



SCHOOL PROSPECTUS

**Christ Church C of E Primary School
(Part of the Koinonia Federation of Schools)**

**45 Commerell Street
Greenwich
London
SE10 0DZ**

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Executive Co-Headteachers for Koinonia Federation
Mrs Claire Harrison and Mrs Victoria Wainwright

Federation Co-Chair of Governors
Mrs Judith Eastaugh

Headteacher
Ms Sam Reid

www.koinoniafederation.com

WELCOME TO CHRIST CHURCH PRIMARY SCHOOL

This booklet contains information about the school that you will find useful throughout your child's time with us. Parents are very welcome in our school and we will always do our best to answer your questions or listen to any concerns. We are very pleased that your child is with us and we will do all we can to ensure that Christ Church School is a rewarding and exciting place in which to learn.

KOINONIA FEDERATION: MISSION STATEMENT

IN THE KOINONIA FEDERATION WE STRIVE FOR EXCELLENCE AND HIGH STANDARDS THROUGH:



A KOINONIA STUDENT WILL GO OUT INTO THE WORLD HAPPY, COURAGEOUS, RESILIENT, MOTIVATED

WITH A LIFELONG LOVE OF LEARNING, FULLY EQUIPPED TO MAKE A POSITIVE CONTRIBUTION TO SOCIETY



*Mrs C Harrison & Mrs V Wainwright
Co-Federation Headteachers for Koinonia Federation*



*Mrs S Reid
Headteacher*

Dear Parents/Carers,

It is a great privilege to be the Federation Executive Co-Headteachers for Koinonia Federation. Our family focussed and innovative approach to securing success for every child in our care has led to our schools being much sought after for many years in the Royal Borough of Greenwich. Since April 2013 we have led Christ Church, Church of England Primary. Christ Church received a positive Ofsted report in October 2022 which graded it as Good and in May 2019 it received an Excellent grade in its SIAMS inspection.

We also lead St Mary Magdalene All through school which is based over two campuses, one at Woolwich and one on the Greenwich Peninsula. Our two schools now work in collaboration, which has helped us share our expertise in delivering quality education to the pupils of Greenwich.

At each of our schools we nurture pupils from all backgrounds and religions with care and dignity: developing them academically as well as supporting any spiritual and special individual needs they may have. We are a very inclusive school with a strong and embedded Christian ethos. Our staff routinely go the 'extra mile' for pupils and families, we are proud of our successful and effective working relationships.

The links between home and school are very important to us and seen as a strength of the school. We are very fortunate to have full time Home School Link Workers at both schools who can support you and your family if you have any concerns. As well as this, there is always a member of our leadership team available in the playground before and after school to answer any queries you may have.

We have strong Parish links with our churches and work closely with Reverend John Pout and the parish team of East Greenwich including our Federation Chaplin Reverend Dominic Hubbuck.

The school communities attend church services at least once a term. We support our local communities with harvest gifts, food bank supplies and other charity work.

We aim for the highest standards of behaviour, co-operation, understanding and individual achievement, which are made possible by home and school working together in close partnership. We hope you will join us in supporting your child in their school life as much as possible.

We look forward to working with you during your child's time with us in their primary education.

Yours sincerely,

Mrs Claire Harrison and Mrs Victoria Wainwright
Executive Co-Headteachers for Koinonia Federation



Dear Friends,

I write this introduction to the Prospectus of Christ Church C of E School, part of the Koinonia Federation, with great pleasure and pride in the achievements of the school. I would like to recommend this brochure to you, either as a parent with a child already in the school or in the future. It contains information about our expectations in all areas of the school's life including policies, the curriculum and our Christian ethos.

As a school we have one of the most well-kept Victorian buildings which is spacious and boasts a wealth of outdoor areas. We are particularly proud of our Community Garden which is maintained by the parents and friends of the school. The staff show great dedication to care, academic achievement and success which permeates across the school

Thank you for considering joining us in this venture borne of faith. In fact, several aspects of the school have remained the same as when it was first founded in the nineteenth century – long before the law required an education to be provided. We certainly retain the Christian ethos, love and commitment to such service which have been central in the tradition at Christ Church over so many years.

As you may already know, the Governing Body is responsible for the overall running of the school. The school staff - led by both Mrs Claire Harrison and Mrs Wainwright, the Executive Co-Headteachers for Koinonia Federation is a lively, dedicated team, committed to developing both the well-being and education of the children here: nothing is too much trouble and parents are always able to discuss matters relating to their child with the responsible teachers and senior staff, as appropriate. As parents you are very much part of the Christ Church family and I look forward to working together with you. Please ask if anything is unclear – I want you to feel at home.

The relationships between the School and the Parish are treated very seriously. A number of special services (such as Harvest, Christmas and Easter) take place in the Church building. It is a delight to share these times with the children and their parents. Other services may take place in the School Hall – the same ethos is maintained whatever the venue.

From the very start of their time here until they leave, I am confident that your child will enjoy their learning and flourish as they grow as young individuals who participate in our community. Please do all you can to fully join in the whole life of Christ Church C of E School. There are many generations who have already enjoyed their start in life here - developing a love of learning in a warm Christian context. Thank you for considering our school and helping to continue to make it a special community.

Yours Sincerely



J. P. Eastaugh

Mrs Judith Eastaugh BA(Law) (Dunelm)
Co - Chair, Koinonia Federation Governing Body

RECEPTION CHILDREN STARTING SCHOOL

Parents often ask members of staff what they should do to help prepare their child for school life. We hope the following may be of help:

- Talking positively about school
- Sharing books regularly with your child
- Encouraging observation and curiosity
- Encouraging independence in dressing
- Giving them opportunities to play with other children
- Teaching them to use the toilet independently
- Teaching them to use cutlery e.g. cutting up food with a fork and knife

HOME AND SCHOOL PARTNERSHIP

We believe that effective communication is really important so teachers meet with parents on request and respond to letters promptly. Teachers are available in the playground at the end of each day to speak with you briefly if needed. Alternatively, you can make an appointment to meet the teacher. There is a half termly newsletter with information about past and forthcoming events and items of interest to parents.

All parents are asked to sign a Home School Agreement a Parent Conduct Policy and a Registration Document Pack which sets out some shared responsibilities. Copies are in our starter pack.

We know that parents want to be informed about their child's progress throughout each school year. There are Open Afternoons each term and teachers make arrangements so that they meet all parents.

Parents are invited to a range of events that take place in the school and these are publicised through our parent texting system, by letter, email and through our newsletters.

Parents are welcome to support classes through workshops, hearing children read, helping with special events or helping on school visits.

We aim to provide the education you want for your child. If you are concerned about any aspect to the school, the class teacher or Leadership team will be pleased to discuss your worries. The sooner we know about a problem, the sooner we can start finding a solution. There are procedures for formal complaints to be made and the Leadership Team are available to explain this procedure to you and the policy is on the website.

We know children do best when the school and the child's family work together in a strong partnership.

PARENTS/FRIENDS ASSOCIATION

We have a group of parents who are very supportive and work hard to raise funds for the school. If you are interested in joining this association then please see our Home School Link Worker.

ESSENTIAL SCHOOL INFORMATION

SCHOOL HOURS

08.40-	Gates open
08.55	Pupils go into class
08.55 am	Learning begins
9.55am	Collective worship
10.10am	Learning time
10.45am	Playtime
11.00am	Learning time
12.00pm	Lunchtime
1.00pm	Learning time
3.10pm	Home time

We open our gates at 8.40am. Between 8.40am and 8.55am the children come into school and go straight to their classes. Lessons begin promptly at 8.55am so children must be on time.

At the end of the day, the children are escorted to the playground by their class teachers. Parents and Carers of Reception children need to collect their child from the gate to the reception area.

On Fridays we have a celebration collective worship at 9.10 am parents and carers are welcome to join us to celebrate the achievements of the week. In this assembly certificates are often given out and pupils are also able to share their best work with the school community.

ATTENDANCE

The children are expected to attend school both regularly and punctually so that their education and progress is not affected. It is our aim that all children have an attendance record of over 98% for the year. If children are not well enough to attend school parents must inform the office initially by telephone.

If children have an appointment during school time they should attend for part of the school day if possible.

No holidays are authorised by the school in term time but parents may apply for special leave of absence to the Headteacher if there is an exceptional circumstance.

Pupils who attend each day punctually will receive a certificate for 100% attendance and entered into a termly prize draw.

More information about attendance can be found in our Registration Document pack.

UNIFORM

Clothing	Grey skirt or trousers or pinafore dress, white polo shirt/ blouse, royal blue sweatshirt/ cardigan and/or a royal blue fleece
Summer Options	Tailored grey school shorts or blue checked summer dresses are allowed
Footwear	Safe, flat sensible shoes or trainers – black in colour
Jewellery	If your child wears earrings – only small studs are allowed. Children can wear a wrist watch if they can tell the time

Sweatshirts, cardigans, fleeces and polo shirts are sold at our school shop Khalsa School wear in Bethnal Green. P.E. bags and book bags are also available from the school shop.

All items can be purchased at local retailers without the school logo.



Khalsa School wear, 388 – 390 Bethnal Green Road, London, E2

DAH www.khalsaschoolwear.co.uk

SCHOOL EXPECTATIONS AND BEHAVIOUR

At Christ Church CofE School we promote the highest standards of behaviour. We expect children to act with consideration towards adults and children as well as having a high regard for their own self-esteem. We expect children to look after our school and do as adults ask them. The mutual respect that children and adults have for each other is a cornerstone of our ethos and is what makes our children high achieving, polite and sociable.

Our Behaviour Policy outlines our commitment to a fair and supportive code of conduct, which encourages children to behave well.

SCHOOL EXPECTATIONS

The school Behaviour Policy has been written after full consultation and is based on Six Golden Rules. This is underpinned by the school motto **“Do unto others as you would have them do unto you” Luke 6:31**

Our Golden Rules are:

- **Do be gentle**
- **Do be kind**
- **Do look after property**
- **Do listen to people**
- **Do work hard**
- **Do be honest**
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We operate a house system and each child from Reception upwards belong to a house team. These are Blackwall (red), Trafalgar (blue), Vanburgh (yellow), Commerell (green). Through the week children collect house points and on Friday the winning house team is announced.

SAFEGUARDING CHILDREN

The school has a duty to safeguard all of its' children. We do this by ensuring all adults on the premises have the right to be there. Anyone who is visiting the school site will have reported to the office, signed in the visitors' book and will be wearing an identification badge.

Security doors around the school are kept shut. The outside gates, staffed when open, are locked ten minutes after the bell in the morning and at the end of the school day, in order to secure the site. Anyone working regularly with children is required to have an enhanced DBS (Disclosure and Barring Service) check and that includes parent helpers. The office has the relevant forms and will be happy to assist with their completion.

We follow the London Child Protection Procedures endorsed by Greenwich Safeguarding Children Board and take account of guidance issued by the Department for Education. Our school is responsible for the welfare of the whole/every child. We may need to share our concerns or issues that relate to the well-being of your child and have a Safeguarding Policy, which we adhere to. We may refer any concerns about children to social services, sometimes before contacting parents. To avoid any mis-understandings it is important that you let us know if your child has had an injury or upsetting experience.

BULLYING

Bullying, verbal, physical and cyber based will not be tolerated in our school. The school will react firmly and promptly where bullying is identified. A copy of our Anti-Bullying policy is on our website.

OUR CURRICULUM

We have designed our curriculum using the National Curriculum guidelines. Through our curriculum want to ignite pupils' curiosity and encourage them to confidently explore the world around them through a broad variety of experiences

Aims of our curriculum

1. Celebrated and reflects our federation's social context
2. Promotes our Christian Ethos, offering opportunities for awe and wonder
3. Accommodates personal growth, expression and equality
4. Progressively builds on prior attainment through a spiral model reinforcing previous learning
5. Intertwines skills and knowledge
6. Encourages questioning, evaluation and creation
7. Utilises our locality and our contribution to the community
8. Examines our place in the wider world and engages with global issues
9. Offers enrichment opportunities which in turn broadens our pupils' cultural capital

An overview of our curriculum along with curriculum maps for each subject is available on our website.

Each half term we inform parents of the learning, so that you can contribute anything, which may help e.g. books, photographs, anecdotes and your own experience. This is done through the Class Newsletter, which is sent out in the first week of each new term.

PE CURRICULUM AND PE KIT

We offer a wide range of sporting opportunities for all the children through clubs and our own curriculum. All children receive a minimum of two hours of PE teaching a week.

Indoor PE kit	Dark coloured shorts, white t-shirt, plimsolls or trainers
Outdoor PE kit	Dark coloured shorts, white t-shirt, trainers (summer) Tracksuit – jogging bottoms and sweatshirt and trainers (winter) Plain and dark in colour
<ul style="list-style-type: none">• Children need different footwear for PE from the footwear they normally wear in class.• PE Kit should be sent in on a Monday and then taken home on a Friday, so that it can be washed ready again for the next week.	

THE ENRICHED CURRICULUM

Educational visits, workshops and themed days are just three of the ways we broaden our curriculum to ensure our children are excited about learning. The children tell us what they enjoy and teachers aim to take account of their interests when they are planning learning. Children in Year 4 and 6 are offered residential school journeys for one week and learn in an outdoor environment.

EXTENDED SCHOOL ACTIVITIES

The school organises a range of clubs for children across the school. They run at different times on several days, they include various activities from sports, music, being creative, or science club. Letters are sent home by the staff that run them each term.

RELIGIOUS EDUCATION

Our RE teaching is a combination of Southwark Diocese Board of Education's (SDBE) scheme of work alongside the Royal Borough of Greenwich syllabus for RE. Religious topics covered focus on developing the children's knowledge and understanding of the world we live in and the people we live with. We encourage our pupils to embrace diversity within the community we live in and support their spiritual, moral, social and cultural development.

As a Church of England school, our Christian beliefs are very important to us. When teaching the children about other religions, we always think about how they reflect our Christian values. Our RE lessons involve enquiry, discussion, educational visits and creativity - facilitating children exploring their own beliefs.

Children are taught to respect and value the religious beliefs, cultural practices and life experiences of others, embedding the British Values of mutual respect and tolerance.

As a church school, R.E is a core subject for us. As such, each class has its own reflection area in which the children can take time to reflect and pray. This space also showcases the high-quality work produced in class.

COLLECTIVE WORSHIP

Collective Worship is held every day with the emphasis on caring for the world we share; showing love and consideration for others and fostering a sense of community. Being a church school there is a strong emphasis on the Christian morals and values through stories, prayer and song.

Each half term the school's focuses on a particular Christian Value. Collective worship is led by school staff; visiting clergy from our parish church; local community members and also the children themselves. On Friday's we have a special whole school celebration collective worship when we celebrate our achievements of the week. Parents are welcome to join our Friday collective worship as well as class collective workshops and church services.

We serve a diverse community which includes pupils from other faiths or no faith. Everyone, regardless of faith and belief are included in collective worship – however there is no compulsion to follow 'Christian practices'. This allows those of different faith or no faith to be present and to engage with integrity. As part of collective worship, pupils and adults are invited to pray, if they wish to do so.

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SPECIAL EDUCATIONAL NEEDS

We have a staff team that endeavours to match tasks to suit the needs and abilities of our children. However, we are aware that at different times, and for a variety of reasons children will at some stage require help and support additional to that which they receive in the classroom. By carefully monitoring children throughout the school, suitable systems of support are set up by our SENCO Lead.

Prior to a child receiving extra support we would wish to discuss our concerns with parents. During this discussion we would wish to ensure their commitment to a programme of shared help, co-operation and responsibility between home and school.

INCLUSION

We want all of our children to feel included in all that we do and feel part of our community. Whilst parents have the right to request the withdrawal of their child from RE, Sex Education Classes and collective worship, we feel that it is in the best interests of a child attending a Church of England School to be part of all activities alongside their peers. We are always available to talk to parents or carers and work together to ensure this happens.

OTHER USEFUL SCHOOL INFORMATION

FOOD

Children in the Reception through to Year 2 classes are provided with fruit for free. Reception children are provided with milk for free until they turn five. Children are also permitted to bring in their own fruit from home to eat as a snack at playtime. No other food can be brought into school unless it is for packed lunches. Children are encouraged to bring in water bottles with a sports cap.

LUNCHTIMES

The school provides a variety of hot school dinners each day. Menus are nutritionally balanced to meet the needs of the children. Since September 2023, all primary school pupils in London are entitled to free school meal.

Children can bring their own packed lunch to school in a labelled lunch bag or box. We suggest the following for a well-balanced healthy meal:-

4. Sandwiches
 5. Sausage roll, cheese, crackers etc.
 6. Slice of cake/biscuits (No sweets)
 7. Fresh vegetable salad
 8. Fresh fruit and/or yoghurt
 9. Drink in a safe leak proof container (non-fizzy drinks)
- (No glass bottles or canned drinks)

HOMEWORK

Homework is given in the form of a Homework Menu. Homework is linked to the half termly theme. Unless otherwise stated on the Homework Menu, all homework should be completed in pupils' homework books. These should be returned to school for feedback whenever a pupil completes one of the activities. 3D models or large sized artwork will be used for class displays. At the end of each half term they will be sent home with the pupil.

We encourage all the children to bring books home from school to share with you. A few moments spent reading together each night gives so many benefits. When your child starts at Christ Church you will have an opportunity to discuss how our home - school reading works.

MEDICAL

We may need to contact you if your child becomes unwell during the school day or if it has an accident requiring further medical attention. We **must** have two reliable emergency contact numbers. This is a safeguarding requirement. It is also **vital** that you tell us of any change of address or telephone contact. If your child requires emergency hospital treatment the school will make contact with you immediately.

Staff trained in basic first aid deal with all minor accidents. You will be notified of accidents by letter. Incidents are recorded in the school accident log.

Children needing to have medication, during school hours are attended to by the Administrative Officer and First Aid Officer. Before administering any medication we ask parents to complete a permission form, which is available in the school office.

Children with asthma have immediate access to their medication in the classroom. All pumps and inhalers are kept in a clearly marked box, teachers and classroom assistants will supervise.

OFFICE HOURS

THE SCHOOL OFFICE IS OPEN EVERYDAY AT THESE TIMES:

8:45am – 9:30am

3.00pm – 3:35pm

We ask that if you are paying for any clubs or trips for your child please do so through our online platform - Arbor

PUPIL ADMISSIONS TO THE SCHOOL

Please note the school office only deals with Admissions to the school at the above office opening hours.

A Final Word....

We hope you find this Prospectus helpful in answering any questions you may have about your child starting at our school. If you have any questions unanswered please do not hesitate to telephone the school, visit or email the school office. We will always endeavour to help you.

We look forward to welcoming you and your child on their first day at our school!

Mrs Claire Harrison and Mrs Victoria Wainwright
Executive Co-Headteachers for Koinonia Federation
(on behalf of all the staff and Governors of the Koinonia Federation)



