

WELCOME TO OUR SCHOOL

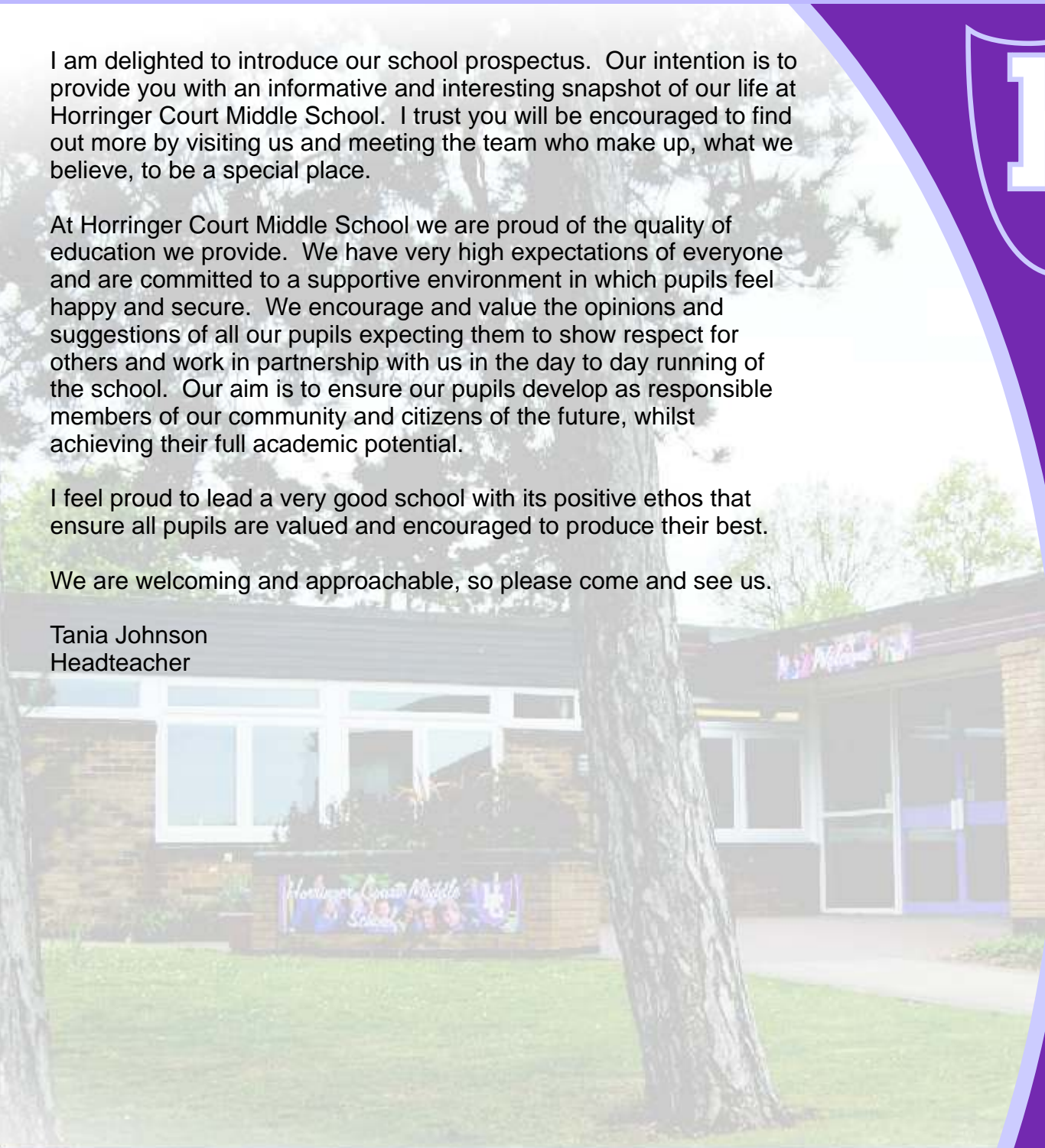
I am delighted to introduce our school prospectus. Our intention is to provide you with an informative and interesting snapshot of our life at Horringer Court Middle School. I trust you will be encouraged to find out more by visiting us and meeting the team who make up, what we believe, to be a special place.

At Horringer Court Middle School we are proud of the quality of education we provide. We have very high expectations of everyone and are committed to a supportive environment in which pupils feel happy and secure. We encourage and value the opinions and suggestions of all our pupils expecting them to show respect for others and work in partnership with us in the day to day running of the school. Our aim is to ensure our pupils develop as responsible members of our community and citizens of the future, whilst achieving their full academic potential.

I feel proud to lead a very good school with its positive ethos that ensure all pupils are valued and encouraged to produce their best.

We are welcoming and approachable, so please come and see us.

Tania Johnson
Headteacher



CODE OF CONDUCT

Respect

I will respect:

- The individuality of others
- The views and opinions of others
- The efforts and contributions of my classmates
- Any adult who challenges poor behaviour

Rights

I have the right to:

- Make a contribution to school life without being made fun of
- To feel good about myself and be regarded for my strengths
- Be recognised for my efforts in school
- Be spoken to and dealt with courteously
- Be welcomed and helped in new or difficult situations
- Carry out my school work without constant interruptions or distractions
- Feel safe in my classrooms
- Feel secure and not to be bullied
- Feel that my belongings are secure and will not be taken

Responsibilities

It is my responsibility to:

- Welcome and encourage the efforts of others at all times
- Help improve the self – esteem of other pupils by celebrating their talents
- Try my best at all times and bring the right equipment to the right place at the right time
- Be well mannered
- Be welcoming to visitors, new pupils and new staff in our school
- Let my classmates work without being distracted or interrupted
- Take special care in practical areas and always follow safety instructions
- Support the well being of my school mates and not to threaten or intimidate them in any way
- Take care of my belongings and return other people's if they are mislaid



SPORT

Sport is an extremely important and valuable part of school life at Horringer Court Middle School, our emphasis being on promoting enjoyment and understanding in a happy, exciting and safe environment. We have Activemark Gold and Sportsmark Awards and hold Football Association Charter Standard. These awards symbolise the school's commitment to sport, and to health and fitness. The Government lays down minimum standards for the time children should spend on exercise at school. Horringer Court exceeds all of these standards and ensures that all children, in both Key Stage 2 and Key Stage 3 spend an adequate amount of time on sport and physical education.

Every pupil has a minimum of two hours of high quality physical education each week and this curriculum time is supported by a wide variety of clubs for all children in all of the main games and sports.

Sports activities include:

- Football
- Tennis
- Gymnastics
- Rugby
- Volleyball
- Dance
- Hockey
- Cricket
- Athletics
- Netball
- Rounders
- Game Design
- Basketball
- Health Related Fitness and Swimming (for Year 5)

All pupils are encouraged to participate in our annual Sports Day, Inter- House Competitions and the many extra curricular clubs that are on offer.



GIFTED & TALENTED / SEN

GIFTED AND TALENTED PUPILS

At Horringer Court Middle School we define these pupils as those who demonstrate abilities in one or more areas of the curriculum that is beyond the usual range as indicated by the National Curriculum Standards for their age group. Each Subject Leader has listed criteria for identifying these pupils in the subject they have responsibility for. In Year 5 we have themed teaching and this looks at key skills. Pupils are assessed at five different levels of attainment in each skill. Those who achieve beyond the highest of these levels are assessed as Gifted and Talented.

Any pupil who is identified as Gifted and Talented is entered onto a register and this is made available to all the staff who have responsibility for planning and delivering their learning. Parents are notified by letter if their child is entered onto this register.

As an inclusive school we aim to provide opportunities that provide challenge for all.

The Gifted and Talented pupils will be given challenging tasks both within and outside the classroom that help them to realise their capabilities. These often take the form of entry into local or national competitions or special projects.

SPECIAL EDUCATIONAL NEEDS (LEARNING SUPPORT)

Our school is committed to caring for each pupil as a whole person, identifying and assessing special needs, taking appropriate measures and enabling each pupil to benefit as fully as possible from their education. Children are integrated as far as possible within the broad and balanced curriculum available to all pupils. The school has an SEN policy which is in line with current legislation. Our Special Educational Needs Coordinator works closely with a team of dedicated teaching assistants to ensure each child is appropriately supported through different learning materials, the use of varied approaches and strategies and by providing different equipment or environments. We also have a Governor nominated to oversee SEN work in the school and other Governors take a keen interest in these children.

The school is on one level. It has been modified to accommodate partially sighted people. We have toilet facilities for the disabled. Disabled children have equal access to the curriculum when physically possible. Support is provided to enable this to happen.



EXTRA CURRICULAR

It is well recognised that good and effective schools provide enrichment activities for their pupils.

Horringer Court prides itself on its strong and enriching extra-curricular programme. Several members of staff offer clubs at lunchtimes and after school to promote confidence and enthusiasm in our pupils. School teams are also a strength of the school, providing an opportunity for all pupils to compete against other schools both within the town, county and

We have developed links with local organizations; we encourage children to continue and develop their skills further by participating in local clubs. We work in partnership with a local Upper School which has Sports College status. Sports Co-ordinators from this school work with the children on various aspects of the curriculum.

Just some of the extra-curricular activities we offer are:

Drama	Social Skills	Cricket	ICT	Top Trumps
Dynamics (Vocals)	Rugby	Kwik cricket	Tech Team	Rock Solid
Orchestra	Gym Trail	Tag Rugby	Chess	Reading (Yr 6)
Lego	Athletics	Girls Rugby	War Hammer 40K	Jazz Group
Dance	Art	Gardening	History	
Football	Gymnastics	Basketball	Film	

We are always open to suggestions, so if pupils have an idea for a new activity we will listen and try to facilitate it.

Suffolk Children's University

Horringer Court Middle School is a participating member of the Suffolk Children's University (SCU). This is a county wide scheme supported by Suffolk County Council. SCU recognises and rewards the children for all of the activity clubs they participate in inside and outside of school hours. The children receive credits for participating in one, or more, of the following activities:

- **Active** such as football, basketball, swimming and karate
- **Academic** such as Science, English, Maths, ICT
- **Creative** such as cooking, art, drama, music
- **Culture** (including Faith and Religion) such as museums, local history, how other people live, languages
- **Nature** (including Environment) such as gardening, bird watching, the environment, pond dipping
- **Service** such as School Council, play leaders, mentoring, first aid

Every five hours of activity is rewarded with a sticker; and these build into Bronze, Amber and Gold certificates.

Other participating members of SCU can be looked up on the following website:
www.suffolk.gov.uk



CURRICULUM

Horringer Court Middle School is an inclusive school which aims to provide a nurturing and stimulating environment for pupils of all backgrounds and abilities.

This is done through:

- respect for individual differences
- encouragement of creativity
- providing challenge for all abilities

The curriculum aims to achieve these principles. It is based on National Curriculum requirements, but the school adds its own ethos to this.

In Years 6, 7 and 8 the curriculum is delivered through subject departments. In Year 5 this is delivered through a combination of English, Mathematics, PE and Themed Teaching (please see the separate section on Year 5 for further explanation).

In all areas it is recognised that pupils need approaches and challenges that are suited to their strengths and abilities. Teachers plan lessons according to these and the use of resources reflects this principle. In some subjects this means ability grouping within mixed ability classes, but in others (most notably English and Mathematics) pupils are placed in sets. Where setting is used it is not simply due to a pupil having achieved a particular level, but a grouping of pupils at similar levels so that the teachers can provide the learning environment that best suits individuals.

We place great emphasis on reading and expect each child to read for at least 10 minutes every night. We also have timetabled reading time on Fridays. The school's Library is available for children to choose books at break and lunchtimes.

There is an area of the curriculum called Beliefs and Values which combines Personal, Social, Health, Emotional and Economic understanding with Citizenship and Religious Education. The school believes that these aspects are linked and not separate subjects, although planning does have particular regard to the Suffolk agreed syllabus in Religious Education and maintains all the National Curriculum standards.

Sex Education is approached through the Beliefs and Values programme and the Science Curriculum. This is mostly done through the Friday Curriculum time (see separate section) and a special Parents' Evening is available to discuss this in detail.

An emphasis is put on collective engagement with spiritual and moral aspects of life through two whole school assemblies each week, one year group assembly and one class assembly. Our links with Christian organisations are often emphasised at these times (see separate section on collective worship) with representatives from local Christian groups leading the assemblies at times. At other times the pupils are challenged to think about their roles as thinking and supportive members of their community at a school, local, national and global level. This is often a time for pupils to consider how they can affect change for the better in their world and take an active part in local, national and global charities. (see separate section on collective worship)

Pupils are also challenged to think about how their own personal skills and ambitions can be developed effectively as citizens. Time is given to small group thinking and planning for their own development as workers at school and beyond.

Homework is an integral part of the curriculum and a homework timetable outlining expectations and an increasing time commitment to this is sent to parents at the beginning of each school year.



CURRICULUM FRIDAYS

CURRICULUM FRIDAYS

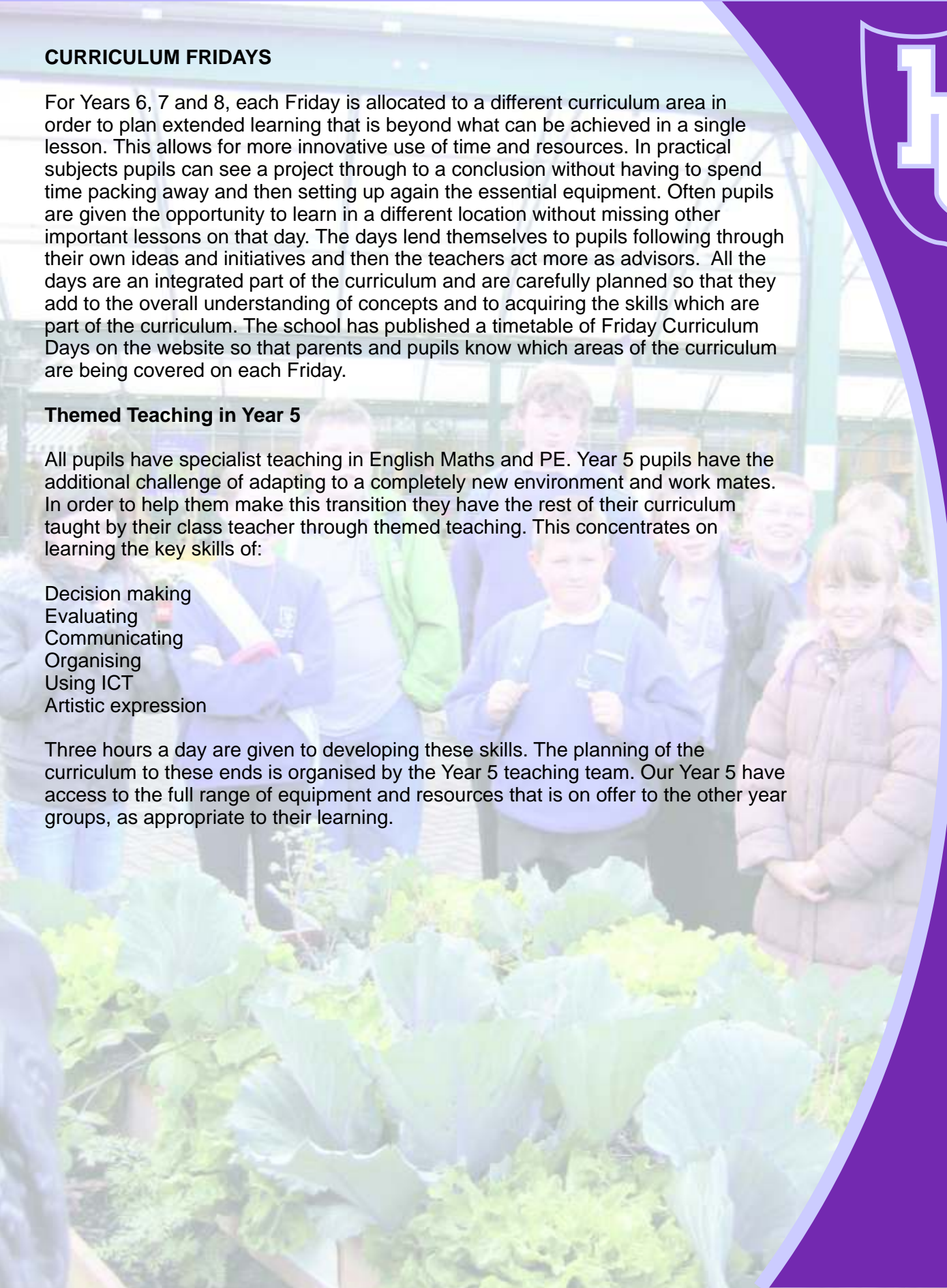
For Years 6, 7 and 8, each Friday is allocated to a different curriculum area in order to plan extended learning that is beyond what can be achieved in a single lesson. This allows for more innovative use of time and resources. In practical subjects pupils can see a project through to a conclusion without having to spend time packing away and then setting up again the essential equipment. Often pupils are given the opportunity to learn in a different location without missing other important lessons on that day. The days lend themselves to pupils following through their own ideas and initiatives and then the teachers act more as advisors. All the days are an integrated part of the curriculum and are carefully planned so that they add to the overall understanding of concepts and to acquiring the skills which are part of the curriculum. The school has published a timetable of Friday Curriculum Days on the website so that parents and pupils know which areas of the curriculum are being covered on each Friday.

Themed Teaching in Year 5

All pupils have specialist teaching in English Maths and PE. Year 5 pupils have the additional challenge of adapting to a completely new environment and work mates. In order to help them make this transition they have the rest of their curriculum taught by their class teacher through themed teaching. This concentrates on learning the key skills of:

- Decision making
- Evaluating
- Communicating
- Organising
- Using ICT
- Artistic expression

Three hours a day are given to developing these skills. The planning of the curriculum to these ends is organised by the Year 5 teaching team. Our Year 5 have access to the full range of equipment and resources that is on offer to the other year groups, as appropriate to their learning.



SCHOOL UNIFORM



School Uniform for boys and girls

Purple sweatshirt with school logo *
White or Lilac* polo shirt with school logo (dependent upon year group)
Black trousers for boys
Black skirt or trousers for girls.
Standard black school shoes.

PE/Sports kit for boys and girls

Purple football shirt *
White polo shirt *
Black shorts (no stripes or logos. Not cycling shorts)
Purple long socks
Trainers
Football Boots
Shin pads
Sweatshirt, jogging bottoms or tracksuit for outdoor sports in cold weather. (No stripes or logos and must be a dark colour.)

Additional Safety Items for Physical Education

Mouth guards (for hockey and rugby).
Shin pads (for hockey and football).

* These items can be purchased from school.

Banned Items

Anything visible under the polo shirt;
Jewellery or charity bands (except a watch and one discreet plain stud in each ear);
Make-up and nail varnish.
Extreme hairstyles - hair should be of a natural colour and in a style suitable for school. (Not shaved with clipped patterns)

Please note:

Long hair must be tied back for all practical subjects.

Sweatshirts and Lilac Polo shirts are liable to shrink on first wash. (Our supplier quotes a figure of 5%). Please make sure you order these items sufficiently large to allow for shrinkage. If in doubt, please order a larger size.

Shoes should not be 'fashion' shoes, shoes with high heels, boots, sandals with open toes or trainers.

Trousers should be tailored - not jeans, sports trousers, flared or 'fashion' trousers. Short black trousers may be worn if preferred.

Second - hand uniform when available; we sell second-hand uniform and sports kit. Prices vary according to the condition of the items. Please enquire at the school office.

PLEASE ENSURE THAT ALL UNIFORM AND SPORTS KIT IS CLEARLY NAMED.

EQUIPMENT / SCHOOL MEALS

Equipment

A pencil case with a pen, pencils and ruler is needed. A school book bag may be purchased from the school office. Your child will need a modestly sized bag in which to carry school books, equipment and PE kit. More specialist equipment (such as a calculator, compass and protractor) is provided but many children prefer to use their own. Sharp scissors are not permitted. Our Water Policy permits the use of a water bottle with a sports top. Each child should have his or her equipment clearly named. We ask that children do not bring into school unnecessary items such as electronic games, skateboards etc. If you wish for your child to bring a mobile phone then it must be handed into the school office.

School Meals

Horringer Court Middle School has their own cook and team on site so all meals are freshly prepared on the day of consumption and use locally sourced meat. We have 'Healthy Schools' status so provide a well balanced menu with plenty of choice. Pupils can pay daily for their meal at the till or can purchase tokens in advance to ensure dinner money is not mislaid. Alternatively a pupil may pre-order a packed lunch or provide one from home.

Our menus are published weekly in school and on the Suffolk County Catering website so pupils and parents can plan ahead. Theme days occur throughout the year, celebrating different nationalities or special occasions. These are always promoted through letters home so pupils and parents can view the selection of food available.

Free School Meals allow your child to enjoy a meal at school without charge. If you would like more information about this County Council scheme, please contact the school office or telephone the Area Office (01284 352126) and ask to speak to someone about Free School Meals.

www.suffolk.gov.uk/EducationAndLearning/Schools/SuffolkCountyCatering



GENERAL INFORMATION



Pupil Numbers and Admissions

The pupil admission number (PAN) for HCMS is 117 in each year group. The LEA is responsible for admissions to the school but we are more than happy for you to approach us at any time. Full details of the policy and procedures are set out in the 'Schools in Suffolk 2008/2009' booklet.

Rewards and Behaviour

Horringer Court Middle School operates a Positive Behaviour Policy. We believe the best way to demonstrate to pupils the correct way to live and work together is by rewarding positive achievements. Our system that rewards success uses credits which lead to bronze, silver and gold certificates for good behaviour, acting in a caring way, producing work above an individual's normal standard, or by being well prepared for learning. Expectations are made very clear to all of the pupils and the majority of the children abide by these at all times. However, if a child fails to respect the Home-School Agreement, repeatedly does not carry out tasks and duties or behaves in an anti-social manner, he or she will be subject to sanctions which will, in extreme cases, result in exclusion from Horringer Court Middle School.

Collective Worship

Collective worship takes place as a whole school, in year groups, house assemblies and classes. These are led by members of staff, pupils and visiting speakers. Under Government legislation, parents have the right to withdraw their child from Religious Education and Collective Worship. Parents wishing to do this should contact the Headteacher. Although the school will provide supervision it is the responsibility of the parent to provide appropriate work for the child to do at these times.

Attendance

If your child is absent from school please let us know by telephone by 9.30am. If we have not heard from you by that time we shall telephone you later in the morning. Our Attendance Policy states that we will not authorise any holiday during term time.

Cycling to school

Children are encouraged to cycle to school, but in the interest of safety it is essential that they wear a cycling helmet and that their bicycles are in good working order. A lock is also recommended. If you wish your child to cycle to school could you please complete a cycling letter which is available from the Assistant Head.

GENERAL INFORMATION



Medicine

The school has a policy for supporting children with medical needs and a copy is available on request. We ask that you advise the school of any medical condition which may affect your child during the school day when they first join us, or if any condition arises after that time. The administration of medicines to pupils is the responsibility of the parents, but if this is not practical then a request for our help and a disclaimer needs to be completed. With parental permission asthmatics are allowed to carry their own inhalers with them at all times. Please request a form. In order to avoid the risk of improper use, pupils are not allowed to bring and administer their own supplies of pain killers into school. A permission form needs to be completed for these as for other medicines.

Accidents in school

In all cases of emergency the school will do their best to contact parents/carers. If this is not possible, we will act on the advice of the Medical Officer consulted. It is in your child's interest that you keep the school informed of current contact numbers. Parents who reject any forms of medical treatment for their family should make their views known to the school in writing.

Photography

There may be times when children are photographed as part of a normal school activity, including by the local press. You will be asked to complete a photo permission form which can be found in your child's log book.

Parents Access to Documents

The school has a range of legal documents, including Governors' minutes, county and school policies which cover such matters as the National Curriculum, RE, complaints procedures, homework, behaviour, sex education etc. Parents/carers are entitled to have access to all such documents and their own child's education record with prior notice. Please contact the school office for details. A selection of policies are also available on the school's website.

Complaints

The Governing Body is required, under Section 23 of the Education Reform Act (1988), to adopt a procedure for the consideration of complaints about the school curriculum and related matters. It covers issues relating to the National Curriculum, Religious Education and Worship, the operation of charging policies, regulation about the provision of information and other statutory curriculum issues. Parents should note that it is the wish of the Governing Body of Horringer Court Middle School to deal with all complaints quickly, effectively and as informally as possible. Parents are asked therefore, in the first instance, to refer all complaints to the Headteacher. If the issue cannot be resolved in this way, it may be referred first to a panel of Governors of the school and, as a last resort, to an LEA panel.

The information and particulars contained in this Prospectus are correct at the time of publication.