



# The Abbey CE VA Primary School

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Dear Parents,

## OUR VISION STATEMENT

**We learn, we care, we achieve.**

## OUR VALUES

In the education of children at the Abbey School, we value:

- ❖ the Christian ethos of the school within the Anglican tradition;
- ❖ the individuality of each child within the school community;
- ❖ the right of every child to the best quality education within a safe, secure and supportive learning environment;
- ❖ the importance of teaching children to become responsible and caring citizens in the 21<sup>st</sup> century.

## Our Golden Rules

We believe in working together for excellence for all. We have six **Golden Rules** to help us do this.

<i>Do be kind and thoughtful</i>	<i>Do not hurt people's feelings</i>
<i>Do be gentle</i>	<i>Do not hurt anyone</i>
<i>Do look after property</i>	<i>Do not waste or damage things</i>
<i>Do listen to people and show respect</i>	<i>Do not interrupt or be rude</i>
<i>Do work hard</i>	<i>Do not waste your or other people's time</i>
<i>Do be honest</i>	<i>Do not cover up the truth</i>





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Rewards are consistently applied throughout the school. Rewards cover the broadest possible range of academic and non-academic achievement. They are managed so that **all** pupils are valued. There are many kinds of reward used in the Abbey School. They fall into three categories:

## **Social Rewards**

- Praise from adults
- Praise from other children
- Smile
- Thumbs up
- Applause from peers
- Opportunity to sit in a chosen place
- Being first in the line
- Choosing a friend to work with
- A simple thank you

## **Activity rewards**

- Responsibilities in the classroom (e.g. monitors, giving out books etc.)
- Golden time
- Showing good work to Headteacher
- Showing good work in school sharing assembly

## **Material rewards**

- Smiley faces, stars, rubber stamps, stickers, positive comments on work
- Well done stickers from teachers/Headteacher
- Examples of good work shared with other teachers/classes
- House points (Key Stage 2)/Table Points (Key Stage 1)
- Good work labelled and displayed around the school
- Golden Time reward system
- Extra playtime

A **Star of the Week** is awarded each Friday for exceptional work, kind deeds, evidence of working towards targets in each class. The Star of the Week badge is presented in Friday's Sharing Assembly and a certificate is emailed home explaining why it has been awarded. The badge is to be kept for one week and can be worn on the child's school uniform and then returned to the class teacher on Friday morning. Over the course of the academic year we aim to be able to award this at least once to each child to celebrate their successes, therefore roughly a third of the class will receive the Star during the summer term.



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An **Abbey Shield** is awarded to two children each half term in each class for sustained exceptional work, kind deeds, evidence of working towards targets shown throughout the half term. The Abbey Shield enamelled badges are presented during the last day of each half terms Sharing Assembly. These badges are for the children to keep and wear on their uniform for their time at school. A laminated certificate is also presented to the child in the assembly detailing why the award has been presented. Each academic year twelve Abbey Shields are presented to each class and it is anticipated that as a child moves through seven years at Abbey School they have the opportunity to receive two or three.

### **New phone system**

From Monday 14<sup>th</sup> September, we are pleased to announce that we will have a new phone system. This more modern and professional system will have an option menu to direct your call to the relevant department. For parents wishing to report an absence, please choose Option 1 by 9.30am. Please note, important messages for your child, excluding playdate arrangements, should be made to Option 6 (School Office) by 3pm at the latest and we will endeavour to communicate this to your child if possible in an emergency situation. Secondly, it is important to note that we no longer have an old-fashioned answer phone machine to pick up left messages, instead any messages left are emailed to the School Office during the School Office hours of 8.30am-3.30pm to be read and acted upon at our earliest convenience.

### **Cool Milk**

Parents who wish to purchase milk for their child/ren (both Key Stage 1 and Key Stage 2) to drink at morning break, can register and pay with Coolmilk. They can be contacted by telephone on 0844 8542913 or online at [www.coolmilk.com](http://www.coolmilk.com) . Parents need to register by a Tuesday in order for their child to start receiving milk the following week. Children under the age of 5 years are entitled to free milk and have already been registered by school.

### **Free School Meals**

If you currently receive one of the following benefits you may be eligible for Free School Meals:

- Income support
- Income-based jobseeker's allowance
- Income-related employment and support allowance
- Pension credit (guarantee credit)



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Child Tax Credit with a taxable income of no more than £16,040 and not in receipt of working tax credit, you may also be eligible to receive Free School Meals and other educational benefits:

- Help with music fees
- Help with Year 6 cycle training fees
- Help with transport
- Help with Year 6 School Journey costs
- Weekly 1:1 tuition with a qualified teacher

Even if your child does not wish to have a school meal please still make an application and take full advantage of all the other benefits on offer. The system for applying for free school meals changed earlier in the year and it is now much easier to apply. All you need to do is fill in your application form online or phone the Customer Service Centre and the rest will be done for you.

Your application will be processed within 7 days. To apply log on to [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals) or phone the Customer Service Centre on 01438 737370 or 01923 471370.

The details of families who qualify for Free School Meals always remain confidential. Any school age children of families who qualify will receive weekly 1:1 tuition in school to support or extend their learning by a qualified teacher which has proven to have a very high impact. This support will continue for up to six years after the family no longer qualify if their circumstances change.

I wish you all a nice weekend.

Best wishes

Miss Emma Fenn  
Headteacher