



Welcome Handbook



01799 599248



www.radwinter.essex.sch.uk

Welcome to Radwinter CofE Primary School

Dear Parents/Carers,

Welcome to Radwinter CofE Primary School, a warm and caring Church of England Voluntary Aided primary school serving the rural villages of Radwinter and Hempstead, as well as children from surrounding communities.

As Headteacher, I am delighted to introduce you to our school family, where we are dedicated to nurturing every child's unique talents and supporting their growth—both academically and personally—within a secure and happy environment.

I hope that this welcome handbook serves as a useful resource and insight to all that we do, however please do contact the School Office should you wish to arrange a visit to see us 'in action' during a normal school day.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child!

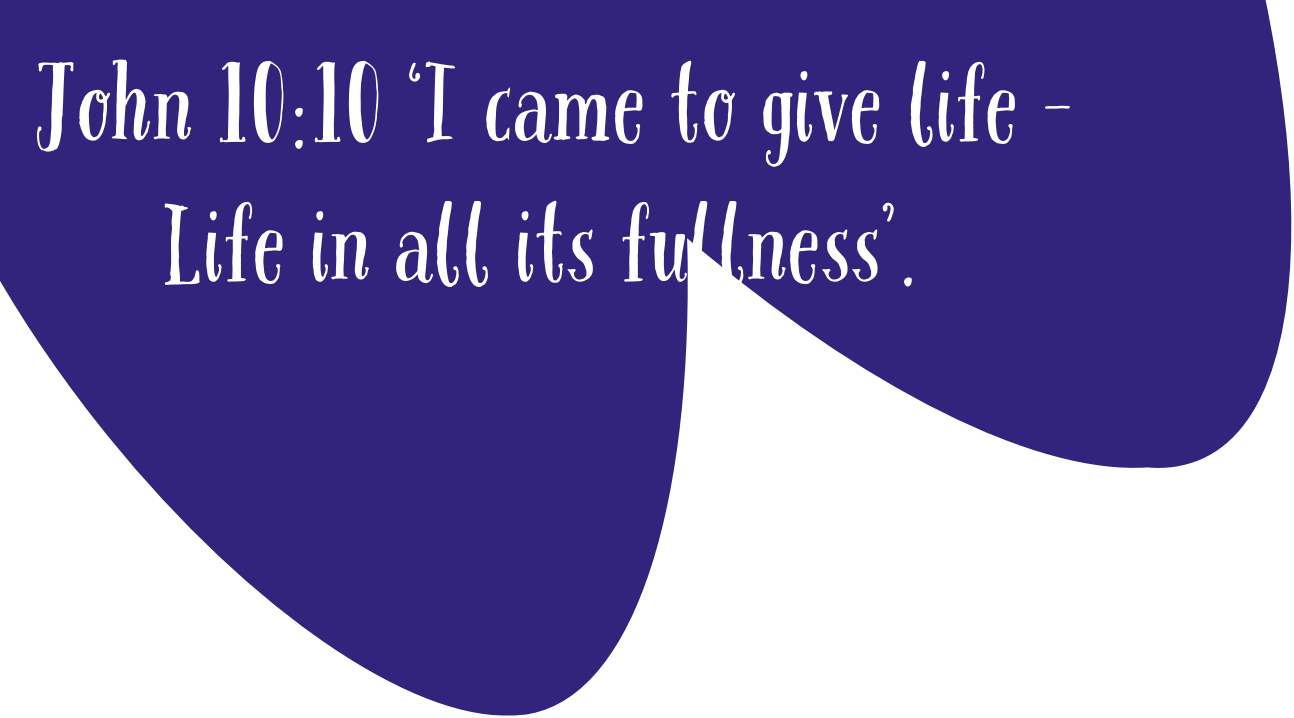
Warm regards,



Emily Bartram
Headteacher



Our Vision and Values



John 10:10 'I came to give life –
Life in all its fullness'.

Our Vision

In the life of our school, this means that we provide a caring, happy and secure environment where every child feels valued and can flourish. It reflects a Christian understanding that God's love is for everyone recognising that every child has individual talents, needs and a worthy contribution to make.

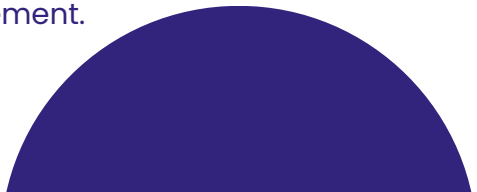
We provide a broad, balanced and challenging curriculum where every child is seen as a unique learner making exceptional progress from their starting points, thoroughly enjoying their time at our school. Our children enjoy a wide range of memorable learning experiences, both within and beyond the classroom, instilling a sense of awe and wonder for the world around us. Through daily collective worship and deep-rooted links with the local Church community, children are given the opportunity to develop their own values and beliefs, spiritual awareness and an appreciation of the diversity and richness of a wide variety of cultures.

We believe that the wellbeing and happiness of every child is essential and the needs of our children are at the heart of everything we do. Our committed, caring and approachable staff act as role models for our children educating them for wisdom, hope, community and dignity within our loving Radwinter CofE Primary School family.

Our vision reflects our belief about ourselves and each other; ensuring the voices of all our school community are heard and together endeavouring to serve the common good. We constantly strive to inspire and engage all of our children to meet the challenges of an ever-changing world. Jesus said 'I have come that you may have life in all its fullness' (John 10:10) and we emulate this by learning from our community; celebrating diversity, difference and the fullness of life.

Our Christian vision is lived out in our values of fairness, forgiveness, kindness, respect and service which are rooted in the teaching of Jesus and underpin everything we do. By instilling these values in our children, they are able to embrace life in all its fullness looking upwards, outwards and inwards drawing on these values to guide them.

Our Christian vision has been developed by our whole school community including pupils, families, staff, governors and wider stake holders. Their thoughts, opinions, hopes and dreams have been captured at every stage of its production and are reflected in every statement.



Inspection Judgements

We were last inspected by OSFTED in April 2024 and were judged to be 'Outstanding' for Leadership and Management and Personal Development and 'Good' in all other areas.

01

"This is a lovely place to go to school. Pupils are happy and enjoy their education."

02

"The school is highly ambitious for pupils."

03

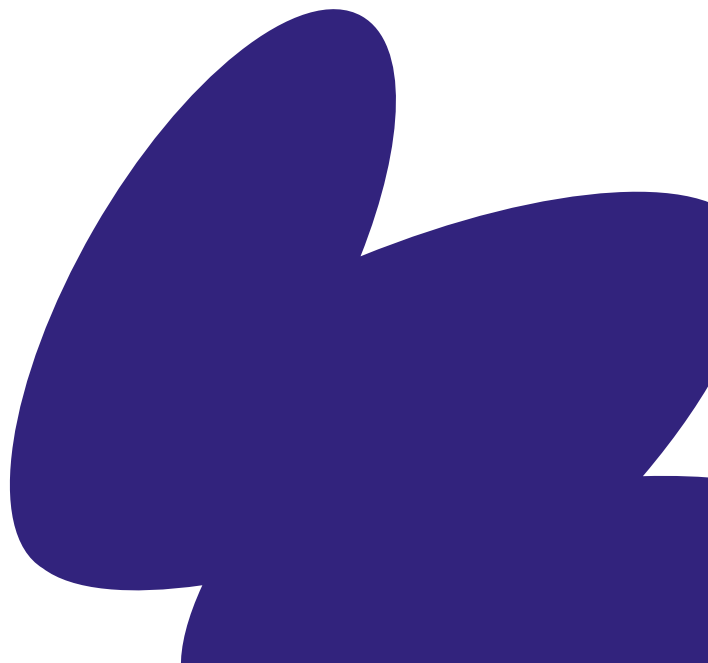
"Radwinter is a treasure hidden in the countryside."

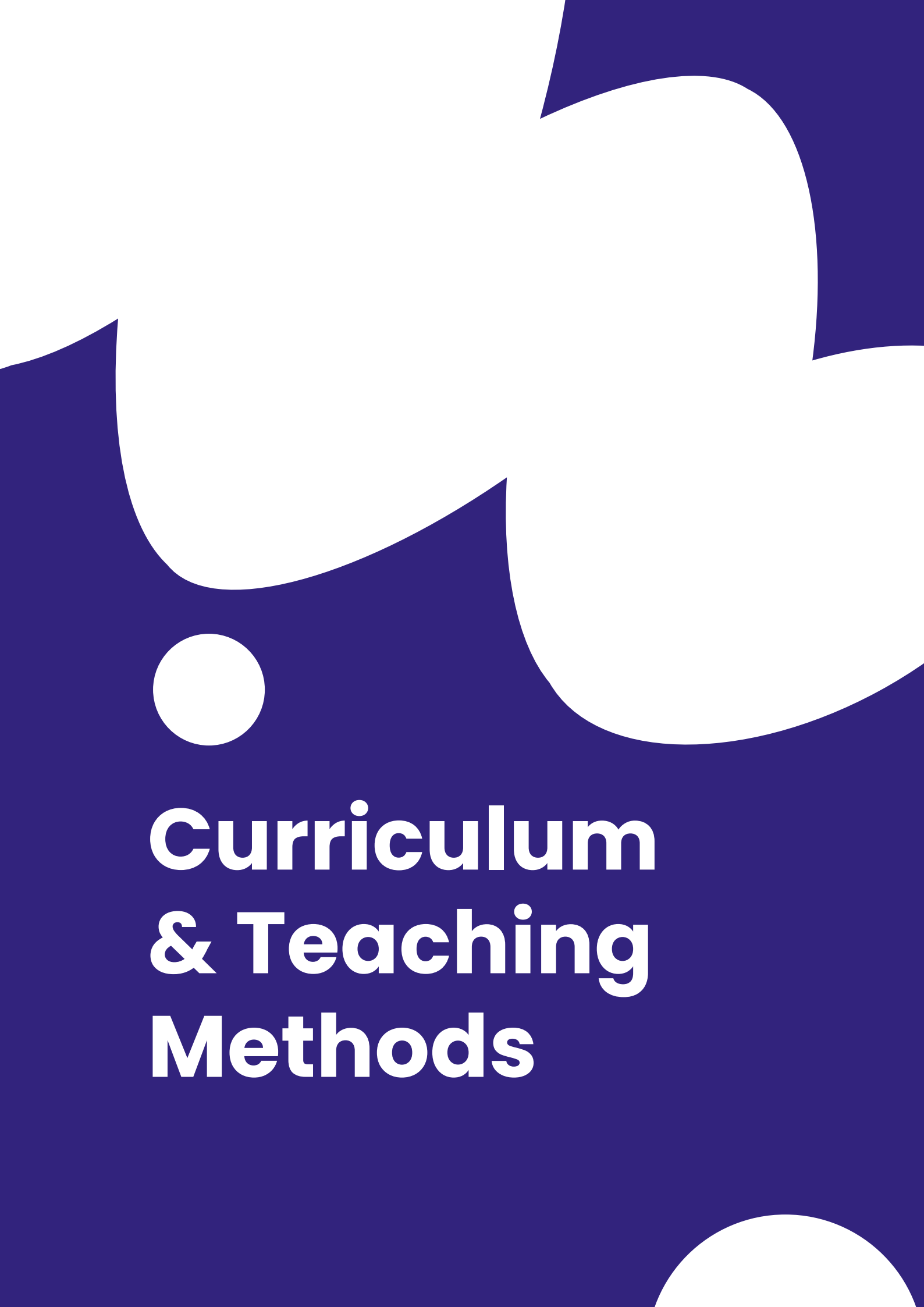
04

"The curriculum is skillfully constructed and taught to ensure children gain the knowledge and skills they need."

05 Pupil Voice

"You'll never be lonely here. It doesn't matter what you look like. You can believe in anything you want. Everyone is accepted."





Curriculum & Teaching Methods

We are proud to offer a curriculum that reflects our Christian values and our commitment to nurturing each child's unique talents and needs. Our curriculum is designed to provide a broad, balanced, and challenging education that prepares our children for life in all its fullness, in line with our school vision.

Our Curriculum

At Radwinter CofE (VA) Primary School, our curriculum embodies our vision of "Growing and learning together to embrace life in all its fullness" (John 10:10). We believe that education is not just about academic achievement but about developing the whole child—academically, spiritually, socially, and emotionally. Our curriculum aims to:

- **Celebrate every child as a unique learner**, ensuring they make exceptional progress from their individual starting points.
- **Provide memorable learning experiences** that inspire awe and wonder, both inside and outside the classroom.
- **Embed our Christian values** of fairness, forgiveness, kindness, respect, and service into daily learning and school life.
- **Promote inclusivity and respect for diversity**, preparing our children to thrive in a multicultural and ever-changing society.
- **Support children's wellbeing and happiness**, recognising that these are fundamental to successful learning.

How Our Vision and Values Shape Learning

- **Fairness and Respect:** Children learn to appreciate differences through lessons and activities that celebrate cultural diversity and promote social justice.
- **Kindness and Forgiveness:** These values are modelled by staff and encouraged through collaborative group work and community projects.
- **Service and Community:** Pupils participate in local initiatives and school events that foster a sense of responsibility and belonging.
- **Wisdom and Hope:** Our curriculum encourages critical thinking and resilience, equipping children to face future challenges with confidence.



Fairness



Kindness



Respect



Service



Forgiveness

Curriculum Structure and Content

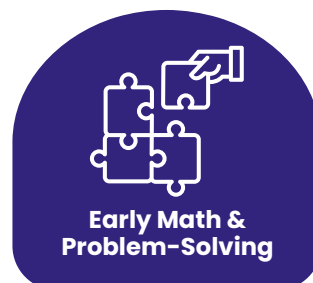
Our curriculum is carefully planned to meet the needs of our children in a rural village setting while preparing them for the wider world. It includes:

- **The National Curriculum:** We fully embrace the statutory requirements, ensuring all children have access to a rich and rigorous education.
- **Broad and Balanced Learning:** Alongside core subjects such as English, Maths, and Science, children engage with the Arts, Humanities, Physical Education, and Religious Education. This breadth nurtures curiosity and creativity.
- **Termly Thematic Topics:** Our curriculum is organised into engaging termly topics that integrate subjects around exciting themes. These topics provide a coherent context for learning, helping children make meaningful connections across subjects.
- **Essential Experiences and Trips:** We link termly topics to essential real-world experiences and educational visits that bring learning to life. For example, a topic on local history might include a visit to a nearby heritage site, while a science-focused term might involve hands-on workshops or nature walks. These experiences deepen understanding, enrich vocabulary, and build lasting memories.
- **Christian Distinctiveness:** Daily collective worship, strong links with the local Church community, and spiritual development are woven throughout the curriculum.
- **Personal Development:** Our curriculum promotes our values, social skills and emotional intelligence, helping children to grow as confident and compassionate individuals.
- **Support for All Learners:** We recognise the diverse needs of our children, including those with SEND and those from disadvantaged backgrounds. Our curriculum is inclusive, with tailored support to ensure no child feels excluded or marginalised.

Early Years Foundation Stage (EYFS)

Our EYFS curriculum is thoughtfully planned through half-termly topics that provide a clear structure while allowing space and time to follow each child's interests. This flexible approach ensures that children remain engaged and motivated, fostering a love of learning from the very start of their school journey. Our well-planned EYFS curriculum develops the essential skills and knowledge children need to prepare confidently for further learning. Importantly, it is always tailored to reflect the unique needs and strengths of the current cohort, ensuring every child is supported to thrive in a warm and happy environment.

EYFS Curriculum Structure and Content



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Our Structure and Organisation

Class Organisation

The way that we organise classes is different each year, depending on the number of pupils we have in each year group. Our published admission number (PAN) is 15, meaning that we can admit up to 15 children in each year group, although we may be asked by the Local Authority to admit more than that number of children if they all live within the catchment area.

Schools in England are not permitted to have classes of more than 30 pupils for children in Reception, Year 1 and Year 2; we try to make sure all classes within the school contain this number of children or fewer.

We have a structure of five classes in our school and each year we consider the various options and consult with governors / parents to find the best solution for all children's learning and progress.

Learning Spaces



Large Classrooms



Music Room



Library



Pastoral Hub

Outdoor Learning Spaces



Forest School



Sports Field



Playground



Daily Schedule & Routine

At Radwinter CofE (VA) Primary School, we believe that good attendance and punctuality are fundamental to every child's success and wellbeing. Our Christian vision of "Growing and learning together to embrace life in all its fullness" (John 10:10) shapes everything we do, including how we support and encourage regular attendance. We understand that consistent attendance not only raises standards of attainment but also nurtures a caring, happy, and secure environment where every child can flourish.

School Hours & Drop-Off/Pick-Up Policy

01 Office Operating Hours

Monday – Friday, 8:00 AM – 3:45 PM

02 Breakfast Club

7:30 AM – 8:30 AM (Additional fees apply)

03 Morning Drop-Off

8:30 – 8:40 AM

04 Afternoon Pick-Up

3:10 PM

05 Extended Care

Available 3:10 pm – 6:00 PM (Additional fees apply)

Our Commitment to Attendance and Punctuality

We set high expectations for attendance and punctuality from the outset because we know these habits help children develop responsibility and resilience—qualities rooted in our school values of fairness, kindness, respect, and service. We recognise the vital links between attendance, safeguarding, and wellbeing, and we work closely with families to support every child in reaching their full potential.

By law, every child of compulsory school age is entitled to a full-time education suited to their needs. Parents have a legal duty to ensure their child attends school regularly unless there are legitimate reasons, such as illness or authorised absence.

How We Manage Absences

If your child is absent, please follow these steps to help us support your child's learning and wellbeing:

- **Contact the school before 8:30am on the first day of absence.** You can leave a message on the answer phone if no one is available.
- **Update us every subsequent day of absence before 9:00am.**
- **Ensure your child returns to school as soon as possible.** If requested, provide medical evidence to support the absence.

How We Manage Absences

If we do not hear from you on the first day of absence, we will:

- Telephone you each day of absence until we receive an explanation.
- Contact emergency numbers or social workers if necessary to safeguard your child.
- Carry out a home visit if we cannot make contact.
- Refer cases to the Local Authority if no contact is made by the 10th day, marking the child as "missing from education."

If your child's attendance falls below 95%, or if punctuality is a concern, we will:

- Write to you to raise our concerns.
- Invite you to meet with the Headteacher, Pastoral Support Worker or School Attendance Support Officer.
- Work with you to create a personalised support plan to overcome barriers to attendance.
- Signpost relevant external support services.
- Refer to the Local Authority for sanctions if attendance does not improve.

Holidays

Parents must ensure they book holidays within school holiday periods. Pupils need to be at school during term-time to access the learning opportunities that will enable them to achieve their full potential. It is important that parents understand that we may not grant any leave of absence during term time unless circumstances strictly meet those described as 'exceptional'.

These are stated as:

- Forces Personnel on leave from a foreign posting.
- Exceptional significant family events or circumstances (e.g. terminal illness of a close relative, recent death or other significant trauma where it is felt an immediate holiday might help the child concerned deal better with the situation).

Each case will be considered on an individual basis. This means that it is not possible to authorise a normal family holiday for any other reasons, including on the grounds of cost, available dates for flights or particular holidays and because it is difficult for parents to take leave from their work during school holidays.

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School Meals and Snacks

At Radwinter CofE (VA) Primary School, we understand that a healthy, balanced meal is fundamental to every child's well-being and success in learning. Our approach to school meals reflects this commitment, ensuring that every child enjoys nutritious food that supports their growth, happiness, and readiness to embrace life in all its fullness.

Our Commitment to Healthy, Homemade Meals

Our dedicated kitchen team works hard every day to prepare wholesome meals on-site, using homemade recipes designed to appeal to children's tastes while meeting rigorous nutritional standards. We believe that good food is not just fuel but an important part of a happy school day, helping children to flourish physically and mentally.

Key features of our school meals include:

- **Nutritious and Balanced:** Each meal is carefully planned to provide essential nutrients that support children's energy levels and concentration throughout the school day.
- **Locally Sourced Ingredients:** We prioritise fresh, high-quality produce from local suppliers (where possible). This supports our rural community, reduces our environmental impact and ensures the freshest ingredients on your child's plate.
- **Inclusive Menu Options:** Our menu caters to a variety of dietary needs and preferences, ensuring all children can participate fully and enjoy their meals without feeling excluded.
- **Freshly Prepared On-Site:** Meals are cooked daily in our school kitchen, allowing us to maintain high standards of quality and hygiene.

Sample Menu



Week 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Macaroni Cheese Mixed Salad Foccacia	Homemade Chicken Pie Mashed Potatoes Vegetables	Roast Chicken Roast Potatoes Vegetables Stuffing	Burger in a Bun Mixed Salad Sweetcorn	Fish Fingers Oven Chips Peas
Tomato Pasta	Jacket Potato Baked Beans	Herby Quorn Fillet	Meat-free Burger in a Bun	Vegetable Pinwheel
Oat Cookie	Fresh Fruit Yoghurt	Apple Crumble & Custard	Fruit Jelly	Iced Sponge



Home-Packed Lunch & Snack Policy

- From Year 2, parents may send home-packed meals if preferred.
- Nut-Free Food Policy: Peanuts, tree nuts and nut-based products are strictly prohibited.
- Lunch should be healthy and balanced, avoiding sugary snacks and sodas



Allergy Awareness & Food Safety

- Radwinter CofE Primary School is an allergy aware school.
- Parents must inform the school of any food allergies during the admission process.
- Auto-injectors & Emergency Medication must be provided if the child has a severe food allergy.
- Staff members are trained in allergy response and emergency medical procedures.

If your child has a life-threatening allergy, please work with the school to create an Allergy Care Plan.

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School Uniform

Radwinter CofE (VA) Primary School believes that a consistent school uniform policy is vital for:

- Promoting the ethos of a school.
- Providing a sense of belonging and identity.
- Setting an appropriate tone for education.

We ensure a consistent, fair and inclusive uniform policy, and to implement a uniform that reflects the needs of all pupils, is affordable and provides the best value for money for both the school and pupils' families.

Uniform Guidelines

Cost Principles

- We seek to ensure that the uniform is affordable taking into account all items of uniform or clothing parents will need to provide while their child is at our school.
- We seek to keep the use of branded items to a minimum.
- We seek to ensure that uniform supplier arrangements give the highest priority to cost and value for money, including the quality and durability of the garment.
- We seek to ensure that second-hand uniforms are available for parents to acquire.

Equality Principles

- We aim to ensure that its uniform policy is as inclusive as possible so that all pupils can access a school uniform which is comfortable, suitable for their needs and reflects who they are, while avoiding any direct or indirect discrimination on the basis of protected characteristics or socio-economic status.
- Parents' concerns and requests regarding school uniform and amendments to it are handled on a case-by-case basis.
- Where the needs of these pupils cannot be met in the standard uniform policy, individual adaptations to the uniform will be considered and permitted wherever possible.

School Uniform Supplier

The school's current school uniform supplier is:

Bee Wear

50 High St, Saffron Walden, CB10 1EE

Phone: 01799 219567

Email: info@beewearuk.com

All clothing and accessories must be clearly labeled with the child's name.

What to Wear

Item	Optional or required	Branding	How to acquire
Regular school uniform			
Blue sweatshirt or cardigan with school logo	Required	School logo on right-hand side	Branded sweatshirt and cardigan available from school supplier or second-hand from school office
Light blue polo shirt	Required	No branding	Available second-hand from PTA and from regular retailers
Grey trousers or shorts Grey dress or knee-length grey skirt	Required	No branding	Available second-hand from PTA and from regular retailers
Blue and white checked summer dress	Optional	No branding	Available second-hand from PTA and from regular retailers
Sensible, plain black shoes (no open toes, trainers or canvas shoes)	Required	No branding	Available from regular retailers
Black, grey or white socks or tights	Required	No branding	Available second-hand from PTA and from regular retailers
Shower-proof raincoat	Required	No branding	Available from regular retailers
PE kit			
Radwinter PE shirt	Required	School logo and colours	Branded PE shirt available from school supplier or second-hand PTA
Navy blue shorts or skort	Required	School logo and colours	Branded shorts / skort available from school supplier or second-hand from PTA
Trainers - dark or white, no bright colours	Required	No branding	Available from regular retailers
Radwinter hoodie	Optional	School logo and colours	Branded PE shirt available from school supplier or second-hand from school office
Radwinter navy-blue tracksuit	Optional	Optional branding	Branded option available from school supplier or non-branded available from regular retailers
Skins for winter sports – navy-blue or black only, no bright colours	Optional	No branding	Available from regular retailers
Studded boots for KS2 winter sports	Optional	No branding	Available from regular retailers
Gum shield and shin pads for KS2 winter sports	Optional	No branding	Available from regular retailers
Accessories			
School book bag	Optional	School logo	Available from school supplier
School PE bag	Optional	School logo	Available from school supplier



Items to Bring Daily

- **Book Bag or Backpack**
large enough for a lunchbox, extra clothes and reading book
- **Reusable Water Bottle**
labeled with the child's name
- **Lunch Box**
if not having school lunch

Items Not Allowed at School

- **Toys from home**
except for special sharing days
- **Electronic devices**
tablets, smartwatches, phones
- **Expensive or sentimental items**
the school is not responsible for lost or damaged items

By following this uniform and personal belongings policy, we ensure that all children feel safe, comfortable and prepared for a fun and active day at school.



Guide to Admissions

We warmly invite prospective parents and carers to visit our school and experience the Radwinter family for themselves. To arrange a tour or find out more about our admissions process, please contact our office or visit our [Admissions page](#).

Applying for Reception (EYFS)

You can apply for primary (reception) school place at an Essex primary school between 9 November 2026 to 15 January 2027.

Before you apply

You should:

- check you live in the [Essex administrative area](#)
- read the [primary school admissions booklet](#).

You may want to check [the priority admission catchment area schools](#).

Contact the School Admissions Team

Telephone: 0345 603 2200

Email: admissions@essex.gov.uk

Changing school

If your child is already attending a primary school and you wish to change it, you should make a mid-year application directly to us.

1. Organise a Visit

we warmly encourage you to explore our school and see our vision of "growing and learning together to embrace life in all its fullness" in action.

2. Mid-year Application Form

Forms are available from the school office or on our website.

3. Availability of Places

A place will be offered if the relevant year group has fewer children than its published admission number (PAN).

4. Admission Appeals

We understand that sometimes places may not be available in the year group you are applying for. For detailed information about the admissions appeals process, please visit www.essex.gov.uk.

All required documents must be submitted before the child's start date.

Enrollment Process & Timeline



STEP 1 **Family Meeting & School Tour**

Parents and children are encouraged to visit the school, meet the teachers and observe the classroom environment.



STEP 2 **Application Submission**

Parents must fill out the admission form and submit all required documents.



STEP 3 **Admission Confirmation & Payment**

Once accepted, families will receive a welcome letter, along with a link to our parent platform (Arbor) and a pupil information form.



STEP 4 **Transition Visits**

For mid-year admissions, children are warmly welcomed to attend a 'trial session' to meet their classmates and teacher.

For EYFS starters, we have a robust transition process including school, home and nursery visits.
