



SILVER
END
ACADEMY



Prospectus 2025

Grow Shine Succeed

School Term

Dates 25/26

- **Monday 1st**
September - Non pupil day
- **Tuesday 2nd**
September—First day of term
- **Friday 24th**
October—Non pupil day
- **Monday 27th**
October - Half Term
- **Monday 3rd**
November - Back to school
- **Monday 22nd**
December—Start of school holidays
- **Monday 5th**
January - Non-Pupil Day
- **Tuesday 6th**
January —Return to school
- **Monday 16th**
February - Half Term
- **Monday 23rd**
February—Return to school
- **Monday 30th**
March - Easter Holidays
- **Monday 13th April**
- Return to School
- **Monday 25th May**
- Half Term
- **Monday 1st June**
—Non pupil day
- **Tuesday 2nd June** -
Return to school
- **Monday 20th July**
—Non pupil day
- **Tuesday 21st July** -
School Summer Holidays



Silver End Academy

Prospectus

Academic year 2025 - 2026

WELCOME

Dear Parents and Carers,

It is my pleasure to warmly welcome you to Silver End Academy, a vibrant and nurturing environment where every child is encouraged to grow, shine and succeed. At Silver End Academy we believe in fostering a love for learning from an early age, helping each child develop not only academically but also emotionally and socially.

All the staff at Silver End Academy bring great commitment and professionalism to their job of teaching and caring for children. Our dedicated team of staff works hard to create a stimulating, supportive, and safe space where children feel confident to express themselves, take on new challenges, and discover their individual strengths. We pride ourselves on offering a rich and varied curriculum that sparks curiosity, inspires creativity, and develops key skills for life.

We understand the importance of a strong partnership between home and school, and we are committed to working closely with you to ensure your child's journey with us is both happy and fulfilling. Together, we aim to nurture well-rounded, resilient, and respectful individuals who are ready to face the future with confidence.

We hope that you find the information within this prospectus helpful. If you have not already visited our school, we would encourage you to do so, so that you can learn more about life at Silver End Academy.

Thank you for considering Silver End Academy for your child's education. We look forward to welcoming you and your family to our school community.

Warm regards,



Mrs Meares

Head Teacher

Our Core Values

We developed our core values with staff, children and parents following a survey to gather opinions from all stakeholders on what values we felt it important for our children to leave primary school with.

In EYFS we introduce the core values: Honesty, Kindness and Curiosity

In Key Stage 1, we add: Respect and promoting self-worth

In Key Stage 2 we introduce the final core values of responsibility and perseverance

Vision Statement

Grow Shine Succeed

At Silver End Academy our vision of GROW, SHINE, SUCCEED sits at the heart of everything we do. Along with our core values of Curiosity, Kindness, Honesty, Self-worth, Respect, Perseverance and Responsibility, our vision helps us to ensure that our children **grow** to be independent, resourceful, adaptable and successful individuals. They all have an important part to play in society and we will provide the opportunities and skills with which to do this effectively.

We need to help all children identify their individual gifts and talents and encourage them to pursue their own goals. We recognise that **success** means different things for each individual, so our education needs to be as diverse as possible. There needs to be an excitement and pleasure in learning so that each child is able to **grow** and **shine**.

We want our children to become lifelong learners. They will need to have a strong sense of **self-worth** and be confident to take the risks necessary to continue learning in what may be a challenging and unpredictable future. Through **curiosity**, enquiry and **perseverance** comes **respect**, open-mindedness and understanding.

We must teach the children about their rights and responsibilities, along with communication skills and **kindness** as essential qualities for interacting in a complex world. All of us have **responsibilities** to fulfill with which we must do with **honesty** and integrity. We need to equip children with the confidence to be able to communicate their ideas and be able to contribute positively to society and the world around them.



School Aims

To provide, through high quality teaching, a stimulating, caring and safe environment where children are encouraged to develop to their full potential academically, socially, physically and emotionally.

- ◆ To have the highest expectations of all children and to lead them to have the highest expectations of themselves.
- ◆ To develop in all children a thirst for learning so that they become independent and self-motivated.
- ◆ To enable the children to take increasing responsibility for aspects of their own learning, to use and apply their developing skills and to work collaboratively.
- ◆ To encourage children to have consideration for others, respect for their surroundings and a sense of responsibility for themselves.
- ◆ To enable children to leave our school as well informed mature individuals who feel confident to move to the next stage of their education.
- ◆ To place the school at the centre of the community by working closely with parents and other stakeholders.
- ◆ To give all children equal opportunities, responsibilities and rights, regardless of race, gender, background, ability and disability.



School Contact Details

Silver End Academy
School Road
Silver End
Witham
Essex
CM8 3RZ

Tel: 01376 583353

Website:

www.silverendschool.co.uk

E-Mail:

admins@inspiresmat.co.uk

Inspires Multi Academy Trust



Trust Vision:

'Fulfilling potential, fostering belief, seeking excellence'

Our vision for Inspires MAT is to provide each child with an educational, social and emotional offer that engenders them to 'aspire to be the best we can be in all that we do'. This vision is what we strive towards and is relatable to every employee, partner, children, young adults and their families within our Trust.

Inspires MAT Mission Statement:

In order to achieve our vision, we have the following mission statement:

- Our learners and their families are at the centre of what we do;
- All children and adults are active positive citizens within the areas they live and the school it serves.
- Our employees and partners are passionate about being the best that they can be;
- Our Trust is relentlessly focused on improvement;
- Providing all with the opportunity to improve and develop, regardless of role or responsibility
- Schools within the Academy Trust work together to ensure children receive the best possible provision and opportunities.
- Grow the MAT – sharing expertise beyond our borders

Inspires MAT Values:

Underpinning our vision and mission statement are our core values, defined by our workforce and trustees - Inclusive; Child Centred; Community Focused; Passionate; Nurturing; Enriching; Empowering.

We bring these high expectations to everything we do, and we are really excited to work with partners who share this ethos.

The School Day

School Hours:

- The school gates open from 8:20am to 8:30am
- Registers are taken between 8.30am and 8:40am
- Lunch is at 12pm to 1pm
- End of the school day is 3.05pm

Arrival at School:

EYFS students and Key Stage Two children enter via the green gates and small playground. Key Stage One parents drop off their children via the side entrance and big playground. All children enter their classrooms and start their Early Morning Work.

If you have children in both key stages, the Key Stage Two child should enter onto the big playground with their Key Stage One sibling, we will then direct them through to the small playground.

Children arriving after 8.30am should enter through the school office.

Collection at the end of the day:

At collection time, Key Stage One will be dismissed directly from their classrooms. Key Stage Two from the small playground. EYFS and Key Stage two children with siblings in Key Stage one will wait in the hall and will be dismissed by a member of staff. Please can we ask parents to ensure that they stand well back from the collection points to give staff a clear view of who is present to collect their child.

Please ensure that any bicycles and scooters are left at the front of the school , outside of the school office, and are securely padlocked. The school cannot take responsibility for loss or damage to any bicycles or scooters left on the premises.

When your child starts the school, please let us know what the regular arrangements will be for your child to be met from the school. If those arrangements change, please do inform us. While we understand the information is sensitive we would be grateful if you could inform us of custody and access arrangements, should this be necessary. These requests are made in the interest of your child's safety.

In Year 5 upwards, with written permission from parents, children are permitted to walk home on their own.

In Year 4 and below, children must be collected by a known adult. If parents would like a sibling to collect, they should provide written permission and the sibling should be at least 15 years old. The arrangement also needs to be judged safe by school staff.



Extra Curricular Activities

We have a range of extra-curricular activities on offer which varies depending on the time of year. These are listed by the academy office. Activities run by academy staff are not charged for, but those run by outside providers may be. In order for your child to attend an after academy club we require signed permission in line with our safeguarding arrangements. Clubs are open to children from EYFS to Year 6.

Wrap-around Care Breakfast Club

Monday-Friday 7.40 - 8.30am



Breakfast Club runs every morning (term time) throughout the year and is open to all pupils at Silver End Academy. The cost per day is £3.50, payable on the day or in advance. The purpose of the Breakfast Club is to provide the opportunity for children to eat breakfast within a safe and friendly environment. After breakfast children can choose to participate in:

- ◆ Group/Individual Games
- ◆ Homework Table
- ◆ Quiet reading

‘Hang-out’ Afterschool Club

Our ‘Hang-out’ Afterschool Club runs Monday to Thursday every week and is open to all pupils from EYFS to Year 6. The cost per day is £8 until 5pm or £12 until 5.30pm. This must be booked via ParentMail by Friday of the preceding week. Children will receive a healthy snack of sandwiches, bagels or wraps prepared by our kitchen. They will be offered a range of activities from iPad, to sports, to boardgames and creative challenges in a friendly and safe environment.



Teaching Organisation and the Curriculum

Three Key Stages relate to Primary school children:

- ◆ Foundation Stage – 4-5 years old; Reception Year Group
- ◆ Key Stage 1 – 5-7 years old, Years 1 and 2;
- ◆ Key Stage 2 – 7-11 years old, Years 3 - 6.

The National Curriculum introduced in September 2014 was designed to enable all pupils to access education which is:

- ◆ Broad - providing experience in a wide range of subjects;
- ◆ Balanced – devoting an appropriate time to each subject;
- ◆ Relevant – building on the child's experience of their own world, towards the wider world they will become part of when they leave us;
- ◆ Differentiated – ensuring each child is provided with the challenge and support to achieve and be successful.

Children learn most effectively from first-hand experiences and real-life situations. To best meet the demands of the National Curriculum, we believe in deploying a balanced mix of teaching methods, employing formal class teaching in conjunction with a thematic, cross-curricular, integrated subject approach. Children are given a degree of responsibility for their learning and the organisation of their working environment, which is a preparation for adult working life. A rigid timetable does not allow flexibility for teachers and children to concentrate on particular areas at any one time, but careful planning ensures a balance of the curriculum and that appropriate targets are met.

Overviews of each year group's learning can be found on our website.

Assessment

Children are continually monitored and assessed as they progress through the school. This on-going assessment enables us to best meet the needs of the individual child at all stages during their development. It also ensures that the progression between the different classes is as smooth as possible.

Additionally, children in Year 6 will participate in external, national tests, Pupils in Year 1 will take the Phonics Screening Check in the summer term of that year. Should they not reach the expected level, they will be assessed again at the end of Year 2. Pupils in Year 4 take the multiplication check test.

The National Curriculum comprises:

A) Core subjects

- ◆ English
- ◆ Mathematics
- ◆ Science

B) Foundation subjects

Art

- ◆ Computing
- ◆ Design Technology
- ◆ Modern Foreign Languages (MFL)
- ◆ Geography
- ◆ History
- ◆ Music
- ◆ PSHE & Citizenship
- ◆ Physical Education
- ◆ Religious Education

Homework

At Silver End Academy, we regard the purpose of homework as:

- ◆ Encouraging pupils to develop the skills, confidence and motivation to study effectively on their own;
- ◆ Consolidating and reinforcing the skills and understanding developed at the school, particularly literacy and numeracy;
- ◆ Extending learning, for example through additional reading;
- ◆ Developing an effective partnership between the school and parents/guardians in pursuing the aims of the school;

For children in the Early Years and Key Stage 1 Classes, the key purpose is to reinforce and share learning with parents/carers. In Key Stage 2, children will be able to explain areas of learning to parents/carers. Homework also comprises the learning of spellings, number facts and reading. Additional mathematics and literacy activities are available for children to complete through online programs.

Regular reading to and with parents/guardians is vital; all primary school children should either read to their parents/guardians or listen to them reading for between 10 to 20 minutes a day.

Special Educational Needs and Disabilities (SEND)

Silver End Academy believes that all pupils should be able to make the best possible progress at the school and we are committed to ensuring that the necessary provision is made for any pupil who has Special Educational Needs or Disabilities (SEND). We support pupils with SEND to be included in all aspects of school life.

The school's SEND provision is outlined in the Special Educational Needs Policy. This document is reviewed annually and contains details of arrangements that have been made for coordinating the day to day provision for pupils with special educational needs. Mrs Gigg is the Special Educational Needs Co-ordinator (SENCO), coordinating the provision for SEND at Silver End Academy.

Home/School Partnership

General Parental Involvement

Parents help in the school in a variety of ways; with reading, art or trips etc. Parents may help on a regular or occasional basis depending on the time they have available. If you wish to help please let us know. We are very grateful for the help we receive from parents; we do hope you will be able to help us too.

We also have an established PTA who welcome all new volunteers. Whether you'd like to have a go at running an event, generating ideas or helping for an hour on a stall at the summer fete, please do get in touch.

Parents Evenings

Parent Consultation Evenings are held in the Autumn and Spring Terms when Teaching Staff are available for consultation about a child's progress - an appointment system is operated. In the Summer Term, a final written report is given to parents.

Parents wishing to see the Head of School should arrange a mutually convenient time.

Behaviour Policy

The staff and trustees have developed a Behaviour Policy which reflects our academy values and works to support children in feeling safe and secure within Silver End's community. Our Behaviour Policy is available on the academy website.

We are aware that we share responsibility with parents for the children in our care, and make every effort to provide the care which any responsible parent would be expected to give. Parents will have taught their children to respect other people's feelings and property. Parents play the most important role in teaching their children about ways of behaving. At the academy we reinforce the attitudes, courtesies and disciplined behaviour that children begin at home.



More Able Children

The school identifies children who are able to work at a greater depth through its established assessment procedures.

Provision within the National Curriculum is made through differentiated activities designed to challenge and stimulate gifted children. We also liaise with local secondary school's, who visit Silver End to work with groups of children, mainly in upper KS2.

Starting Silver End Academy

Admission Arrangements

All children have the opportunity to tour the school, prior to them starting. If they are starting in EYFS, they will be invited to attend a 'stay and play' session during the term prior to that in which they are admitted. Additionally, local playgroups and nurseries often organize their own visits to the school.

When your child begins at Silver End Academy, you will be asked to sign our Home/school Agreement, a copy of which may be obtained from the school Office.

Early Years Admission

Silver End Academy will provide a full time education for all children offered a place within Reception from the September following their fourth birthday. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is therefore reached at that point. Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Parents can also request that their child attends part-time until the child reaches compulsory school age.

Where a parent chooses to defer entry, an academy may reasonably request that the child would start at the beginning of a new term/ half term. If parents request a part time place the school offers a morning only option. Where a part time place is accepted, a move to a full time placement would be at the start of a school term.

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children;
2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to the school, those living closest being given the highest priority. If your child is not offered a place at Silver End Academy you have the right of appeal.

Details of how to do this will be included with the letter offering you a place at another school.

Communication with parents

We like to keep in regular touch with parents and carers. Our school office will send direct mailings, update notifications and process payments via the ParentMail app. This can be downloaded onto any smartphone and can be accessed through a desktop website.

Class teachers will also keep in regular touch through a free app called Class Dojo, as well as share photographs and learning updates.

We also send out newsletters on a fortnightly basis for a round-up of news and up coming events. Newsletters are e-mailed out to all parents and are also available on the academy website. If you require a hard copy of the newsletter, please speak to the school office.



Branded uniform can be purchased online from School Trends and Personalise online using these links.

www.schooltrendsonline.com/uniform/SilverEndPrimarySchoolCM83RZ

www.personalise-uk.co.uk/products/school-shop

Uniform

Dress

It is the expectation of the Local Governing Body, in line with that of the Multi Academy Trust, that all children who attend the school wear the correct uniform of the school.

Boys and girls are welcome to wear:

- ◆ Plain grey or black trousers, tailored shorts, tunic dress or skirt
- ◆ Red gingham dresses for Summer uniform
- ◆ Plain white or grey shirt/polo shirt
- ◆ Maroon sweatshirt/jumper, with or without the school logo
- ◆ Plain black, grey, maroon or white socks
- ◆ Plain black trainers with black soles or black school shoes

P.E. Outfits

- ◆ White tee-shirt/polo shirt [no logos or designs]
- ◆ Plain black/grey shorts [no logos or stripes]
- ◆ Plain black trainers
- ◆ Plain Tracksuit for outdoor activities – Black, navy or dark grey with no logos

All clothing must be clearly marked with your child's name and kept in a bag, which will hang easily on a cloakroom peg.

Jewellery & Hair

The only jewellery permitted is a watch and plain ear studs which your child must be able to remove for PE lessons. If they are unable to do so, please leave earrings out for PE days.

No earrings or jewellery whatsoever may be worn during P.E. or Games sessions. Should your child be having their ears pierced please consider having this done at the start of the summer holidays so that they do not miss P.E. or swimming lessons.

School Meals

The school provides dinners freshly cooked in our kitchen each day. The catering team use freshly prepared, locally sourced ingredients. School dinners must be paid for in advance of your child having the meal. Payments for school dinners can be made using our online payment system, IRIS ParentMail. Please contact the school office for a registration code to set this up. Children are also able to bring their dinner money in an envelope with their name and class shown clearly to the school office. Until such monies have been received by the school Office, the academy cannot be held responsible. Alternatively, parents may wish to pay in advance, either termly or half-termly. If paying by cheque, please make your cheque payable to Inspires MAT.

Children may bring their own packed lunch to the school. We encourage parents/carers to provide packed lunches that are part of a balanced diet. We are also a nut-free school, and parents are asked to check all foodstuffs, including sandwich spreads, peanut butter, Nutella, cereal bars, etc. and send an alternative, if contents do not meet our requirements. All staff, including the lunchtime teams will monitor foodstuffs, and make arrangements as necessary, which will keep all children happy and safe. For hygiene and safety reasons, please leave glass bottles, glass flasks and fizzy drinks at home.

Free School Meals

These are administered by Essex County Council, not the school. Parents who think they may be entitled to free school meals can apply on line.

By telephone: 0845 603 2200

By email: educationawards@essex.gov.uk

Website: www.essex.gov.uk/educationawards

Universal Free School Meals – EYFS & Key Stage One children only

This is a new initiative introduced from September 2014. The Government pledged that all Key Stage 1 children – those in Reception, Year 1 and Year 2 be entitled to receive a ‘hot’ free school meal. However, where the household income is below £16190, parents are still required to register for free school meals, as detailed above, in order that the meal entitlement can continue as children move into Key Stage 2 and the school can continue to receive much needed additional funding in the form of ‘Pupil Premium’. Parents requiring further information or clarification of this initiative should speak to the school Office.



What should I do if my child is absent from school?

By law, schools must record absences and the reasons given. You are therefore required to contact the school immediately if your child is absent.

The school office should be informed in writing of absences known in advance, such as medical appointments. If you wish to request a longer absence – which may or may not be authorised (see overleaf) – please use a Leave of Absence form available from the school office.

Attendance

Silver End Academy recognises that positive behaviour and good attendance are central to raising standards of pupil attainment. Regular attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.”

For all children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day that the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning.

Our Attendance Policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively, in line with Government and Local Authority requirements, and reasons for absences are recorded promptly and consistently.
- Working in partnership with parents/carers so that they are aware of their own child’s attendance record and the impact that this is having on their education.

The school’s Attendance Policy is published on the school website, or is available from the office. We are always pleased to support pupils and their families to ensure regular attendance at school.

Understanding different types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, and is a legal requirement.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical or dental appointments which unavoidably fall in school time, as well as emergencies or other unavoidable cause.

Unauthorised absences are those which the school and the governors, following Government regulations, do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings including penalty notices and fines.

Unauthorised absence includes:

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- truancy before or during the school day
- absences which have never been properly explained;
- children who arrive at school too late to be registered (30 minutes after the register opens);
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- day trips;
- holidays in term time, including any arranged by other family members or friends.

Please see the Attendance Policy for full details of which circumstances will **not** be authorised.

Holidays in Term Time

There is no entitlement in law for pupils to take time off during the term to go on holiday.

The law specifies that headteachers **may not** grant any leave of absence during term time unless there are "exceptional circumstances". The School Attendance (Pupil Registration) (England) Regulations 2024 state that "the need or desire for a holiday" is not considered an exceptional circumstance.

At Silver End Academy 'exceptional circumstances' will be interpreted as:

- *being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time and cannot be taken outside of term time.*

It is important for parents/carers to be aware that while decisions will be made on a case-by-case basis, requests will normally be refused to ensure we are adhering to the above regulations.

The Department for Education has introduced a new statutory national Framework, that all schools in England must follow.

- There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including lateness.
- If a Penalty Notice is issued for an offence of unauthorised absence, the first will attract a fine of up to £160 per pupil (£80 if paid within 21 days);
- A second offence in three years will attract a fine of £160 per pupil.
- Schools cannot issue a third penalty notice in 3 years, and must consider other sanctions, which may include prosecution.

Please speak to the school if you need more information about the new rules.

Personal Possessions

Children are discouraged from bringing mobile phones to Silver End Academy. However, if parents require or request that children do bring mobiles into Silver End Academy, these must be:

- (a) labelled with the child's name and class;
- (b) switched off during school hours;
- (c) handed to the school Office at the start of the day and collected at home time.

Parents are asked to note that the academy does not accept any responsibility for loss of, or damage to personal property whilst on or left at the academy premises.

Medical

It is helpful if you let us know of any medical problem your child may have so that we can make provision for them. Parents will be asked to complete a care plan for all children with a long-term medical condition, which helps us to ensure that correct actions are taken should they be taken ill or have an accident in the school.

Parents may come into the school to administer medicine or complete a medical form for the children to self-administer medication. If your child needs an inhaler, please ensure that it is in class every day and you have shown the class teacher how it works.

Please let us know where you can be contacted in an emergency. In the case of a child being taken ill and needing medical attention and the school being unable to contact a parent/guardian/carer, we will take appropriate action, and make arrangements to ensure the child is taken to the local hospital.

The school nurse carries out a medical within the first two years of your child starting school. The medical includes hearing and eyesight tests as well as observation of basic co-ordination. If there are any concerns arising from the medical, parents will be informed immediately by the Health Authority.

Transition to secondary school

Currently, the majority of our children transfer to The New Rickstones Academy or the Alec Hunter Academy. Details of the transfer procedures are issued to parents in the Autumn Term prior to transfer but may be discussed earlier with the school.

Once decisions have been made about places for Secondary Education, children visit their new school, in some cases for three days, to familiarise themselves with their new surroundings. Representatives from Alec Hunter and New Rickstones visit Silver End Academy to meet the pupils and discuss friendship groups to ease the transfer between schools.



**SILVER
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ACADEMY**

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