



Prospectus 2026 - 2027



Great Bentley Primary School

Plough Road

Great Bentley

Essex

CO7 8LD

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URL

www.greatbentley.essex.sch.uk

Head of School

Mr Daniel Wilkinson

ASSISTANT HEADTEACHER

Mrs Louise Eastbrook

SENCo

Mrs Louise Eastbrook

CHAIR OF ACADEMY COMMITTEE

Mrs Joanne Herbert

TELEPHONE

01206 250331

ADDRESS

C/O School

NUMBER ON ROLL

286 (September 2026)

SCHOOL YEAR PAN

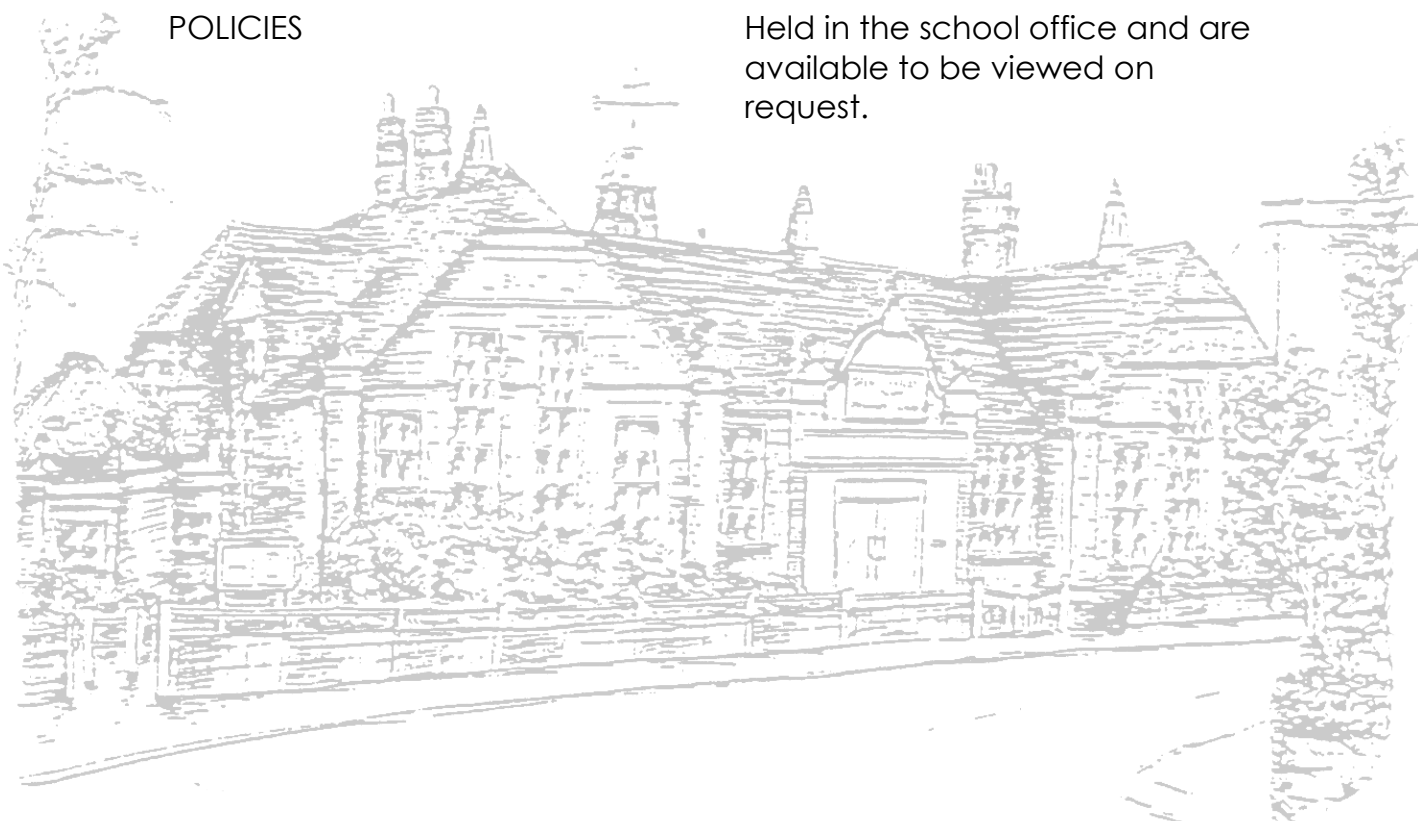
30 in Years 3-6 (60 in Reception,
Y1 & Y2)

SCHOOL STATUS

Academy Primary School
(Penrose Learning Trust)

POLICIES

Held in the school office and are
available to be viewed on
request.





Our School Day

08.45am	School gates open and children can go straight to their classroom
09.00am	Registration taken and gate locks
10.30am/10:45am	Whole school playtime
11.00am	End of playtime
12.00noon	Lunch Break
1.00pm	Afternoon sessions begin
3.10pm	End of school day for Reception pupils
3.15pm	End of school day for Years 1 to 6

Supervision of pupils is provided from 8.45am and no child should be on the school premises prior to this time, unless authorised.

Children should enter the school via the side gate; except for Reception and 1EG children, who have their own entrance to the left of the school. At the end of the day children should be collected from the school playground.

Children are supervised by teaching staff and teaching assistants at playtime and lunchtime.

The school office is open Monday to Friday during term-time from 8.45am to 3.30pm

Attendance and Punctuality

It is a legal requirement that your child attends school. Absence can only be authorised by the Head of School and the following are not acceptable reasons for keeping your child off school:

- Parents Hospital Appointments
- Shopping
- Buying shoes or elements of school uniform
- Haircuts
- Minding the house or brothers and sisters
- Not attending because another member of the household is ill
- Birthday treats
- Holidays (All holiday requests will be turned down in line with government policy)

If your child is unwell and will not be attending school, the following procedures should be followed: -

- Inform the school between 8.30am and 9.15am on the first day of absence in order that we can ensure the safety of all children. When telephoning the school to report an absence, please use the "option 2 to report a pupil absence". If the school has not been informed by 10.00am, then The Missing Children and Child Employment Services may be contacted.
- Keep the school informed especially if the return date alters.

It is important that children arrive in school before 9.00am which is the start of the school day. If your child arrives after the side gate has closed, please bring them to the school reception. You will be asked to complete the late book to register your child into school for the day. Children are unsettled if they arrive late at school and so we ask parents to ensure that pupils are punctual. Persistent lateness will be identified and followed up with a meeting.

Children are expected to attend school for 190 days a year. The Government is increasingly concerned about the disruption caused by children not attending school for the full allocation and actively discourage parents from taking holidays in school time. If parents wish to remove their child during term time, requests should be made in writing (a 'Request for Pupil Absence Form' is available for the school office or on the school website) to the Head of School. Holidays should not be taken in school time whenever possible. Penalty notices may be issued by the authority if your child is removed from school without permission. To find out more about this please contact the school. The school provides parents with a record of absence in the pupil's termly reports.

A regular review of registers will be undertaken by the school. Parents will be contacted if there is a concern about pupil attendance and the school will try to support them in improving the situation. The school monitors all aspects of attendance and where necessary will track individuals to ensure recurrent problems do not persist. Any pupil's attendance which falls below 90% no matter the reason, will be contacted by the school.

School Uniform

(Please ensure each item is clearly named)

- Bottle Green Sweatshirts / cardigans with school logo (Black for Year 6)
- Gold Polo shirt with school logo
- Grey Trousers, skirts, shorts or pinafores
- White socks with skirts
- Green or grey tights
- Black or grey socks with trousers
- Black shoes
- Green Gingham checked dress (Optional for warmer weather)
- Baseball cap or Legionnaire style cap
- Black or white sandals may be worn in summer (with socks)
- Woolly hat for winter
- Art shirt (this may be an old shirt)

PE KIT

Children can come to school in their PE on the day they have PE.

- Dark Green or Black Shorts
- School black & green sports top with logo OR white polo shirt with school logo OR plain white T-Shirt
- Black plimsolls / trainers for outdoor sports
- Bottle green jumper/ fleece top for Year R to Year 5 (Black top/ fleece for Year 6)
- Dark coloured Tracksuit bottoms / jogging bottoms for cold weather

HEALTH & SAFETY

In the interest of Health & Safety the following will not be acceptable in school:

- Earrings – **MUST** be removed during PE
- Jewellery
- Make-up
- Nail varnish

Uniform can be ordered direct from the suppliers at:

<https://www.yourschoolwear.co.uk/>

We are aware that purchasing uniform with a logo is more expensive than buying uniform without. We feel as a school that a smart uniform makes all the difference to how the children feel and behave. However, if you find it genuinely difficult to buy these articles, please approach in confidence – I am sure that we can support you in some way.

Second-hand and nearly new uniform

The Friends of Great Bentley Primary School have a large stock of second-hand/nearly new uniform which is very reasonably priced. They have sales at various school events.

School Dinners

We would recommend that all children take up the offer of a cooked, nutritionally balanced meal every day. Our cook works to ensure compliance with government guidelines regarding healthy eating. All meals include fresh vegetables, fruit, homemade bread and water. We also offer a Jacket Potato with various fillings as an alternative to the hot meal, served with a salad bar. Dessert will be the daily dessert from the Hot Dinner Menu or fruit/yogurt. There is a winter and summer menu and any changes are noted on the weekly school newsletter.

During the course of the year, a number of special themed lunches take place. School meals are currently charged at a minimal cost of £2.49 per day. As the school's catering facility is non-profit making, all meals must be paid for in advance. Our preferred method of payment is online via Arbor.

If you are in receipt of any of the following benefits, your child may be entitled to a free school meal:

- Income support or income-based Job Seekers Allowance
- Child Tax Credit
- Pension Guarantee Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

If you think you may be eligible, please contact the school office.

Key Stage 1 children (Years R, 1 and 2) are entitled to a free school meal. This also includes a free-packed lunch if they are on a school trip. When moving from KS1 to KS2, if you believe your child is entitled to Free School Meals, you must apply online before your child starts in Year 3 and show the school office your letter of eligibility.

Packed Lunches

Some children prefer to bring a packed lunch from home. We ask parents to try to ensure that packed lunches contain the following:

- A drink (non-fizzy and no cans or glass bottles)
- A nutritionally balanced sandwich or equivalent e.g. pitta bread etc.
- A piece of fruit
- A dairy component e.g. yoghurt
- One small treat, e.g. crisps or fruit bar, biscuits, cake etc.

This will assist us to comply with the government's healthy eating initiative and to encourage healthy eating habits within the overall school community.

PLEASE NOTE WE ARE AN ALLERGY AWARE SCHOOL
(This involves staff and families avoiding known allergens including nuts whenever possible)

Playtime Snacks

KS1 (Year R to Year 2) Children will be given free fruit at morning play.

KS2 (Years 3, 4, 5 & 6) are encouraged to bring a piece of fruit or veggie sticks for morning play or if you are sending your child in with a cereal bar, please ensure it is nut free. Crisps and chocolate biscuits/ cakes etc are NOT permitted.

Payments to school

Any school dinner payments to the school may be made on-line via Arbor.

You will be invited to join Arbor when your child joins the school. This is not only used for on-line payments of school dinners, but also to keep you up to date with what is going on at the school (newsletters, trips, etc.)

Whilst the vast majority of activities and facilities on offer to your child during the course of the school day are paid for from our delegated budget, there are certain activities which we feel are beneficial to your child's education which may incur an additional charge. These include:

School visits & Residential trips (Year 6 only)

On these occasions we have no choice but to ask for your contributions. Although these contributions are classed as voluntary, where the school does not receive enough money to cover its costs, activities may not be able to go ahead. To assist you, where the suggested contribution is over £20, we are happy to offer an installment plan.

Optional extra-curricular activities such as music lessons and after school clubs may also incur a charge. Music lessons (which are not offered to Reception children) are currently provided by Essex Music Services who currently charge around £100 for 10 x 15-minute individual lessons. However, if you are in receipt of Income Support, Income Based Job Seeker's Allowance or Working/Child Tax Credit, you may be eligible for a voucher to cover part of these costs.

Please speak to the school office for further details. Many of our after-school clubs are free of charge. However, where club leaders are brought in from outside school, a charge is usually made. Payment for extra-curricular activities must be made in full, in advance, or your child's place may be offered to someone else on the waiting list.

Curriculum

All schools must fulfil the requirements of the National Curriculum. The National Curriculum sets out the statutory skills, knowledge and understanding, which we must teach.

Year R work on achieving the Early Learning Goals of the Foundation Stage. Children in years 1 and 2 work on the curriculum based on Key Stage 1. Children in years 3, 4, 5 and 6 work on the Key Stage 2 curriculum.

The school provides a broad and balanced curriculum to develop the individual child to their highest potential. We aim to educate the whole child, to prepare them for their next school and to be a good citizen in society.

Parents will receive a termly unit newsletter, which will explain the topics and areas of the curriculum that the children will be studying that term. It will also give information about issues such as homework.

The Enriched Curriculum

At Great Bentley, we believe that the quality of education that your children will receive is of prime importance thus ensuring they reach their full potential. It is vital that all children are motivated and stimulated through exciting first-hand experiences – these are the experiences that children remember.

As such we have worked hard to initiate an enriched curriculum. On top of the basic curriculum that all schools have to offer we want to ensure that each pupil's education is motivating and exciting.

Each child will have the opportunity to experience the following during their primary years at this school: -

- Taking part in visits and trips
- Learn a musical instrument in KS1 and in KS2.
- Historical projects brought to life through role play...your child may visit Queen Victoria and work in a Victorian classroom or even become an Egyptian mummy!
- Work with actors and travelling theatre companies
- Take part in environmental projects
- Have access to a wide range of extra-curricular activities
- Learn a foreign language
- Can go on an outdoor adventurous residential holiday with PGL. Here, children are given the chance to sample a range of outdoor pursuits and develop their social and team building skills in a safe and controlled environment.
- Have many ICT opportunities
- Learn through first-hand experiences

Safeguarding

Parents should be aware that the school will take every reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a pupil may have been subjected to ill treatment, neglect or other forms of abuse the staff have no alternative but to follow Essex and the school's Safeguarding Procedures and report their concerns. This may include to the Police or the Children & Families Hub emergency support team.

"Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you."

The procedures we follow have been laid down by the Essex Safeguarding Children Board in line with the latest guidance from the DfE including 'Keeping Children Safe in Education'

If you want to know more about this procedure, please see the school's latest safeguarding policy on the website and/or speak to the Head of School.

Early Years

Our building provides good accommodation, meeting all the needs for the youngest of children. The outside and indoor classrooms are designed for; colour, texture, creativity, logical thinking, investigating and experimenting. Learning takes place in; structured play, directed activities for groups or the whole class.

The reception classrooms have their own toilets. The outside has been designed to include a stage, sand and water play areas, a road track for large toy play, and a double storied playhouse. There is also climbing apparatus.



Children with Special Educational Needs

The school is committed to ensuring that the necessary provision, including extra help in the classroom, is made for any pupil who has special educational needs and that all staff who are likely to teach the child are kept aware of their situation.

All our teaching staff are aware of the importance of early identification of a pupil's special educational needs and will consult with the Special Educational Needs Co-ordinator (SENCo) for advice as to how to proceed to give specific support to the pupil. The Co-ordinator takes a leading role in liaising with parents, staff, committee members and the outside agencies in reviewing the effectiveness of the policy for Special Educational Needs in line with the SEN Code of Practice. The cornerstone of this policy is to ensure that all pupils have equal opportunities and encouragement to join in all activities of the school at all times.

The school will liaise with all outside agencies to support your child. Getting these consultations is not always as quick as we would like!



Medication and First Aid

In the event of minor injuries such as cuts and grazes a trained first aider will usually deal with the problem. However, more serious injuries will be referred to the casualty department of Colchester or Clacton Hospital. It is very important that we have up to date emergency contact numbers so that we can contact you quickly in such events. If we cannot contact you, we will take the child to hospital and ask you to meet us there.

In sunny weather we encourage children to wear sun hats or baseball caps. We prefer these to be in school colours and they can be purchased from the school office. Children should bring labelled sun cream to school which they should be able to use under supervision.

Usually, medicines should not need to be administered during school time. If your child has diabetes, asthma, allergies or any other condition needing constant medical attention, please ensure that the school is fully aware of the needs of the child. All inhalers should be named and are kept in the classroom asthma box so that the child always has access to them. The child should be able to manage the administration of the inhaler themselves, although they will be supervised if necessary and a record kept of their inhaler's use.

If it is essential for medicine to be administered at school (i.e. if prescription medication is issued for administration 4 times a day) we encourage the parents to come up to the school to administer it. If you are unable to come into school and administer it, we will administer medicines to your child. A 'Request to Administer Medication Form' with need to be completed and approved by the Head of School. All medicines brought to school must have the pharmacy label / packaging with the pupil's name, instructions for use and the correct dosage. Medicines that are out of date will not be administered.

A copy of the Managing Medicines in School and Early Years Setting Policy is held in the school office.

If your child is very unwell, please do not send them to school. Poorly children are often upset at school and illnesses are spread very quickly. This refers to sickness and diarrhoea. **Under the guidance of the Health Protection Agency children who have suffered from Sickness or Diarrhoea should not return to school until 48 hours after the last episode of diarrhoea or vomiting.**

The school nurse visits the school to carry out the Primary Care Trust height, weight and measures check when your child is in Reception Class and again in Year 6. They will write to you directly regarding these checks and you can contact them to opt your child out if you wish to.

Supervision

Supervision of pupils is provided from 8.45am and no child should be left unsupervised on the school premises prior to this time, unless authorised.

If a parent has arranged for a child minder, relative or friend to collect their child then the school must be notified of the arrangements either by letter or phone. Security of the children is paramount at all times, and we ask parents to cooperate closely with us to ensure this happens.

Pupils who travel on the bus or in a taxi are expected to go straight into the playground when they arrive.

Children travelling on the bus after school are registered by staff and then escorted to the bus. If seat belts are available the children must wear them. The coach company provides an escort on the bus to ensure the safety of the children whilst in transit.



The Children's Voice

It is very important to us that the pupils have the opportunity to contribute to school life and school improvement. Our ethos encompasses this and opinions from pupils at all levels are sought and valued.

In addition to this we have:

- A School Council who meets regularly. All classes are represented, and the council have their own designated budget and arrange fund raising events
- An Eco Council who meets regularly to discuss the eco needs of the school and what they can do to improve this.
- Each year the pupils and staff elect a Head Boy and Head Girl from the Year 6 Class

Parental Involvement

At Great Bentley Primary School, we value the involvement of parents. This can take place in many ways:

- Working in School
We encourage parents to work with us in school.
If you have a talent, an interest you would like to share with us, or are simply willing to give up time to hear children read or help in the classroom please let us know.
It is now a regulation that all adult volunteers in school are 'DBS checked'.
- Open Evenings & Open Day
We have termly open evenings in the Autumn, Spring and Summer Term where teachers and parents meet to discuss their child's progress. In the Summer Term we have an Open Day where Parents are invited to come into school to look at their child/children's work.
- Parent Information Evenings
These are held when necessary to explain or to inform parents of upcoming events e.g. SATs assessments, PGL residential trips. We also have half termly parent training on various subjects.
- Newsletters
These are issued every Friday via Arbor email.
- Telephone.
If a club is unexpectedly cancelled, we will try to contact you by phone or by the Arbor in app. messaging service. This is one reason why it is important to ensure that we have up to date numbers and email contacts

Extra-Curricular Activities

We are very proud of the range of extra-curricular activities that we have developed over the last few years at Great Bentley. They take place at lunchtime and after school. Parents have the responsibility to ensure that children are collected promptly at the end of club sessions.

We are always looking to increase the number of extra-curricular activities that we offer and are open to ideas to improve our provision.

The following clubs may be available:

- Football
- Cricket
- Athletics
- Netball
- Reading and Maths Cafés
- Choir
- Dance
- Cooking
- Sewing
- Gardening
- Photography

The children run a variety of clubs at lunchtime and there are also a variety of booster and top up sessions. These change weekly and termly.

We are always looking to develop more clubs so if you have a skill, an interest or a talent that you could share with us please let me know.

Please note that Reception children are not invited to attend clubs in their first term at school.

Wraparound Care

Our before and after school service is run by Premier Education.

All sessions are booked online. Parents are reminded to book in advance whenever possible to avoid disappointment. Whilst Premier will do their utmost to provide staffing at short notice, this will not always be possible for last-minute booking.

Complaints Procedures

Children of any age are more likely to be happy at school, and to achieve their best, if their parents take an active interest in their education and welfare during the time the child is in school.

We value the involvement of parents and carers in the life of our school and offer many opportunities for you to take part in your child's education here, for example by helping with homework, attending parents' forum meetings, helping us jointly to meet the aims of our home school agreement policy, attending open evenings and helping within the classroom.

It is natural that from time-to-time parents may be concerned about some aspects of their child's education or welfare at school. We therefore welcome enquiries from parents about these, and other matters and are confident that, in the majority of cases, we can reassure you by explaining our policies and practices, and how they affect your child. With a commitment from all concerned to resolve any such concerns calmly and rationally, we can work with you to try to achieve the most appropriate solution in your child's interest.

How to express your concerns

Our policy and that of the Government and the LA Essex County Council, as well as our Academy Trust- Penrose Learning Trust, is that parental concerns and complaints should be dealt with locally. This is because we want to build and maintain good relations with you and to work with you to provide the best education possible for your child.

1. If you have any concerns at all about your child's education or welfare, please speak to your child's class teacher or the office staff team in the first instance.
2. From time-to-time situations can arise where parents feel that they must state their concern more formally. In these instances, please phone the office to arrange an appointment to meet the Assistant Head or a member of the school's senior leaderships team. However, time must be allowed at each stage of the investigation for the problem to be considered.
3. If you are still unsatisfied with your response, please arrange to share your concern with the Headteacher.
4. Should the complaint still remain unresolved, the parents may raise their complaint in writing to the Chair of the Academy Committee. In extreme cases of an unresolved complaint the issue may be directed to the Academy Trust or Local Education Authority.

Details of the complaints procedure are included on the policies page of the school website. Please also see the school's communication policy for further details.

The guidance in this document does not cover concerns about the following for which there are special arrangements laid down by law:

- The school curriculum, collective worship and religious education
- Appeals about admissions.
- Appeals about exclusions.
- Appeals about assessments and statements of Special Educational Needs

Information about the above procedures are published by the local authority and are available from the school office.