray

Miss L Griffiths

Mrs J Ireland

Mrs J McCearry

Miss S Smith

(\* Higher Level Teaching Assistant)

**School Business Manager** – Mrs C Foley

**Welfare Officer** – Mrs A Bough

**Office Staff** - Mrs C Newman and Mrs N Bonner

**Caretaker** – Mr H Szczesniak

**Cleaning Staff** – Mrs A Byrne, Mrs K Szrniec, Miss B Rodrigues and Mrs I Isaac

**Breakfast Club and Kitchen Staff** – Mrs K Srniec and Ms T Phillips

**The Haven Afterschool Club** – Mrs J Constantinou, Mrs L Hewson, Mrs S Shah, Mrs J McCreary and Mrs J Gray.



## **Governing Body**

Our Governing Body is made up of a group of people, who work voluntarily for the school. They are all actively involved and dedicated to ensuring excellent outcomes for the children who attend Clarendon Primary School.

Our school governors are responsible for and committed to ensuring that the school provides high quality education. They are tasked with carrying out 3 key functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent.

Our governors come from a variety of professional backgrounds and represent parents, staff and the local community.

<b><u>Governor</u></b>	<b><u>Type</u></b>	<b><u>Status</u></b>
Mrs Karen Handley	Co-opted	Co Chair of Governors
Mr Matt Edwards	Local Authority	Co Chair of Governors
Mrs Sian Overton	Parent	Vice Chair of Governors
Mr William Neale	Headteacher	
Mr Jason Lane	Co-opted	
Mrs Claire Parrish	Staff	
Mr Simon Cripps	Parent	
Mrs Louise Piper	Co-opted	
Mr James Piper	Co-opted	
Mr Philip John	Co-opted	
Ms Dee Howley		Clerk to Governors





## **School Admissions Policy for September 2025**

Admissions into Clarendon Primary School are managed by Surrey County Council and follow their determined admissions arrangements.

To apply for a place at Clarendon Primary School for the academic year 2025/2026, parents/carers must complete an application for entry by **15<sup>th</sup> January 2025**. The application should be made directly to Surrey via an online application form on the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

By law children must start full time education no later than the beginning of the term following their fifth birthday. In Surrey, children will be eligible for admission at the beginning of the academic year (September) in which they have their fifth birthday. Children with their birthdays between **1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021** will be eligible to attend school full-time in September 2025. Clarendon is a one-form entry community primary school with a Published Admission Number of 30.

Where the applications for admission exceed the number of places available, the following admissions criteria will be used to allocate places (in priority order):

- |                  |  |
|------------------|--|
| First Priority:  | Looked after and previously looked after children  |
| Second Priority: | Exceptional social/medical need  |
| Third Priority:  | Children of permanent members of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, on a full or part time basis; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. |
| Fourth Priority: | Children who are expected to have a sibling at the school at the time of the child's admission.  |
| Fifth Priority:  | Any other children   |

Further details relating to each of these categories can be found in the "Determined Admission Arrangements 2025" document. This can be found on Surrey County Council's School Admissions website at:

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/arrangements-and-outcomes/determined-arrangements>

## **Waiting Lists**

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for each year group at each community and voluntary controlled school will be maintained until the last day of the summer term 2026 when they will be cancelled. Applicants who wish a child to remain on the waiting list for the 2026/27 academic year must complete a Continuing Interest form through Surrey County Council between 1 July and 31 August 2026. Fully completed forms received during July 2026 will be used to reform the waiting list during August 2026. Applications received between 1 August and 31 August will be added to the waiting list as soon as they have been processed. If a Continuing Interest form is not received by 31 August 2026, the applicant will be required to submit a new in year application.



## School Attendance and Attainment for 2023-24 Attendance for 2023/24

Overall school attendance for 2023-24 was 94.3% (overall absence rate – 5.7%)

	Total No of Pupils throughout 2022-23. (Reception to year 6)	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
Totals	218	200	91.7%	4.5%	92	42.2%	1.3%

N.B – The DfE published estimated absence rates in state-funded schools for 2023-24 which suggested:

- The average absence rate in primary schools was 7.5%.
- The estimated percentage of pupils considered a persistent absentee, (i.e. having an absence rate of higher than 10%) was 22.3%

## Attainment in the Early Years Foundation Stage

77% of pupils attained a Good Level of Development against the Early Years framework. This year this is above the national average of 67.2% achieved in July 2023.

A Good Level of Development is defined as children working at the expected standard or exceeding the expected standard in the key areas of literacy; maths; physical development; communication and language; and personal, social and emotional development.

## Attainment in the Year 1 and 2 phonics screening:

90% of year 1 pupils met the expected standard in the Phonic Screening test. This is above the national average of 80% achieved in 2023/24.

93% of pupils in our year 2 cohort met the expected standard in the Phonics Screening test by the end of Key Stage 1.

## Key Stage 2 SATS results – July 2024:

Children in Year 6 are also assessed on their knowledge and understanding of the curriculum. The curriculum introduced in 2014 provides greater challenge with higher expectations set for the end of KS2.

The results of the SATs, (tests) are reported using a scaled score, where a score of 100 represents the expected standard. The highest possible score is 120 and the lowest is 80.

Children are awarded one of the following Teacher Assessment judgements in writing:

- **Working towards the expected standard** – Working below the expected standard for their age.
- **Expected Standard** - Working at the expected standard for their age.
- **Greater Depth** - Working at greater depth within the expected standard and has a strong understanding of the curriculum.

In addition to these measures and in line with requirements, we have reported the percentage of children achieving a **High Standard**. Children with a scaled score of 110 and above are included in this group.

Year 6 pupils were assessed in reading; writing; grammar, punctuation and spelling; maths and science. For further information, please see the leaflet [Information for parents KS2](#) from the Standards and Testing Agency.





## Children who gained a scaled score of 100 or more (i.e. the national 'pass' mark)

	School (Unvalidated – (July 2024))	National (Unvalidated – July 2024)
Reading (test)	76%	74%
Writing (teacher assessment)	76%	72%
Grammar, punctuation and spelling (test)	76%	72%
Maths (test)	76%	73%
Science (teacher assessment)	79%	81%

## Children who gained a scaled score of 100 or more in Reading, Writing and Maths combined:

School (July 2024)	66%
National (July 2024)	61%

## Children who gained a scaled score of 110 or more (i.e. the national 'higher standard' mark)

	School (Unvalidated – (July 2024))	National (Unvalidated – July 2024)
Reading (test)	34%	
Writing (teacher assessment)	7%	
Grammar, punctuation and spelling (test)	31%	
Maths (test)	14%	
Science (teacher assessment)		

N.B – Key Stage 2 validated results are released in December 2024, which may see these attainment measures increase slightly.



**Average 'scaled scores' in reading and maths:**

	School (Unvalidated – July 2024)	National (Unvalidated – July 2024)
Reading (test)	105	105
Maths (test)	103	104
Grammar, punctuation and spelling (test)	105	105

**Average progress scores in reading, writing and maths:**

Due to Key Stage 1 SATS not taking place in the summer of 2020 (as a result of the pandemic), there are no average progress measures for the children or the school.

[Link to the 'school and college performance tables service'](#)





## Contact Details

We welcome all enquiries. Please contact us by telephone or e-mail using the contact details given below. Our School Office opening hours are 8:30 a.m. to 3:30 p.m.



Telephone number: 01784 253379

Email Address: [clarendonschool@googlemail.com](mailto:clarendonschool@googlemail.com)



*'Doing our best to achieve our best'*



**Clarendon Primary School**  
Knapp Road, Ashford, Middlesex