



# Ingatestone and Fryerning C of E Junior School

A member of the Mid-Essex Anglican Academy Trust



2026-2027

The Furlongs, Ingatestone, CM4 0AL

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And whose registered office is Hall Lane, Shenfield, Brentwood, Essex CM15 9AL



At Ingatestone and Fryerning Church of England Junior School (IFJS), every child matters. We strive to provide an inspiring, challenging and engaging environment that nurtures curiosity and enables creative and imaginative thinking to thrive.

Founded by the Church in 1817, the school moved to its current site in 1963. Originally serving both infant and junior pupils, growing demand led to the opening of a separate infant school on Fryerning Lane in 1970. Today, IFJS educates children aged 7 to 11. The school benefits from spacious classrooms, a well-equipped hall and library, and excellent outdoor facilities, including playgrounds, fields, play equipment, and a purpose-designed outdoor learning space with reflection and wildlife areas.

Our staff, governors and families value working closely together to support each child's learning and development. We share parents' commitment to their children's education and wellbeing, and we are proud of our nurturing, positive and industrious school community. While we uphold high academic expectations, we also place equal importance on creative, physical, emotional and social development, ensuring a truly balanced education.

This booklet offers only a snapshot of the opportunities we provide. Although it outlines our curriculum, values and achievements, the atmosphere and ethos of IFJS are best experienced in person. We encourage families to visit during the school day to see our learning environment in action. Strong relationships between pupils, staff, parents, governors and the wider Ingatestone and Fryerning community underpin everything we do. We see parents as children's first educators and welcome the chance to work together to develop confident, ambitious, inquisitive and resilient learners.

Our bespoke curriculum is carefully designed to place learning in meaningful contexts. Using the National Curriculum as a framework, we deliver learning through thematic approaches that engage pupils, motivate them, and encourage continued learning beyond the classroom. We aim to meet



individual needs and ensure that every child, regardless of ability, experiences success.

A variety of teaching approaches are used, including whole-class instruction, group and individual work, hands-on experiences and research-based learning. Lessons are designed to be purposeful, relevant and stimulating. Pupils are taught in mixed-age classes, supported by a two-year rolling programme to ensure clear progression across key stages.

We maintain strong transition links with both the local Infant School and the Anglo European Secondary School to ensure continuity in learning. The school also has close ties with the parish churches of Ingatestone and Fryerning, with Canon Lee visiting regularly to lead weekly acts of Collective Worship. Religious Education is taught in line with guidance from the Chelmsford Diocesan Education Committee.

### Staff

You will find an up-to-date Staff list on the school website– About Us section

### Admissions

Provided places are available within the standard number of 48 per year, it is the policy of the governors to admit the children of all parents who opt for their children to be educated at the school.

Further information can be found on the school website– Key Information section



## We are part of the Mid Essex Anglican Academy Trust (MEAAT).

The vision of the Trust is 'to unlock every child's potential as a unique child of God'. The Trust aims to provide a safe, secure and caring Christian environment, where every individual is an accepted and respected member of the school community. The children experience a wide-ranging, thematic, creative curriculum, learn to the highest standard and have fun too. Please visit each school's separate website to find out more.

In 2013, Shenfield St Mary's Church of England Primary School converted to an academy and became a part of the Mid Essex Anglican Academy Trust. Mountnessing Church of England Primary School joined the trust in May 2018. Bentley St Paul's Church of England Primary School joined the trust in September 2023. In September 2024, Ingatestone Infant School and Ingatestone and Fryerning Church of England Junior School became member schools.

There is a shared commitment to effective teaching and learning based on a well-planned and structured curriculum, underpinned by effective assessment. Children should become independent learners within well-organised primary classrooms and learning should be purposeful, matched to developing individual pupil abilities.

There are many positive outcomes for the schools in our Trust and therefore, our pupils. For example:

- the schools' benefit from economies of scale in areas such as payroll costs, training and staffing costs; this increases the resources we can spend on teaching and learning for our children;
- training and development crosses over the whole trust, sharing expertise, raising standards and keeping up to date with new initiatives;
- staff retention is high, with our trust team being able to plan strategically for future leaders, providing career development and celebrating skills;
- opportunities are explored to support initial teacher training, developing 'home grown' teachers and apprentices;
- there are many very strong teachers and examples of effective practice that each staff team can learn from; and



- accountability increases with the school being compared to other schools in the trust.

### Smartphone Free

At Ingatestone and Fryerning C of E Junior School, we are proud of and committed to safeguarding and promoting the wellbeing of all pupils.

Increasingly, the use of smartphones among young people is having a detrimental impact on mental health, sleep, attention, and overall development. Research and experience have identified the following concerns associated with smartphone use in school-aged children:

- Increased rates of anxiety and depression
- Sleep disruption and reduced attention span
- Risk of cyberbullying and exposure to harmful or inappropriate content
- Patterns of use consistent with behavioural addiction
- Reduced engagement with learning and important life skills

Considering these concerns, and in line with our commitment to creating a safe and focused learning environment, the following policy outlines the permitted use of mobile phones and portable devices on school premises.

### **Year 3 – Year 5**

**Mobile phones and portable devices are not permitted** on school premises under any circumstances.

### **Year 6 (Independent Travellers)**

Parents who wish for their child to bring a mobile phone for safety reasons (e.g., walking to and from school independently) must comply with the following:

### **Permitted Phone Models**

Only the following basic mobile phone models are permitted:



- Nokia 105
- Samsung E1200
- Alcatel 10.16G

Or another similar non-smartphone device approved in advance by the school  
**Smartphones are not allowed under any circumstances.** Any device not pre-approved will be considered a **prohibited phone**.

Smartphone Free policy is available on the school website– About Us section

### Safeguarding

We, at IFJS, take safeguarding very seriously, and request that all visitors to our school help us safeguard the children entrusted to our care.

We do have in place a set of robust policies, procedures and practices. As a parent/carer, please follow all school protocols to ensure the children are safe, including ensuring your child is safe online.

If you have any concerns, please refer them to the Head of school who is the Designated Child Protection Co-ordinator.

### Collection

Children will only be allowed to leave the school premises with adults declared on the collection information. Please support us with this and keep this information up to date.

### Class names

Each class is named after a different country. During the first couple of weeks and throughout the academic year, they will learn about their country. This would include geographical information, culture, food, clothing etc.

This is wonderful way to celebrate diversity and cultures.



### Compass

Our school parent management system is called COMPASS. You will receive login details to this in the first week of term. All data held on the infant COMPASS will transfer over. Please check and ensure all information is correct and if you have any problems contact the school office

### Dinners, Payment and Free School Meals.

Dinners are cooked and served daily on the premises. The kitchen operates a three-week rolling menu of balanced, nutritious, and tasty meals, available to view on the school website– Parent Section and in the weekly newsletter. You may elect for your child to have a school meal every day, send them to school with a packed lunch in a clearly labelled box, or a combination of both approaches at your convenience. School meals cost £2.60 per day. However, where a parent believes they would qualify for free school meals for their child, we strongly recommend that they make an application through Essex County Council as qualification for this benefit has further advantageous implications for your child and their funding in school.

We encourage you to preorder all lunch meals using the COMPASS app, ensuring sufficient funds available.

### School Hours

The school gates open at 08:45 and children should arrive by 08:55 at the latest. After this time, the gates will be closed and entry to the premises will be via the Main Reception only. The school day finishes at 15:20

### Lateness

It is especially important for children to arrive at school on time, as the first few minutes of the school day are often used to give instructions and organise schoolwork for the rest of the day. If your child misses this short but vital



session, their work for the entire day may be affected, especially as they progress through the school. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view that there are no late children, only late parents. Children arriving at school after 08:55 must be accompanied to the school office by their parent or carer where they will be asked to sign them in and a reason for the lateness will be recorded. Lateness is monitored regularly. Where children are persistently late, the Head of the school will invite the parents to attend a meeting to discuss the problem.

### Attendance

If your child has a medical appointment, please let the school office know in advance by completing the 'Request for Leave of Absence' form available from the school website and email a copy of the appointment card or letter. For unexpected illness absence, please record using COMPASS.

The school's policy for attendance and punctuality is based on statutory guidance and is available on our website– About Us section

### Leave From School

Taking your child out of school during term time could be detrimental to your child's educational progress. Parents should not take their children on holidays during term time. **There is no legal right to do so.** However, we do understand that there are sometimes very special circumstances for which it is appropriate to grant leave from school. On such occasions, a request should be made by completing a 'Leave of Absence' form and given to the office for the Head of school to assess each case on its merits. However, authorised absence will not be granted for family holidays under any circumstances. These can be found on the school website– Parent Section.





## Christian Distinctiveness

### Collective Worship

Each day the pupils are involved in an act of collective worship. This ranges from recognising the awe and wonder of our world, social messages such as friendship, to key religious celebrations and learning. We also welcome visiting speakers to offer expertise and enrich the quality of our Collective Worship.

We light a candle to be reminded of God's presence and begin each worship with a send and receive of 'Peace be with you.'

We have developed a concept of 'Windows/ Mirrors and Doors' in order to encourage everyone to explore their spirituality.

Windows- appreciating moments of awe around us

Mirrors- how these moments of awe impact us individually

Doors- where we now move on from these moments

We encourage children to photograph these moments of awe to be shown during worship. These moments are continued throughout our curriculum and learning and moments of pause and reflection are always encouraged.

### Religious Education

To be able to understand their own beliefs and values, children need to learn about and respond to the beliefs and values of others. In religious education (RE), children learn about the main religions in this country, particularly Christianity. The subject aims to help pupils respect the beliefs and practices of others as well as discovering more about their own. Every school must teach religious education, but there is no national programme of study. Our teaching is based upon the Essex Agreed Syllabus. This local programme is shaped by national guidelines. These say that teaching should:

<https://www.cdbe.org.uk/support-for-schools/education-support/religious-education>



Parents not wishing their child to attend Religious Education and/or Religious Worship can exercise their rights under the Education Act and Statement of Entitlement for Religious Education (2019)

Statement of entitlement 2026

<https://static1.squarespace.com/static/669e29466c5f4a0a5baa7936/t/69691455322d2112db362d19/1768494165566/NSE+RE+Statement+of+Entitlement+for+publication+January+2026.pdf>

### Church Links

The school enjoys strong links with the parish churches of Ingatestone and Fryerning and Can. Lee is a regular visitor to the school and leads an assembly every week. The schools R.E. syllabus is in accordance with that recommended by the Religious Education Executive of the Chelmsford Diocesan Education Committee.

<https://www.achurchnearyou.com/church/6441/>

<https://www.achurchnearyou.com/church/6329/>

### Links with parents

Each academic year parents are invited to attend meetings with their child's class teacher to discuss their progress. These are held in the autumn term, when your child's class teacher can let you know how your child is settling in. Another is held in the spring term to discuss progress and main areas for development for the rest of the academic year.

In addition to these, we have an exhibition of work towards the end of the summer term, where parents and children are invited to look at work all around the school. This is much more informal, and no appointment times are necessary.

Your child's annual report is also issued at this time.

During the academic year, each class will share a class assembly which you are



welcome to attend.

As well as these formal opportunities throughout the year to speak with your child's class teacher, we would like to stress that we are more than happy to make additional appointments or speak informally with you at any time you have any concerns or queries. Likewise, we will contact you if we feel a meeting would be beneficial.

It is appreciated if you are able to support our school functions (concerts, sports days etc.) and money raising efforts. These will offer you other informal opportunities to come into school– Macmillan coffee morning, Christmas and End of Year shows, sports day and summer term Fete.

### SEND- Special Educational Needs and Disabilities

At our school, we foster an inclusive approach to education by ensuring that all pupils with SEND have access to a broad and balanced curriculum. There is a shared expectation that all pupils, regardless of their specific needs, will receive high quality teaching – which encompasses a mastery approach. This will enable them to fulfil their potential and leave them well prepared for the next stage of their education and beyond.

Mrs Johnson- our school SENCo, works closely with class teachers in order to identify any barriers to learning and then with parents, to ensure the correct support is in place.



## Behaviour and Pastoral Care

*“Pupils are articulate and express their views and opinions confidently.” Ofsted 2018*

A high standard of behaviour, courtesy and consideration for others is expected from all children, who, in their introduction to the school, are informed of the code of behaviour expected.

Children are regularly praised for good work and behaviour with teachers regularly reward children 'who make the right choices' by giving class tokens and certificates as well as verbal praise. Children, whose work, or behaviour is unsatisfactory, will receive sanctions in line with our Relationships and Behaviour policy – found in Key Information section of the school website. Pastoral care is primarily in the hands of the child's class teacher supplemented by the Senior Leadership Team, Head of school, and all other adults in the school. If a child's work or behaviour gives cause for concern, the class teacher will contact you to discuss the problem and ways of overcoming it. Conversely, if you have a concern regarding your child, please contact their class teacher in the first instance.

## Curriculum

Our school website holds all information on our school curriculum and termly overviews. RE sits outside the National Curriculum. The school RE syllabus is taught in accordance with that recommended by DBE Guidelines:

<https://www.cdbe.org.uk/support-for-schools/education-support/religious-education>

On entry children are assessed and given a fluency reading book at their level which we expect them to read with an adult nightly and also a chosen colour-band book for free reading (which is easier) for them to access independently.



### Allergies

We have children in school that have been diagnosed with serious nut allergies. It is therefore vital that nuts are not brought in to school at any time (including peanut butter and Nutella) as even being near someone who has eaten nuts can trigger a life-threatening reaction for the child.

If your child has an allergy, please let the school office know as soon as possible and we will put in place precautions to keep your child safe.

### Administration of Medicines

Where possible, all medicine should be administered by parents/ carers around school hours. In accordance with advice from the School Nurse and Local Authority, the school will only administer prescription medicines that are provided in their original packaging, and which are submitted to the school office by a responsible adult. The medication must be accompanied by a 'Parental Consent for School to Administer Medicine' form which can be found on our website– Parent Section.

All inhalers, epi-pens and medications are kept in the school office. It is parental responsibility to check 'use by' dates.

Any care plans will be transferred from their infant school and the office will contact you to discuss.

Should you wish to discuss this, please call the office to make an appointment.

At times, temporary care plans may need to be written and signed by parents.

### Breakfast and Afterschool Club

Here at IFJS we can offer children access to a before-school breakfast club, based at the infant school from 7.30am. At 8.35am they will be chaperoned from the infants to the Junior School. These places need to be booked in



advance.

After school we are able to offer children access to an after-school club at the infant school. They are chaperoned to the infant school from the juniors and can be collected up to 6pm. These places need to be booked in advance.

See website– Parent Section

### Snacks and Drinks

All children need to bring a named water bottle to school daily.

We are a Healthy School and allow only fruit or vegetables for a breaktime snack.

### Tuck

Children have the opportunity to purchase tuck on certain days of the week, depending on their year group.

### Birthdays

We very much will make this day special for each child however; we are unable to hand out sweets at the end of the day.

### Clubs and Activities

There are several school clubs, which take place before, during and after school. Staff, volunteers and other outside organisations run a variety of clubs throughout the school year. A list of available clubs is emailed to parents at the beginning of each term, with details of how to book.

We also enter and take part in netball, football, athletics, cross country, cricket, rounders and basketball competitions.



### Music Tuition

At IFJS, we have a number of peripatetic music teachers who come into school to give tuition to our students.

The lessons we offer are:

Piano/Keyboard

Guitar

Choir/Singing

All information can be obtained at Essex Music Services and from the school office.

### Relationships, Sex and Health Education

Teachers deal with children's questions about the physical differences between the sexes and about human reproduction factually and honestly as they arise. Relationships with brothers, sisters, new babies and the extended family, for example, are discussed throughout Key Stage 2. Issues such as growing up and becoming more responsible are also taught throughout the entire curriculum.

Relationship, Sex and health education is taught following the Jigsaw scheme and builds throughout the year groups. This is taught in the summer term and detailed information is shared with parents prior to the sessions.



A warm welcome from your PTA

### What is a PTA?

The PTA is run by a team of volunteers from all sorts of walks of life bringing a variety of skills and experience. We are parents, carers, friends and supporters of the school – just like you.

### Why does the school have a PTA?

The Parent Teacher Association at Ingatestone and Fryerning Junior School has been running for over 30 years! We are a diverse group of people who all have the same goals in mind – to help broaden the children's education and give parents a voice in the school.

The main function of our PTA is to support the school, pupils, and staff by raising as much money as we can, to enhance, enrich, and improve learning experiences for the children as well as provide the occasional 'just for fun' event.

We fundraise by organising and running those 'little extras' that make school memorable, such as:

Celebration Gift Shops for Mother's Day and Christmas, Popcorn Nights, Cake sales, Summer Fete, and School Discos

We even offer free events/goodies to say thank you for supporting the PTA which includes providing Hoodies for the Year 6 leavers, paying for coaches for trips and ice creams / sweet treats for all pupils and school staff, to name a few.

### What has the PTA funded with the money?

We always try to respond when asked to help the school, and after the work is done, it is so rewarding to see the children enjoy new resources and equipment provided by the PTA.





Most recently, we have successfully funded the creation of a new multi-purpose outdoor classroom and learning space. This area will be used for a variety of activities, including student outreach, interventions, and small group learning—providing a flexible, supportive environment to help all our students thrive.

In previous years, the PTA has fundraised for the school minibus, outdoor gym equipment in the playground, air conditioning, new dining tables, computers and reading books.

### What are we raising money for next?

Our next fundraising focus will be on furnishing the new learning space and providing additional resources and equipment that the school needs. With your continued support, we can make this new learning area even more effective and enriching for our students.



## SCHOOL UNIFORM

Our policy on school uniform is based on the belief that school uniform:

- Promotes a sense of pride in our school;
- Helps to create a sense of community and belonging towards the school;
- Identifies the children within the school;
- Supports our commitment to inclusion;
- Prevents children from wearing 'fashion clothes' that could be distracting in class;
- Is practical, smart and designed with health and safety in mind;
- Is considered excellent value for money by most parents;

### Compulsory Uniform Items:

Grey trousers or shorts

Grey skirt—just above the knee

Plain light blue long or short sleeved blouse

Light blue long or short sleeved shirt with school tie

Navy blue V-necked jumper

Light blue gingham dress in summer months white/ grey socks. Grey tights.

Black shoes (Not trainers or trainer type shoes. No boots)

### Optional Uniform Items:

Summer dress in blue and white check (weather permitting)

School coats and jackets

### PE Uniform:

We allow the children to wear their PE uniform to school all day on PE days.

Your child's teacher will advise you of the PE days.

Plain white polo top with school badge/ or their house T-Shirt

Black shorts—mid thigh length

Grey or white socks



Training shoes. White, navy or black

Navy tracksuit for cold weather. No hoodies are allowed due to health and safety reasons.

Many uniform items and other school kit can be purchased directly and embroidered with the school logo from

[www.onestopschoolgear.com](http://www.onestopschoolgear.com)

### **One Stop Schoolgear Uniform orders**

Here at One Stop Schoolgear we are committed to supplying only the best in school wear, which is why we have teamed up with Trutex and Banner the UK's leading school wear manufacturers.

To purchase uniform, you can visit our store, or place an order on our website for either delivery or for 'click and collect' from our store.

Please note that with the peak 'Back to School' period our lead times can be up to 2 weeks. We understand your order is important and we will do our very best to have your items to you as quickly as possible.

#### **Visiting our store**

Our store is at Unit 3B, Beehive Business Centre, Beehive Lane. Chelmsford CM2 9TE  
Our opening times are Monday to Friday 9am - 5pm

#### **Ordering for 'delivery'**

When your order is complete, you will be notified that it's ready to be dispatched. It will be passed to your chosen delivery option of either Royal Mail or our courier service, DPD Local. (Please allow 2 days for courier and 3 days for Royal Mail parcels to arrive)

#### **Ordering for 'click and collect'**

When your order is complete, you will be sent a link to arrange a time slot for you to visit the store to collect.

Please do not arrive at the store without booking an allocated time. If you have any issues getting to the store, you will be able to reschedule via the same link. Other people can collect items on your behalf, they will just need to have your order number and arrive at your allocated collection time.

#### **Deadlines**



Important - Orders must be placed before the 14th August to request the click and collect service, any orders after this date will be delivery only. Orders place after this date may not arrive with you before the start of term.

### Returns or Exchange

If you find that you need to exchange a product for a different size, you can either visit the store to arrange or post the item(s) back to us.

Should you post the item(s) we ask that you return the item(s) with your invoice and noting what needs to be changed, and for what size or being returned

**Ingatestone & Fryerning Juniors**  
To order: [www.onestopschoolgear.com](http://www.onestopschoolgear.com)  
Unit 3b, Beehive Business Centre, Beehive Lane, Chelmsford. Essex CM2 9TE - 01245 214084

Suggested order quantities for core items = **No.**

|                                                                                                                                                                                  |                                                                                                                                                          |                                                                                                                                                                         |                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>V-Neck Knitwear Sweatshirt<br>26", 28", 30" 32" - £17.50<br>34", 36" - £20.40<br><b>2-3</b> | <br>Standard Tie<br>£4.70<br><b>1-2</b>                                 | <br>Knitwear Cardigan<br>26", 28", 30" 32" - £19.00<br>34", 36" - £21.80<br><b>2-3</b> | <br>Blue Rever Collar<br>Shirt/Blouse (2pk)- £13.00           |
| <br>PE Shorts (Black) - £5.00<br>Sizes: 22-24", 26-28", 30-32"                                 | <br>PE Polo - £7.50<br>Sizes: 5/6, 7/8, 9/10, 11/12, 13yrs<br><b>1</b> | <br>Nylon PE/Swim Bag<br>£5.00                                                        | <br>House PE T-shirt-£5.30<br>Size: 5/6, 7/8, 9/10, 11/13yrs |
| <br>Book Bag (X9)<br>£9.50                                                                    | <br>Shower Proof Jacket-£20.20<br>Size: 5/6, 7/8, 9/10, 11/12, 13yrs  | <br>Winter Coat-£23.00<br>Size: 5/6, 7/8, 9/10, 11/12, 13yrs                         | <br>Junior Rucksack<br>£15.50                               |
| <br>Baseball Hat<br>£6.20                                                                     | <br>Winter Hat<br>£5.80                                               |                                                                                                                                                                         |                                                                                                                                                |

Further information is also on  
our website from One Stop  
School Gear.

Please may we remind you:

- Shoulder length hair is to be tied back
- Necklaces and bracelets should not be worn
- Only small plain studs are to be worn in both ears and not worn on P.E days.
- Make up and nail varnish should not be worn for school.
- School bags should be as follows:



- a small rucksack.

All items must be clearly and permanently marked with the child's name.

### Equipment List

Please support us with ensuring your child has all the equipment they need for September. A full equipment list is on the school website– Parent section.

### **Kit List: September 2026**

Please find below a list of equipment that each child will need to have for school in September. We would suggest that children have two small pencil cases – one for the basic items, the other for coloured pencils etc.

We have attached links to items. You do not need these exact ones; this is just to give an example. Please ensure that ALL ITEMS ARE NAMED clearly.

Children will also require a small rucksack. This one is available from One Stop Schoolgear in Chelmsford- the school's uniform store.

[Pencil case – soft, small.](#)

[HB Pencils](#)

[Eraser – white, not novelty.](#)

[Sharpener – with vessel to catch shavings](#)

[Ruler – clear 30 cm](#)

[Pritt Stick](#)

[Scissors](#)

[Coloured pencils](#)

[Felt pens \(not sharpies\)](#)



### Communication

We constantly endeavour to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed.

However, you might also be aware that sending written information home can be rather 'hit and miss' with letters sometimes going astray on the way. We are also increasingly aware of the cost and environmental impact associated with the use of large quantities of paper.

To communicate with parents as efficiently and effectively as possible, we employ the following methods:

- A weekly school newsletter will be sent to you by email.
- Email will often be used to send you information about specific activities such as school clubs, trips, etc.
- Texts for immediate class or school messages from the office
- Paper will sometimes be used for letters, particularly those requiring the return of a reply slip.
- Phone calls for personal contact

### Communication from Home

- Immediate messages for the teacher, via written note or phone call via the office
- Non-urgent enquiries to [office@ifjs.co.uk](mailto:office@ifjs.co.uk)
- Private conversation should be arranged for the end of the school day, not before school

### GDPR Compliance

Ingatestone & Fryerning C of E Junior School fully complies with information legislation. For the full details on how we use your personal information please click visit our website at

[www.ingatestonefryerning.essex.sch.uk](http://www.ingatestonefryerning.essex.sch.uk)



## Privacy Notice

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual school's effectiveness. The categories of pupil information that the school collects, holds and shares include the following:

- Support pupil learning
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Keep children safe (e.g. food allergies, emergency contact details)
- Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- Enable targeted, personalised learning for pupils
- Manage behaviour and effective discipline
- Comply with our legal obligations to share data
- Keep pupils, parents and carers informed about school events and school news.

This information will include their personal information, characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility, attendance information, assessment information, relevant medical information, special educational needs information, welfare information and behaviour and exclusions information.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so, and it is under regulation 5 of The Education (Information About Individual Pupils) Regulations 2013.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding



access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and, the arrangements in place to store and handle the data.

For more information, please view our full Privacy Notice on our Trust website,

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you would like to discuss this privacy notice or request access to information about your personal data, please contact Leigh Johnson, Head of School.

### Trips, Special Events and Activities

#### Trips away from the school

We aim to enrich the curriculum for the children and each year this involves children taking part in trips within the local area. We ask parents to indicate their permission or otherwise for their child to take place in such local activities by completing the 'Permissions Form' (which forms part of the pre-admissions documentation.).

Some of our trips take place further afield, but specific parental permission is always requested for trips which involve transportation by car, coach, or train.

Risk assessments and all the necessary precautions are taken regarding the safe conduct and supervision of the pupils. The class teachers always have





additional support for trips which will often include invaluable help from parents and guardians.

### Special Events within School

Sometimes we invite third parties into school for a special event. This might take the form of an historical re-enactment day, a travelling theatre production or a visit from an author. No permission is sought for children to take part in such events, but we may on occasion ask you to dress your children up in a costume to help them get into character.

We like to engage the children with exciting design and technology projects, connected to the curriculum, but also at special times of the year such as Christmas, Mother's Day and Easter. We may request the children bring extra materials in from home or ask for a small contribution towards the purchase of materials that fall outside of the curriculum budget.

### Payment for Trips and Activities

Where a contribution towards the cost of a coach, entrance fee to a venue, third party cost or special materials is requested, the school use COMPASS online payment system to collect the funds.



## A Letter from the Chair of Governors

Dear Parents

You will be aware that the school became an academy on 09 September 2024. Prior to this the school was voluntary aided, and this change of status has meant a change in the way the school is funded. As a voluntary aided school, the Governing Body was responsible for maintaining and improving the school property. When building work and improvements to the premises were undertaken, the Governing Body was required to pay 10% of the cost. Historically, a fund has been maintained for this purpose which has been reliant on donations from parents.

Another key contributor to developments at the school has been the funds raised by the school's Parents and Friends Association. The Governing Body and school leadership team are extremely grateful for the funds generated from these sources and the school has very much benefited as a result.

Much of the work subsidised from the Governors' Fund goes largely unnoticed, but is essential for the day to day running of the school. Projects funded in this way include installing alarm systems, fencing, redecoration, extensions to classrooms, refurbishment of the toilets, boiler maintenance and a major upgrade to the computer network.

Under the new academy arrangements, funding comes directly from Central Government and the voluntary aided status has gone, together with the statutory requirement to fund 10% of the value of capital projects. What has replaced this is a bidding process where schools apply for the money to fund development projects and these are judged on their merits against competitive applications from other schools around the country. Preference is given to well-argued proposals that are supported, in some measure, by local funding.

If you are able to give a regular monthly donation this may be gift aided which means you will pay less income tax. We appreciate how difficult this may be for some, but a regular modest donation from many families would amount to



significant additional funding to help provide the very best for your children. For example, if the family of every child at school were able to donate £5 per month, this would raise an additional £24,000 every year to support school improvements.

If you have any questions about this, please contact the school office and we will do our best to resolve any uncertainty or concerns you may have. We are very grateful to and thank those who continue to support us in this way, as without this, many improvements at the school would not have been possible.

Should you feel able to contribute to the school, we would be pleased to direct you to the 'Parental Giving' form on the school website— parent section.

Yours faithfully

Karen Davey

### **Values**

**Respect**

**Enjoyment**

**Aspiration**

**Cooperation**

**Honesty**

-

### **Vision**

To develop ambassadors for the community we live in and the world around us

-

### **Mission Statement**

We Live, To Learn, To Care, To Leave a Legacy

...Love thy neighbour as yourself .... Luke 10: 25-37



## School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – work

Telephone – mobile

Doctor/nurse's name

Doctor/Nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines should be clearly labelled with your child's name and kept in agreement with the school's policy.

### Reliever treatment when needed

For wheeze, cough, shortness of breath or sudden tightness in the chest, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

| Medicine             | Parent/carer's signature |
|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/>     |

### Expiry dates of medicines checked

| Medicine             | Date checked         | Parent/carer's signature |
|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>     |

What signs can indicate that your child is having an asthma attack?

Parent/carer's signature

Date

Does your child tell you when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking his/her asthma medicines?

☐ Yes ☐ No

What are your child's triggers (things that make their asthma worse)?

Does your child need to take medicines before exercise or play?

☐ Yes ☐ No

If yes, please describe below

| Medicine             | How much and when taken |
|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/>    |

Does your child need to take any other asthma medicines while in the school's care?

☐ Yes ☐ No

If yes please describe below

| Medicine             | How much and when taken |
|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/>    |

### Dates card checked by doctor or nurse

| Date                 | Name                 | Job title            | Signature            |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### What to do in an asthma attack

1 Make sure the child takes one to two puffs of their reliever inhaler, (usually blue) preferably through a spacer

2 Sit the child up and encourage them to take slow steady breaths

3 If no immediate improvement, make sure the child takes two puffs of reliever inhaler, (one puff at a time) every two minutes. They can take up to ten puffs

4 If the child does not feel better after taking their inhaler as above, or if you are worried at any time, call 999 for an ambulance. If an ambulance does not arrive within ten minutes repeat step 3.

### The Asthma UK Helpline - Here when you need us

0800 121 62 44 [www.asthma.org.uk/helpline](http://www.asthma.org.uk/helpline)  
9am–5pm, Monday–Friday

[www.asthma.org.uk](http://www.asthma.org.uk)



92460414



## Essex County Council School Term and Holiday Dates for Community and Voluntary Controlled Schools - Academic Year 2026-2027

| September 2026 |    |    |    |    |    |    | October 2026 |    |    |    |    |    |    | November 2026 |    |    |    |    |    |    | December 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| M              | T  | W  | T  | F  | S  | S  | M            | T  | W  | T  | F  | S  | S  | M             | T  | W  | T  | F  | S  | S  | M             | T  | W  | T  | F  | S  | S  |
|                |    |    |    |    |    |    |              |    |    | 1  | 2  | 3  | 4  |               |    |    |    |    |    | 1  |               | 1  | 2  | 3  | 4  | 5  | 6  |
|                | 1  | 2  | 3  | 4  | 5  | 6  | 5            | 6  | 7  | 8  | 9  | 10 | 11 | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 | 12           | 13 | 14 | 15 | 16 | 17 | 18 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 | 19           | 20 | 21 | 22 | 23 | 24 | 25 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 | 26           | 27 | 28 | 29 | 30 | 31 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 | 28            | 29 | 30 | 31 |    |    |    |
| 28             | 29 | 30 |    |    |    |    |              |    |    |    |    |    |    | 30            |    |    |    |    |    |    |               |    |    |    |    |    |    |

  

| January 2027 |    |    |    |    |    |    | February 2027 |    |    |    |    |    |    | March 2027 |    |    |    |    |    |    | April 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| M            | T  | W  | T  | F  | S  | S  | M             | T  | W  | T  | F  | S  | S  | M          | T  | W  | T  | F  | S  | S  | M          | T  | W  | T  | F  | S  | S  |
|              |    |    |    | 1  | 2  | 3  | 1             | 2  | 3  | 4  | 5  | 6  | 7  | 1          | 2  | 3  | 4  | 5  | 6  | 7  |            |    |    | 1  | 2  | 3  | 4  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 | 8             | 9  | 10 | 11 | 12 | 13 | 14 | 8          | 9  | 10 | 11 | 12 | 13 | 14 | 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 | 15            | 16 | 17 | 18 | 19 | 20 | 21 | 15         | 16 | 17 | 18 | 19 | 20 | 21 | 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 | 22            | 23 | 24 | 25 | 26 | 27 | 28 | 22         | 23 | 24 | 25 | 26 | 27 | 28 | 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |               |    |    |    |    |    |    | 29         | 30 | 31 |    |    |    |    | 26         | 27 | 28 | 29 | 30 |    |    |

  

| May 2027 |    |    |    |    |    |    | June 2027 |    |    |    |    |    |    | July 2027 |    |    |    |    |    |    | August 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| M        | T  | W  | T  | F  | S  | S  | M         | T  | W  | T  | F  | S  | S  | M         | T  | W  | T  | F  | S  | S  | M           | T  | W  | T  | F  | S  | S  |
|          |    |    |    |    | 1  | 2  |           | 1  | 2  | 3  | 4  | 5  | 6  |           |    |    | 1  | 2  | 3  | 4  |             |    |    |    |    |    | 1  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  | 7         | 8  | 9  | 10 | 11 | 12 | 13 | 5         | 6  | 7  | 8  | 9  | 10 | 11 | 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 | 14        | 15 | 16 | 17 | 18 | 19 | 20 | 12        | 13 | 14 | 15 | 16 | 17 | 18 | 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 | 21        | 22 | 23 | 24 | 25 | 26 | 27 | 19        | 20 | 21 | 22 | 23 | 24 | 25 | 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 | 28        | 29 | 30 |    |    |    |    | 26        | 27 | 28 | 29 | 30 | 31 |    | 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 31       |    |    |    |    |    |    |           |    |    |    |    |    |    |           |    |    |    |    |    |    | 30          | 31 |    |    |    |    |    |

|  |              |  |                   |  |                 |
|--|--------------|--|-------------------|--|-----------------|
|  | = Schooldays |  | = School holidays |  | = Bank holidays |
|  | = Weekends   |  | = Inset Days      |  |                 |

In addition, schools allocate five non-pupil days out of the school days indicated,  
or the equivalent in disaggregated twilight sessions.

|                     |                                                                                                                 |                 |
|---------------------|-----------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Autumn Term:</b> | Tuesday 1 September 2026 – Friday 18 December 2026<br><i>Half Term 26 October – 30 October</i>                  | 74 days         |
| <b>Spring Term:</b> | Monday 4 January 2027 – Thursday 25 March 2027<br><i>Half Term 15 February - 19 February</i>                    | 54 days         |
| <b>Summer Term:</b> | Monday 12 April 2027 – Wednesday 21 July 2027<br><i>Half Term 31 May – 4 June, and May Bank Holiday - 3 May</i> | 67 days         |
|                     |                                                                                                                 | <u>195 days</u> |