



Learning Together, Learning for Life

School Prospectus



Reed First School

www.reed.herts.sch.uk

Jackson's Lane
Reed
Hertfordshire
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On behalf of everyone at Reed First, I would like to extend a very warm welcome to our school.

We pride ourselves on the family feel our school offers – it is a happy place where the whole community works together to see enthusiastic and motivated learners. We look to provide the very best foundation for the growth and development of your child during their time at our school.

We work hard to provide all children with a broad and balanced, high quality education so that they can achieve their potential in every aspect of school life. The support of parents and carers and our relationship with them is much valued and we embrace any help offered in school, either on a regular or occasional basis.

This prospectus is to give you a short introduction and tell you more about us. Further information can be found on www.reed.herts.sch.uk

Vicky Wittich

A handwritten signature in black ink that reads "Vicky Wittich".

(Headteacher)



Our moto

Learning together, Learning for Life

Our core values

- Independence
- Resilience
- Respect
- Aspiration

Our Vision

We aim to be an inclusive school, a place where families are welcomed and involved as part of our community. Our children's experiences are memorable and take into account their individual needs, interests and aspirations. Staff encourage and model growing minds and celebrate those who independently seek challenge and show resilience as part of the learning journey. Pupils will become confident life-long learners who leave us ready for the next stage of their learning for life and a respect for everyone's future.

We achieve our vision through:



- A happy, welcoming and safe environment
- Engaging indoor and outdoor spaces
- Active and inspiring learning
- Teaching of a skills based curriculum
- Opportunities which are rich and varied
- We recognise each member of our school as an individual
- High aspirations for all pupils
- Use of therapeutic support and nurture

- We demonstrate pro-social behaviours
- We work in partnership with parents, governors and the wider community

A village school



Reed First School can be found nestled in the centre of the village of Reed, surrounded by farmland and a few residential dwellings.

We are lucky to have so many open spaces to enjoy and learn; both in our grounds and around the village. This makes our weekly Forest School sessions engaging and packed full of rich experiences.

Organisation of Classes

Reed First School is part of the Hertfordshire County Council Education Authority and caters for boys and girls between the ages of 3 and 9 years old. We have 3 classes taught in mixed ages. You will find an up to date list of staff at our school on the school website.

Our classes are arranged as follows:
Jackson Class – Nursery and Reception
Bysouth Class – Year 1 & 2
Layton Class – Year 3 & 4



Curriculum

Reed First School offers a broad and balanced curriculum that builds on the knowledge, understanding and skills of all of our children. This includes a wide range of experiences unique to our school. We also provide workshops and visits for all year groups; including residential trips for our children in Years 3 and 4.

The curriculum incorporates the statutory requirements of the Early Years Framework, the

National Curriculum and other experiences and opportunities which best meet the learning and developmental needs of the pupils in our school. Our curriculum is arranged over a two-year cycle to ensure curriculum coverage in our mixed age classes while the focus of teaching subject skills builds year on year.

The aim of our curriculum is for pupils to have the skills to be resilient, independent and aspirational learners in readiness for their next stage of education.



Further details of our intent, implementation and impact of our curriculum can be found on our website



School Hours

8.00am	The school opens for Early Birds
8.40am	The school gates are opened
8.45am	Bell rung & early work begins
9.00am	Register taken
10.20am – 10.40am	Break time KS1 and 2
12 noon	Lunch
1.00pm	Register taken
2.50pm / 2.45pm	Assembly / Friday Celebration
3.15pm	School ends
4.15pm	After school clubs finish
5.15pm	Night Owls finish & school closes for pupils

Classrooms and learning areas



Our classrooms are light and airy and are well resourced, interactive and inviting. They showcase and celebrate the learning taking place and support the development of skills and understanding across the curriculum. They are arranged to encourage independent learning and resilience. Opportunities for creativity are seen in each class in a role play area. All classrooms have their own toilet facilities and safe access to our expansive outdoor areas. Learning often happens outside making use of our outdoor classroom, gardening and wildlife areas and large field. All classrooms have an interactive whiteboard and a wide range of resources. Our children have access to Chromebooks to enhance their learning.



Our learning continues both inside and outside. We work hard to promote reading as much as possible. This includes our outdoor reading shed and our brand new library!



When visiting school

All parents and visitors are requested to sign in at reception once they have gained access to the school through the front reception entrance.

Parking

There is no parking on site, but there is plenty of space on the adjacent road (Jackson's Lane). Please only park on the pavement side of the road and keep the area in front school clear to respect our neighbours and keep pedestrians safe.

Collecting children

At the end of the school day at 3.15pm, the gate is opened and parents collect their child(ren) from the relevant classroom door, this offers a lovely opportunity for teachers and parents to make contact if needed and for children to share their learning in their classroom if they would like to.

We must insist that pets are not brought on to the premises unless carried, scooters and bicycles can be brought onto the premises providing they are not ridden on the site and are stored in the designated area.



Admissions Procedure

Children may be admitted to the nursery for up to 5 morning sessions per week in the term after their third birthday, where funding, staff and space allow and up to 5 afternoons, if eligible for 30 hours funding.

Children may be admitted to the nursery for up to 5 mornings and/or afternoons in the term of their 3rd birthday, at an hourly rate of £6.50. If staying for lunch, there will be an additional charge of £3.50.

In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed: Children who at the time of entry are living in Reed, Siblings of children already at the school at the time of application. For the purposes of this policy, siblings are all other children permanently residing at the same address, date of registration.

Reed First School follows the guidance of Hertfordshire County Council Admissions Policy. *For children starting at the commencement of the reception age group the criteria used is:* All schools and academies must admit a child with an Education, Health and Care (EHC) plan that names the school. Priority is given to children who are looked after, those with medical or social needs, siblings, child's nearest school, children living closest to the school (distance)

For children seeking to join the school after the commencement of the Reception class. Please contact Hertfordshire County Council to instigate an 'In Year Admission', they will allocate a place at Reed First School subject to there being a space.

Access to documents

Relevant documents relating to school policies are available on request from the School Office and are available on the website.



Uniform

Uniform is worn by all pupils, details of which are listed below:

BOYS

Reed logo School maroon jumper
Grey trousers or shorts
White polo shirt or shirt
Grey socks, and black shoes.

GIRLS

Reed logo School maroon cardigan or jumper
Grey skirt, skort, pinafore or trousers in winter
White polo shirt or blouse
Pink checked dress in summer
'Sensible' low black shoes, grey long socks or tights in winter, white socks in summer

Hair longer than shoulder length, should be tied back with plain brown, black or maroon hair bands or clips.



PE

Reed School maroon PE T-shirt
Reed School maroon hoodie
Black shorts / cycling shorts (logo free)
Plain black tracksuit bottoms or leggings (logo free)
Trainers and a spare pair of socks
PE uniform should be kept in a Reed School drawstring bag or ruck-sack.



Swimming (Year 1 onwards)

Swimwear, swimming cap and towel (in Reed First School drawstring bag)

All children will need the following:

- A Reed School book bag or ruck-sack
- A sunhat
- Wellingtons / outdoor boots
- Waterproof coat for wet weather – Reed First School waterproof fleece coats are available

All items with the school logo can be purchased from:

Kids Connection
Unit 1A, Great Northern Works
Hartham Lane
Hertford, SG14 1QW
01992 587466
store@kidsconnection.co.uk
www.kidsconnection.co.uk



We also have second hand uniform available in school to support sustainability and the cost of living.

Please do remember to give uniform items you have which your child has grown out of for us to offer to other families.

Forest School

- Reed First School coat
- Wellington boots, walking boots or snow boots
- Waterproof trousers (over the top of thick, warm trousers)
- Lots of layers (we can always remove layers if your child gets warm)
- Warm hat (preferably covering ears)
- Warm gloves (preferably more than one pair if they get wet)
- Extra pair of leggings/thermals under trousers in cold weather

Pupil property

The wearing of loose jewellery is not permitted, on grounds of health and safety. This includes rings, bracelets and necklaces. If ears are pierced, small plain studs must be worn. If earrings cannot be removed by the child themselves, ears will need to be taped for PE or taken out for the day before coming to school. Watches may be worn although

there are clocks in every room. Fit bits should not be brought to school, we ensure that all of our pupils are active and believe they shouldn't need to count their steps to know that they are healthy. Pupils must not bring any amount of money or valuable items to school.

**Please ensure that ALL articles of clothing are named
School Assemblies**

Every day except Tuesday, we have a whole school assembly in the afternoon, the subject of which links to our personal, social and health education and school values. We also enjoy music and singing; and welcome visitors. On a Friday we hold a celebration assembly, where parents and carers are welcome to attend. These assemblies are also streamed live for those parents who can't make the assembly.



Productions



All children take part in a whole school production in the autumn and summer terms. The standard gets better every year and the children clearly enjoy themselves!



Pastoral Care

The staff all take responsibility for the welfare of all the pupils in their care. At lunchtime there are Midday Supervisory Assistants who look after the children. Our personal, social and health education and values ensure the pupils are able to share their feelings. We have worry monster interactive displays in every classroom to enable the children to share how they are feeling and flag any concerns or worries they may have. We also promote the use of 5 ways to wellbeing to enable the children to know how to maintain good mental health. Every child also has a trusted 5 of adults at school and home who they know they can talk to about anything.

Mrs Wittich is our Mental Health lead and Mrs Rozier is our Deputy Mental Health lead.

We also make impactful use of pupil voice through surveys and talking groups with our School Council taking the lead. The school works, as necessary, with other agencies regarding the best interests of pupils and co-operates closely as the need arises with Education Welfare Officers, Social Workers, School Medical and Psychological Services.

We also work closely with local services who are there to keep us safe.

Wrap around care

Early Birds - An early morning drop off is available to support working families of our school. These sessions must be booked via the school office only.

8:00am until start of school
£4 per session, per child

Night Owls - An after-school provision to support families who may need a later collection. The children are provided with a drink, fruit and biscuit. The session provides a variety of fun and games for everyone.

3:15pm until 5:15pm (1 hour sessions available)
£9 per 2 hours, £6 for 1 hour,
£8 for 2 siblings attending together for 1 hour
£14 for 2 siblings attending together for 2 hours



Sessions are invoiced monthly.

Clubs

We offer a range of clubs; run both by school staff and outside companies. Current clubs on offer can be seen at <https://reed.herts.sch.uk/news-dates/letters-home/>

Equal Opportunities

Our school values the individuality of all of our children. We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum, and have high expectations of all children. The achievements, attitudes and well-being of all our children matter.

This Equal Opportunities Policy extends to adults: staff, parents and carers. Our full policy can be found on our website.

Illness and Medicines

In the event of illness during the school day, the school will inform parents using the contact numbers provided on the Data collection sheet. We do ask that if children have suffered vomiting or stomach upsets that are infectious, they are to remain off school for **48 hours** after the incident. This helps prevent infection and keeps other children and staff healthy. Children are not allowed to bring tablets or medicines to school. Any medication must be brought onto and taken off site by the child's parent or carer. All requests for school to administer medication should be directed to the school office, where parents will be asked to complete necessary forms.

Medical and Welfare Checks

The Royston, Stevenage and North Herts School Nursing Team make regular visits to the school to organise eyesight, hearing, height and weight checks as well as dental hygiene talks. Parents are informed about these visits in advance.

Attendance and Punctuality

It is of the utmost importance that your child's progress in school is not hampered by poor punctuality or inconsistent attendance. Parents are asked to contact school via telephone or email on the first day of an absence caused by illness. Unexplained absences are classified as unauthorised. If contact has not been made by close of register, the school will contact parents or carers. Children who attend school regularly and arrive on time have a more settled school life leading to better progress and attainment. The Headteacher is unable to authorise absences for holidays or day trips during term time. Absence during term time is only authorised in exceptional circumstances and you must complete a request form from the school office and submit this 4 weeks prior to the requested leave. Families should understand that requests for holiday absence is not considered an exceptional circumstance.

Pupil behaviour

Reed First School children are exceptionally well behaved and develop a love of learning and an excellent attitude towards their learning. At Reed First School we follow a therapeutic approach to behaviour management which has been inspired by the Step On training we received from Hertfordshire Steps in the academic year 2021-2022 after our Headteacher became a Therapeutic Thinking trainer. Our central purpose is concerned with children's learning and their overall well-being in order to achieve their best through self-regulation.

Experiences outside school have a huge influence on children's behaviour and the school seeks full partnership with parents in providing support at all times.

Our full behaviour policy can be found on our website which will explain in full our rewards and sanctions.

We also ask parents and children to agree to our 'Home School Agreement' which sets out what is expected of the pupils, parents and school.

Home/School Links

At Reed First School we aim to keep all parents fully informed about school activities and on the progress of their children. A newsletter containing information about school and community events is sent home on a monthly basis. The website is kept up to date and additional information is sent home on the Parentmail platform. We also make regular use of Google Classroom to post news, pictures and learning tasks for each class which parents have access to.

Every child has a home-school communication book which is used to record home learning and messages between school and home. The book should be used daily in school and at home by teachers, parents or carers and where appropriate the children.

Parent consultations take place in the autumn and spring terms. A written report is sent to parents in July. We also hold an open afternoon in July for all families to enjoy a tour of the school by their child.

Home Learning



Home learning is set for all of our children. The school has a Home Learning Policy which can be found on the website.

All learning set is carefully selected to support and embed learning at school.

School Meals

All children in school are able to enjoy a freshly cooked meal at lunchtime, which include hot or cold options. Some families may be eligible for free school meals, details are available on the [Hertfordshire County Website](#). All pupils in reception, year 1 and year 2 are eligible for a Universal Free School Meal. Children may bring a packed lunch from home if preferred.



Trips and Workshops

All children take part in regular trips and workshops both locally and further away. All opportunities are planned with care and chosen to enhance experiences which cannot be achieved at school or without specialist visitors.



Special Educational Needs (SEND)

All children are valued, respected and welcomed to the school whatever their additional educational need. We will support their learning and ensure they are fully included in all school activities, making full use of externally provided facilities where appropriate. It is the Governors' duty to ensure that the necessary provision is made for any pupil with special educational needs. The School has a SENCo who liaises with parents, extended services and other agencies.

Transition to Middle School

The Year 4 pupils who move on from Reed First School at the end of the summer term transition to schools such as Edwinstree Middle School, Ralph Sadleir or King James Academy Royston.

There are opportunities to visit the schools during Open Days and we all adhere to the same transition day in July.

Child Protection

Designated Safeguarding Officer: Mrs Vicky Wittich
Deputy Designated Safeguarding Officer: Miss Amy Wilson
Designated Safeguarding Governor: Mr Alan Blower

The school has clearly defined responsibilities in relation to child protection and is particularly vigilant over child protection procedures when recruiting new staff.

Charging and Remissions Policy

School governing bodies and local authorities, subject to the limited exceptions, cannot charge for education provided during school hours including the supply of any materials, books, instruments or other equipment. However, voluntary contributions can be asked for in order to provide the best quality of education possible. It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Our policy which clearly sets out the types of activity that can be charged for and when charges will be made can be found on our website.

Friends of Reed School (FoRS)

Our hard working PTA is vital to the wellbeing of the Reed First School. FoRS raises money from a variety of activities and resources during the school year including fayres.

The money raised in the past has gone towards the purchase of a variety of resources, coach costs and workshops. All parents and friends are welcome to attend meetings and events; your involvement is greatly appreciated. FoRS meet regularly and always welcome new members.



Governing Body

Our Governing Body is composed of a group of committed individuals who ensure clarity of vision, ethos and strategic direction for the school. They come in to help too!

Chair of Governors: Mr Alan Blower
Vice-Chair of Governors: Mrs Charlotte Eeles
A full list of school Governors can be found on the school website.

We look forward to welcoming you to our school!



Reed First School – A Parent’s Perspective

From the moment we saw Reed First School, we knew it was the ideal primary setting for our children. Approaching its beautiful main building in a spring thunderstorm, our 4-year-old daughter exclaimed, “It’s like a princess fairy tale castle.” The doors opened, we were warmly welcomed by the Headteacher Mrs Wittich and our daughter’s face told us everything we needed to know – she was enchanted and inspired all at once.

Now flourishing in Year 2, her younger brother is in Reception after a fantastic year in the Nursery class; we could not be happier with the outstanding quality of teaching and learning which the dedicated staff have consistently delivered. Being a small village school, Reed First enjoys the distinct advantage of responding to an individual child’s needs every single day. This is achieved by small class sizes, nurturing and innovative teachers, experienced teaching assistants and home-school communication books which are continually checked and updated.

All of the staff know every child on roll, and all of the pupils know each other from Nursery right through to Year 4. As a result, stepping onto the school site is always a friendly, supportive experience, and the children grow up understanding what a positive learning community feels like. They are also continuously encouraged to realise the school’s four core values of Aspiration, Independence, Resilience and Respect – these values are at the beating heart of the school, and the children are always immensely proud when recognised as embodying them.

Another reason that Reed First offers such an incredible provision is that it genuinely addresses ways of maximizing a child’s potential. Whether your child has a bias towards

the performing arts, ecology, science, sport, art, reading, history, designing, geography, technology or maths, Reed First will find the spark that ignites the inner curiosity of a child. Its curriculum offers a diverse range of visiting speakers and workshops, as well as school trips and linked initiatives with several other local schools. Also, national events are marked and celebrated, and children are regularly encouraged to contribute towards countrywide charity events. As a result, no week is ever the same as the next, and the children enjoy an education rich in content. Alongside this varied curriculum, literacy and numeracy are taught expertly; the huge importance of phonics and well-crafted handwriting is keenly promoted.

Crucially, parents are encouraged to play a vital role in the life of the school. 'Friends of Reed' is an extremely pro-active parent-run committee which constantly raises money to enrich the experiences of the children. In addition, parents are invited to attend delightfully intimate weekly assemblies, as well as observing classroom activities and well-rehearsed drama performances. There is a genuine sense of community spirit at Reed First School, and new parents are immediately welcomed to join in with school life. Daily drop offs and picks ups are also friendly and personal, which further enhances the strong feeling of community at Reed First.

The quaintly rural location found in Reed naturally lends itself to a thriving forest school on site, and the children regularly spend whole days learning and exploring in the fresh air; this is a privileged opportunity that they have embraced with genuine enthusiasm. The children also love their fiercely competitive house system of Barn Owls, Eagle Owls and Tawny Owls, and relish winning points for their house through daily activities and the legendary summer sports day.

Reed First School is simply unique; no child is overlooked, no child is undervalued and no child is ever lost in a sea of faces. This is undoubtedly one of the reasons that Reed First School produces children who feel confident in interacting with the world around them. It is extremely well managed under strong leadership and offers a safe, caring and rigorous learning environment. I am so grateful that we visited it on that stormy spring day; it's giving our children the perfect start to their educational journey.