



School Brochure  
2016-17

Tudor Primary School  
Redwood Drive  
Hemel Hempstead  
HP3 9ER

Tel. 01442 256294

Website: [www.tudor.herts.sch.uk](http://www.tudor.herts.sch.uk)

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Headteacher: Mr Rob Weightman

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## School Ethos

We are working to create a whole school community where everyone feels valued, accepted and able to contribute. This is based in an atmosphere of mutual respect and tolerance, supported by our positive behaviour policy and equal opportunities policies.

We believe children learn best when they feel happy, secure and confident. At Tudor we place a strong emphasis on the right of all children to a broad and balanced curriculum, which meets their individual needs.

We feel that learning is most effective when children are actively engaged in first hand experiences, planning, investigating, evaluating and communicating.

## Tudor School Aims

- To foster children's self-esteem and develop a sense of pride in themselves and their achievements.
- To teach a broad and balanced curriculum so that children may develop their academic, creative, aesthetic and physical abilities.
- To enable children to achieve their personal best by high expectations and by an appreciation of individuality so that each may progress at an appropriate rate.
- To provide learning experiences, which are stimulating, challenging and purposeful.
- To provide a secure and caring environment in which children gain confidence both academically and socially.
- To enable children to develop as considerate and responsible members of the school community showing good citizenship.
- To enable children to develop understanding and respect for religious, moral and cultural diversity.
- To ensure equal opportunities for all.
- To work in partnership with parents, governors and the local community in order to achieve our aims and to be of service.

## Governors of Tudor School

	Status	Current term of office ends:
Martin Bull	LA	June 2017
Becky Cottle	Staff	Sept 2018
Huw Hamer	Co-opted	June 2020
Jenny Howard	Co-opted	Jan 2019
David Hughes	Parent	Aug 2016
Dan Jones	Parent	Oct 2018
Janice Lewis	Co-opted	June 2018
Clare Murray	Co-opted	May 2019
Maria Paros	Staff	July 2019
Vacancies x2	Parent	

### **Clerk to the Governors:**

Chris Chaplin

Tudor School, Redwood Drive, Hemel Hempstead, HP3 9ER

The Chair of Governors can be contacted at  
[chairofgovs@tudor.herts.sch.uk](mailto:chairofgovs@tudor.herts.sch.uk)

## Admissions and Transfer

Children are admitted into nursery in two intakes per year. Those children whose birthdays fall between September and February inclusive are admitted in the September before their fourth birthday. Those whose birthdays fall between March and August inclusive are admitted in the January before their fourth birthday. Admission to Reception takes place in the September before the child's fifth birthday.

Parents whose children are due to enter school during the following academic year, or who have moved into the area with children of primary school age, can apply for a school place by visiting

[www.hertfordshire.gov.uk/services/edlearn/admissions/](http://www.hertfordshire.gov.uk/services/edlearn/admissions/). Families who move into the area after the allocations have been made will need to contact

- the Admissions Team on 0300 123 4043, if your child is due to start in reception or above
- the school directly if your child is of nursery age.

Parents of prospective pupils are encouraged to visit Tudor School before making their choice. If you need help in submitting your application, please visit the school office.

In common with all Hertfordshire local authority maintained schools, if we have spaces, we accept all children regardless of ability. If classes are oversubscribed, then the county admissions criteria are applied (also available at the above website), which do not discriminate against children with disabilities.

A familiarisation visit is arranged for new entrants to meet their new teachers in Reception and Nursery.

Transfer to secondary school is in the September after a child's 11<sup>th</sup> birthday. Parents have the opportunity to visit all the secondary schools in the previous Autumn Term. Full details of the arrangements are sent to parents at this time.

## School Organisation

### The School Day

School starts at 8.55am and ends at 3.15pm. Children arrive 8.45-8.55 and should use the children's doors. If your child arrives later than 9.00am, they should report to the school office to be signed in. Children arriving later than 9.30am or 1.30pm are recorded as absent for that session. Nursery starts at 8.45am and ends at 11.45am.

Morning break	10.45-11.00am
Lunch break	12.00-1.00pm (Key Stage One and Reception) 12.15-1.15pm (Key Stage Two)
Afternoon break	2.00-2.15pm (Key Stage One and Reception only)

## Collecting Your Child

Younger children, who are collected, are cared for inside the building until you arrive. If at any time you wish your child to go home in a different way from usual, please let us know. If you come to collect your child during the school day please report to the school office.

## Security

When arriving in the morning we ask parents and children to use the children's entrance doors from the playgrounds. In the interests of safety, these are secured at 9.00am. We ask that parents do not bring cars into the school grounds at any time. School security is continually reviewed by the school governors.

## Absence from School

Please telephone the school to explain any time that your child is absent from school, so that we know that your child is safe, and then send a note on her/his return to school. We are required to keep a detailed record of this and if we do not receive a note then the absence may be recorded as unauthorised. Due to the 2013 amendment to the Education (Pupil Registration) Regulations 2006, headteachers are no longer allowed to authorise leave of absence for holidays during term time and may not grant **any** leave of absence during term time unless there are **exceptional** circumstances. Application forms, to request leave of absence for exceptional circumstances, are available from the school office. Please note that the definition for persistent absentees changed in 2015.

Rates of absence for the academic year 2015-16:

- Attendance 95.6%
- Persistent absentees 5.7% (children whose attendance < 90%)

Rates of absence for the academic year 2014-15:

- Attendance 95.3%
- Persistent absentees 3.7% (children whose attendance < 85%)

## Illness

We will 'phone you or your emergency contact if your child becomes unwell during the school day, or if they are known to have head lice. Please make sure that we have current contact numbers.

For certain infections and contagious diseases there are fixed times for which a child must be off school so please contact your doctor, NHS Direct or the NHS website at [www.nhs.uk](http://www.nhs.uk) to enquire about this if you are in any doubt. When considering returning a child to school after illness, please take into account the daily school routines and outdoor play which will require a certain level of fitness. Should your child require medication during school hours you are welcome to come into school to administer it to ensure correct dosage and timing.

## Keeping Your Child Safe

At Tudor School we are committed to providing a caring, friendly and safe environment for all our children so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. Bullying is the pre-meditated use of behaviour with the intention of hurting or intimidating another person, resulting in pain and distress to the victim. If bullying does occur, children should tell us and know that incidents will be dealt with promptly and effectively. A copy of our anti-bullying policy is available from the headteacher.

All staff, regular volunteers and governors at Tudor School have had the appropriate level of police checks. New staff and regular volunteers are required to obtain Disclosure & Barring Service (formerly CRB) clearance. If we have reasons for concern about your child's safety we may seek advice from the local authority's child protection team.

## School Uniform

We ask the children to wear grey trousers/skirt/shorts, a white polo-shirt and a royal blue sweatshirt/sweatcardi. School sweatshirts are available from the school office at a cost of £8 for children's sizes or £10 for adult sizes. Sweatcardis cost £10 for children's sizes or £12 for adult sizes. We also sell summer hats and woolly winter hats at £3.50 each. Appropriate footwear for outdoor use, e.g. sturdy 'school' shoes (ones that stay securely on the feet), with low heels, or trainers, allow the children to run around safely and comfortably at playtimes.

They will also need a PE kit and PE shoes suitable for outdoor activities. The uniform PE kit, which is available from the school office, consists of a short-sleeved T-shirt with shorts or tracksuit bottoms. If the weather is cold and the children are doing PE outside, they are allowed to wear their sweatshirts over their PE kit, but otherwise they must change their clothes for PE for reasons of hygiene. Current prices for uniform PE kits are: £5 for shorts; £5 for T-shirts; £9 for joggers.

Parents whose children are registered for free school meals (because of financial circumstances) receive a £10 voucher to assist with the purchase of school uniform.

Apart from wrist watches and stud earrings children should not wear jewellery to school. For PE activities earrings must be covered with surgical tape or, preferably, removed.

All clothes should be clearly labelled. We strongly recommend embroidered name labels, as these do not wash out and are the only reliable method of identifying ownership of school uniform. Order forms for embroidered labels are available from the school office or can be purchased online from [www.labels4kids.com](http://www.labels4kids.com)

## School Meals

School meals are cooked on the premises and there are always three choices of lunch, two of which are hot meals and one cold (school packed lunch) option. There is always at least one vegetarian choice. School meals for all children in reception and KS1 are free. The Free School Meals Team encourages all families (irrespective of their income status) to register their entitlement, for Universal Infant Free School Meals, online at: [www.hertfordshire.gov.uk /freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals) which will assist the school in collating the information required.

For children in KS2 the cost of school meals for 2016-17 continues to be £2.30 per meal. Payment for the week should be placed in a sealed and labelled envelope and sent to school on a Monday morning. Dinner money envelopes may be purchased from the school office. Cheques should be made payable to Hertfordshire Catering Ltd.

Your child is eligible for free school meals and other concessions (including a voucher towards the cost of uniform) if you are in receipt of

- Income support
- Income-based jobseeker's allowance
- Income-related Employment Support Allowance
- The guaranteed element of State Pension Credit
- Child tax credit with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit
- Working Tax Credit during the four-week period 'run-on' period
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal credit

For more information, updates and applications, visit [www.hertfordshire.gov.uk /freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals) or telephone 0300 123 4048. Mrs Chaplin and Mrs Cohen, in the school office, are always happy to help with applications. Children who receive free school meals are also entitled to a free packed lunch for school trips.

Children may bring a packed lunch from home, at their parents' discretion. Hot meals are eaten at tables in the dining room; packed lunches are eaten 'picnic style' in the hall or, in good weather, outside. If you do not want your child to picnic, please let us know, in writing, and we will try to accommodate them at a table. Children who go home for lunch should return to school by 12.55pm (FS/KS1) or 1.10pm (KS2) in time for afternoon school.

## School Milk

Milk is available to children free of charge until the term after their fifth birthday. KS1 & 2 children whose parents are in receipt of income support can also receive free milk. For those children in KS1 & 2 who are not entitled to free milk the charges vary from term to term but are approximately £15 per term. Drinking water is available for all children. Unless there is a medical reason why your child cannot drink milk or water we do not allow children to bring drinks to school except as part of their packed lunch. Please make cheques payable to Herts County Council.



## Fruit and Vegetable Scheme

All the children from nursery to Y2 are given a portion of vegetable or fruit to eat at morning playtime, free of charge.

## The Curriculum

Tudor School continues to provide a broad and balanced curriculum, in accordance with national and local requirements. We adhere to the *Curriculum Guidance for the Foundation Stage* (in nursery and reception), *The National Curriculum* and *The Hertfordshire Agreed Syllabus for Religious Education* (in years 1-6). We use 'Letters & Sounds' to teach phonics. Further information about the curriculum can be found at

[www.early-education.org.uk/development-matters](http://www.early-education.org.uk/development-matters)

[www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum](http://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum) and [www.gov.uk/government/publications/letters-and-sounds](http://www.gov.uk/government/publications/letters-and-sounds)

The Governing Body continues to review the developments in the primary curriculum during governors' meetings.

## Reading

We aim for our children to have an interest in books and to read for enjoyment. To this end, children are encouraged to bring home a reading book of their choice. In the early stages of learning to read they might choose

- an easy book which they can read entirely independently
- a book which they can read with the support of a parent/grandparent or other adult
- a book which is too hard for them to read to themselves but which they would like to have read to them by an adult.

Children will probably vary these choices, depending upon the stage that they have reached in their reading and their personal experiences. Whichever their choice it is important to give them these opportunities to explore books with you. We can and do teach them to read in school, but that special one-to-one time, sharing a book with an adult is a precious luxury which is impossible to fit into the school day on a regular basis. It is that which motivates children to become independent readers and really generates a lifelong love of books and reading.

## Religious Education and Assemblies

A daily assembly is held which has a broadly Christian ethos delivered through stories, guests, poems, plays, pictures etc., which are drawn from a wide variety of sources and cultures to explore the chosen theme.

During RE lessons we consider the beliefs and practices of the major world faiths, with the emphasis being on Christianity. This is necessary if the children are to gain a more complete understanding of the world and their place in it. At no time are children required to take part in religious practice or accept as truths matters of religion that may be contrary to their own upbringing. Parents have the right to withdraw their child from assembly and religious education if they wish.

## Personal, Social and Health Education

At Tudor School we place great value on the all round development of each individual child and we recognise that we need to encourage in the children such skills as assertiveness, co-operation, tolerance and empathy. Using our school committee, the Tudor Owls, circle time, assemblies, role-play and drama sessions we seek to develop these qualities in our children, encouraging them to be good citizens. We hope that our policies on behaviour (included at the back of this brochure), equal opportunities, race relations and special educational needs all contribute to a climate where children feel happy, successful and valued.

In collaboration with the school nurse, sex education lessons are offered to all pupils during their final year. This explains human reproduction within the context of a loving relationship. Parents are informed when the lessons are being held and are invited to preview the materials being used. If parents do not wish their child to take part in these lessons the child may be withdrawn. A copy of our health education policies is available from the headteacher.

## Musical Instruments

All children in Y3 learn to play recorder and we offer optional lessons in saxophone, clarinet and flute, for pupils in KS2. There is a charge for these lessons, but children who receive free school meals receive help towards the cost of music fees. In the academic year 2015-16 46% of children in KS2 learned to play a musical instrument. This is as a result of our commitment to extend the breadth of the curriculum offered at Tudor School.

## Swimming

The children in Y4 have swimming lessons at Dacorum Sports Centre. They learn water safety, swimming strokes and improve their confidence and stamina. There is a charge for this, which is reviewed termly. The cost covers the transport to the pool and the lessons, which are heavily subsidised.

## Bilingualism

We recognise that some of our children are bilingual and try to capitalise on this advantage so that it contributes to the all round development of the child's self-esteem and abilities. We are supported in this by specialist staff and resources, which reflect the languages, culture and beliefs of all our children.

## Modern Foreign Languages

In keeping with DfE policy, we teach French to all children in KS2.

## Extra-Curricular Activities

Clubs are held during the lunchtime break and after school so that children can develop their particular interests. This year, clubs have been held for dance, cookery, mindfulness, nature club, football, cricket, Urdu, Spanish, drama, table tennis, singing, recorder, thinking skills, drawing and adventure club, as well as a trampolining club at Longdean School. This year 76% of KS2 children and 48% of KS1 have taken part in extra-curricular activities. These clubs are provided at no cost to the pupils or their parents.

## Special Educational Needs and High Attainers

All children at Tudor, whatever their ability, are taught at a level that is both challenging and realistic for each individual child. Children with special educational needs are supported while our higher attainers are given more demanding work. Generally, this takes place within the usual working environment and children are not segregated according to needs.

The school has a thorough Special Needs Policy. Parents who wish to see it should ask the headteacher for a copy. Under the guidance of the special needs co-ordinator, the staff at Tudor aim to ensure equality of opportunity for all by following the Special Needs Code of Practice.

When children join the nursery or reception class they are assessed in each area of learning. Throughout their time with us we will continue to monitor and discuss your child's progress with you. Should they require an individual education plan or support from a specialist teacher or educational psychologist we will discuss this with you.

## Inclusion and Equal Opportunities

Fundamental to our educational philosophy is the belief that every child is entitled to full curriculum access and to an education which meets their individual needs, interests and abilities. Consequently we aim to cater for every pupil within the general fabric of the whole school. We ensure equal opportunities in terms of access to the curriculum and carefully monitor resources, opportunities and stimuli.

## Key Stage 1 School and National Assessment Data

This table shows the percentage of eligible children at Tudor School achieving each standard. At the time of publication we did not have national data with which to draw comparisons. There have been considerable changes to the National Curriculum and expected standards, so we are unable to draw comparisons with previous years either.

Figures may not total 100 per cent because of rounding.

2016 teacher assessment results						
Percentage at each level						
	Have not yet met the expected standard	Working towards the expected standard	Working at the expected standard	Working at greater depth within the expected standard	Disapplied children	Absent children
Reading	11%	21%	45%	21%	0	2%
Writing	4%	32%	53%	9%	0	2%
Mathematics	9%	21%	53%	15%	0	2%

## Key Stage 2 School and National Assessment Data

This table shows the percentage of eligible children at Tudor School achieving each standard. At the time of publication we did not have national data with which to draw comparisons. There have been considerable changes to the National Curriculum and expected standards, so we are unable to draw comparisons with previous years either.

The SATs are not able to differentiate between children working at the expected standard and those working at greater depth, so this measure is only recorded for writing which is assessed by the class teacher.

Figures may not total 100 per cent because of rounding.

2016 test results						
	Have not yet met the expected standard	Working towards the expected standard	Working at the expected standard	Working at greater depth within the expected standard	Disapplied children	Absent children
Reading	50%	N/A	50%	N/A	0	0
Writing (teacher assessment)	N/A	23%	63%	13%	0	0
Spelling, punctuation & grammar	27%	N/A	73%	N/A	0	0
Mathematics	43%	N/A	57%	N/A	0	0

43% at least met the expected standard in reading, writing and maths.

## Communicating with You

Our partnership with parents is very important. We never lose sight of the fact that you were your child's first teacher; they had already learnt many fundamental skills and concepts with you before we even met them. Together we can enable all our children to achieve their personal best.

Teachers are always happy to discuss any issues with you, before or after school, as is the headteacher. If you need to have a fuller discussion then you can always arrange an appointment. Parent consultation meetings are arranged twice a year and detailed written reports are sent home in the summer term.

Parent ambassadors are members of our support staff who facilitate communication between home and school. They organise coffee mornings and afternoon teas to allow parents opportunities to meet with each other and with members of school staff to explore ways of supporting your children's learning.

Our School Family Worker is Jacqui Ellis (tel. 07780 115136). She is always pleased to meet parents and offer support with any concerns you may have about your family's wellbeing.

Parents receive a fortnightly newsletter, usually on a Friday, to keep you informed about forthcoming events, dates, celebrations and other news. If you have more than one child at Tudor, we give it to the oldest sibling. If you would prefer to receive your newsletter by email, please make sure we have your email address. Our website is going to be modernised during the coming year. The address is on the front of this brochure.

## Links with the Community

- During this year, the school building and grounds have been used by the 3<sup>rd</sup> Apsley Brownies and ERT Motorbike Training School.
- The local *School Sports Partnership* has facilitated our involvement in a wide range of sporting activities.
- Our mutually beneficial partnership with the University of Hertfordshire contributes to the training and development of future teachers, while providing additional teachers for our children.
- We work closely with our local Children's Centres and our District Schools' Partnership.
- Tesco allow us to use their car park for our *Park & Stride* scheme.
- We have hosted some family learning events, this year, including Culture Club, Foundation Stage' meetings for parents and an English language class for parents.
- The Friends of Tudor have run a number of very successful events and we are grateful to them for all their hard work.
- We are grateful to Nisa, our local convenience store, for their very generous donations to the school.
- We are glad to let the school for community activities and are interested to hear from any parents with new ideas.

## Tudor Owls

The Tudor Owls are our school council. Each class has two representatives, identified by special badges, who present their views to the committee. The Owls organise fundraising events, including the fortnightly cake sales, make decisions on purchases, raise issues relating to school rules and policies and report pupil concerns to staff meetings and to classes. Parents are informed, through the newsletter, which classes/groups of children are being asked to contribute cakes or biscuits for the following Friday's cake sale. The cake sale is open to all children. Cakes cost 20p each and biscuits cost 20p for two. On the alternate Fridays, when it is not cake day, the Tudor Owls sell items of fruit or vegetables, for 10p. This is in addition to the daily fruit and vegetable scheme which is free to children up to Y2 (see p.9). Usually, cake day is the week after the newsletter and fruit day is the same day as the newsletter.

## Buildings and Maintenance

We continue to strive to improve the facilities for our children. In the coming year we hope to put plans in place to extend the school hall and refurbish the outside of the main building.

## Freedom of Information Act

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Ask the school office to let you see the scheme or provide you with a copy free of charge.

## Privacy Notice - Data Protection Act 1998:

### How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.hertfordshire.gov.uk/services/edlearn/privsch/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact Mrs Chaplin in the school office.

## A Message from the Friends of Tudor



For those who do not already know, Friends of Tudor is your school's very own registered charity. Friends of Tudor's Fundraising Committee is built purely from volunteers, and are mostly Mums and Dads of children of the school.

Being part of Friends of Tudor is rewarding and fun and in the last year we have organised the following events

- School Disco
- Quiz Night
- Hallowe'en Party
- Pamper Evening
- Easter Eggstravaganza

Thanks to the support of these events by parents and others connected to the school we usually raise more than £2000 per year.

It's good to note that in recent years the money raised by Friends of Tudor has been used to pay for the following new equipment for the school.

- ICT equipment
- 50% contribution towards the playground shelter
- 50% contribution towards the tyre park
- Extension of the school stage
- Subsidy of the whole school outing to Paradise Wildlife Park
- Maze benches
- Sail shade

If you feel that you would like to become a member of Friends of Tudor or if you can offer any skill or ideas (any closet DJ's welcome!) then drop us a line at [fot@tudor.herts.sch.uk](mailto:fot@tudor.herts.sch.uk)

If not, don't worry, your valued support is all that's needed!!

**Your School Thanks You!!!!**



## School Term and Holiday Dates 2016-17

### Autumn Term 2016

Friday 2<sup>nd</sup> September-Wednesday 21<sup>st</sup> December

Occasional Day: Monday 3<sup>rd</sup> October

Half Term: Monday 24<sup>th</sup>-Friday 28<sup>th</sup> October

### Spring Term 2017

Friday 6<sup>th</sup> January-Friday 31<sup>st</sup> March

Half Term: Monday 13<sup>th</sup>-Friday 17<sup>th</sup> February

### Summer Term 2017

Wednesday 19<sup>th</sup> April-Monday 24<sup>th</sup> July

Half Term: Monday 29<sup>th</sup>-Monday 5<sup>th</sup> June

In addition to the above, the date of one staff training day has yet to be set. Further details to follow.

## List of Staff Members 2016-17

Sarah Abad-Murillo	Teacher
Sarah Adams	Teacher
Cheryl Allen	Teacher
Jaz Bell	Teacher
David Bridgman	Cleaner
Chris Chaplin	Secretary/Bursar
Sheila Cleaver	Nursery/teaching assistant
Kim Cohen	Clerical assistant
Emma Cosby	Teacher
Becky Cottle	Teacher
Amy Cox	MSA/Teaching assistant
Kim Davis	MSA/Teaching assistant
Jacqui Donley	Teacher
Paula D'Souza	Teacher
Trisha Dulcamara	EAL support teacher
Wendy English	MSA/Teaching assistant
Delphin Fordham	Teaching assistant
Val Francis	SEN support teacher
Errol Gayle	Assistant headteacher
Louise Gibbings	Teaching assistant
Sue Gordon	MSA/Teaching assistant
Debbie Grant	Cleaner/classroom assistant
Mary Hall	Teaching/senior supervisory assistant
Lesley Higgins	MSA/teaching assistant
Maggie Hind	MSA
Mandy Hughes	Teaching assistant
Noelle Hunt	EAL support teacher
Anna Iskandar	Teacher
Sarah Knight	Teaching assistant
Tracy Luker	Learning support assistant
Gill McKinnon	MSA
Andrew Munro	Teacher
Astra North	MSA/teaching assistant/cleaner
Maria Paros	Teaching assistant
Sally Penny	Learning support assistant
Jordan Pike	Teacher
Jodee Price	Teacher
Dave Puddephatt	MSA/Caretaker
Rose Rafferty	School cook
Naheed Rafiq-Crasque	Teacher
Katie Reading	Teacher
Shahida Rehman	Bilingual classroom assistant

Chrissy Rogers	Teacher
Maxine Smith	Deputy headteacher
Jane Stokes	Teaching assistant
Jayne Sutton-Muldoon	Woodwind teacher
Margaret Taylor	Teaching assistant
Tracey Trainor	Teaching assistant
Lyndsey Umney	MSA/teaching assistant/cleaner
Rob Weightman	Headteacher
Gwen Williams	Teacher

## Pre-School Provision

A pre-school group is held at the school by the following personnel:

Gill McKinnon	Pre-school leader
Lea Bikelis	Pre-school assistant
Debbie Grant	Lunch club assistant
Maggie Hind	Pre-school assistant
Annabel Grant	Pre-school assistant
Demi McCarthy	Pre-school assistant
Carol Stevens	Pre-school assistant

## Staff Development

We encourage all staff to engage in continuous professional development.

Courses taken last year are as follows:

All staff	Behaviour management Growth mindset
All teaching staff	Pupil progress meetings Epipen and asthma training
All teaching assistants	EAL
Sarah Abad-Murillo	Provision for higher achieving children Assessment English leader training Phonics and spelling Leadership
Cheryl Allen	RE Music PSHE Design and technology
Jaz Bell	Assessment Mentor training
Becky Cottle	Maths Mentor training MFL
Amy Cox	Diabetes training
Kim Davies	Assessment

Jacqui Donley	Computing SENCO training Ofsted training
Cassie Evans	Enhancing children's progress
Delphin Fordham	Grammar
Errol Gayle	Leadership Diabetes training
Louise Gibbings	SEND
Emma Graham	Assessment PE Foundation stage
Mandy Hughes	Grammar
Jess Hunt	Enhancing children's progress Assessment Mentor training Geography field work
Andrew Munro	Assessment eSafety Mentor training
Maria Paros	Moving on less successful learners Guided reading PGCE
Michelle Pearson	Ofsted training Prevent strategy Safeguarding Leadership
Sally Penny	Diabetes training Emergency first-aid
Jordan Pike	Foundation stage Assessment
Jodee Price	Ofsted training Assessment Leadership Mentor training Foundation stage
Katie Reading	Assessment PSHE
Chrissy Rogers	NQT training Science Science leaders' training
Maxine Smith	Data analysis Leading maths assessment Maths leader training Ofsted training Challenging higher attainers in maths Diabetes training Leadership
Tracey Trainor	Assessment

## Glossary

<b>DfE</b>	- Department for Education
<b>EYFS</b>	- early years foundation stage (or FS, see below)
<b>MSA</b>	- midday supervisory assistant (used to be called dinnerladies)
<b>NQT</b>	- newly qualified teacher
<b>Persistent absentees</b>	- children who are absent for 15% or more of school time
<b>SATs</b>	- standard assessment tests (national tests for 11-year-olds)
<b>SEN</b>	- special educational needs
<b>TA</b>	- teaching assistant

### Year groups and key stages:

<b>Ages</b>	<b>Year group</b>	<b>Abbreviation</b>	<b>Key Stage</b>	<b>Abbreviation</b>	<b>Used to be called</b>
3-4 yrs	nursery	N	foundation stage	FS	nursery
4-5 yrs	reception	R			key stage 1
5-6 yrs	year 1	Y1			
6-7 yrs	year 2	Y2			
7-8 yrs	year 3	Y3			
8-9 yrs	year 4	Y4	key stage 2	KS2	juniors
9-10 yrs	year 5	Y5			
10-11 yrs	year 6	Y6			

**For further information about the school, including our latest Ofsted report, please visit our website at:**

[www.tudor.herts.sch.uk](http://www.tudor.herts.sch.uk)