



SCHOOL PROSPECTUS 2018 -2019
Launching Life Long Learners



Head Teacher: Ms. Shelley Jones MEd, BA (Hons)

de Vere Primary School

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de Vere Primary School

Essex County Council

Chair of Governors: Mrs. C Grandsen

Status and Character: Community Primary School

Early Years to Year 6

Early Years, Key Stage 1 and Key Stage 2

Number of pupils at January 2018: 157

Number intending to admit 2018/2019: 30

Dear Parents,

Thank you for your interest in our school.

de Vere is a small school with a big heart. Children are known as individuals, and their talents and strengths recognised. We have close associations with the village and volunteers from the village support activities such as reading and outdoor learning.

The staff at the school are part of a happy, knowledgeable and committed team who encourage enthusiasm in the children by example. They constantly model positive relationships by the way they talk to each other and the children.

As prospective parents of de Vere Primary School, you are more than welcome to make an appointment to see the school at work. You will see that the school places a great emphasis on creating a purposeful and relaxed atmosphere. We employ a variety of teaching methods to suit different learning situations. Class teaching, group work, individual tasks and paired activities are used, depending on the learning objective and the needs of the pupil.

Parents are welcomed into the school and have the opportunity to visit the school several times over the year. Termly class assemblies allow you to see how your child has been engaging with the school's curriculum. Parent and Teacher consultations are more formal, focussing more closely on your child's academic achievement, progress and related targets. Additionally teachers are always available to discuss other issues as they arise over the year.

Our school admissions are all dealt with by Essex County Council, follow this link:

www.essex.gov.uk/admissions

The information in this prospectus can only give a brief overview of us. Please call to arrange a visit, if you have not already seen our school in action.

My staff and I look forward to welcoming you to de Vere Primary School.

Shelley Jones
Head teacher

THE AIMS OF THE SCHOOL

At de Vere it is our aim to encourage a love of learning. Our vision statement is “Launching Lifelong Learners”. We aim to satisfy this statement as follows:-

- We will create a stable, caring environment where children feel safe and secure, which is conducive to their learning, bearing in mind each one’s differing needs, abilities, interests and the resources available. We have high expectations for all the children.
- We teach the National Curriculum, R.E. and PSHE and Citizenship to all children through high quality and well planned teaching. We also develop British Values as described in the document “Promoting fundamental British values as part of SMSC in schools”, a DfE document published in November 2014.
- We give each child access to a rich and varied curriculum, which challenges and inspires. We encourage equality by providing a wide range of learning experiences with regard to age, gender, ethnic and cultural background and ability.
- We ensure the children receive a social, spiritual and moral education incorporating traditional British and Christian values whilst also being encouraged to be aware of the value and diversity of cultures and beliefs both nationally and internationally.
- We involve children in the local community and the wider world to encourage a caring attitude and sense of citizenship.
- We build on children's previous learning, ensuring continuity and progression through careful assessment, planning and record keeping.
- We keep the school rules simple to follow and simple to remember: be safe, be kind, be respectful and be responsible.

THE SCHOOL CURRICULUM AND ORGANISATION

The Curriculum

The school delivers the National Curriculum through a themed approach, and importance is placed on children enjoying their learning. Teachers plan carefully to ensure all children have equal access, with regard to their ability. Activities are closely monitored by the pupils' class teacher, though learning support assistants, volunteer parents and students all play a part in the classroom.

Children in the Early Years Foundation Stage (EYFS) follow the EYFS curriculum. The children work towards meeting the Early Learning Goals which provide a bridge to the National Curriculum. The very experienced staff ensure the children have rich experiences where their learning is met through play, with a mix of child initiated and adult led activities.

Class Grouping

We have one class per year group with the teacher for each class responsible for the children's work. They meet the pupils' individual needs by clear and detailed planning.

Homework

Learning is expected to be supported at home. Children should read regularly – at least 4 times a week – as well as practicing multiplication tables and spellings to build fluency.

Homework will be given to children, increasing as they get older. Government guidelines suggest one hour per week for Years 1 to 2, increasing to approximately 30 minutes per day for Years 5 and 6. We work broadly along these lines.

Teachers can advise parents on how to help their children at home, thus ensuring parents and teachers work together for the children's benefit. We have Learning Logs where both pupils and parents are invited to communicate regarding the homework.

Outdoor learning

We use 'Forest School' principles especially for our youngest pupils as we have access to Churchfield Grove, a small woodland area owned by Hedingham Castle. We are very fortunate to have this outdoor opportunity and are grateful to Mr. Jason Lindsay for his permission.

Children with Special Educational Needs

Children with special educational needs are given extra help within the classroom and individually. We have a member of staff who works with class teachers offering advice and help and planning individual work if necessary. Learning Support assistants are also employed to work with children.

School Council

The school has an active school council. The children get the opportunity to vote on who will represent their year group at council meetings which are held regularly.

Extra-curricular Activities

Extra-curricular clubs run through the school year. They depend on the skills and interests of staff and their willingness to give of their time and expertise. Clubs take place after school or at lunchtimes. Examples of these may include gardening, table tennis, athletics, cycling proficiency, dancing, choir, football and rugby.

We also host a Music for Schools teacher who visits weekly to teach the children cornet, saxophone, clarinet and flute. More information about this can be found on the Music for Schools Foundation website.

School Visits

Interesting and educational outings are encouraged, from half a day upwards. In the past, visits have included Braintree Museum, Hedingham Castle and the local village, Stansted Airport and Daws Hall Nature reserve. Residential trips are organised for Year 6 and Year 5.



Trips are an excellent way of learning and of widening children's experience, independence and knowledge. Occasionally experts will be invited to work in school with the children.

No charge can be made for *normal* education in school, apart from individual music lessons arranged through school. However, parents are asked to contribute to the costs of these activities which are dependent on sufficient funds being raised to enable them to take place.

Assessment

In accordance with government regulations, all children at the end of the Foundation Year are assessed against the Early Learning Goals.

Year 1 pupils undertake a phonics check in June.

At the end of Key Stage 1, children will have their progress in Reading and Maths checked by tests. This will happen again at the end of Key Stage 2.

Record Keeping

Class teachers keep records on each child. Teacher assessment happens during each lesson, and formal assessments of children's progress are made regularly. Teachers work together to moderate their assessments to ensure progress is consistently tracked across the school. A report is issued to parents in the Summer Term, summarising children's progress in each National Curriculum area and giving areas for development.

Home/School Agreement

This short document is offered to all parents on joining the school. It formalises the agreement that parents, staff and children will work together for the best for each individual child.

School curriculum planning and policy documents

Documents concerning the delivery of the curriculum (in the form of termly overviews) and policy documents may be seen by parents. Minutes from Governing Body meetings are also available. All of these documents are generally available for viewing in the School Office or on our web site (www.devere.essex.sch.uk).

REWARDS

The School has four house teams – Ashurst, Hoghton, Majendie and Ulwyne, The children are put into one of them on entry to school and families are placed together. The children earn house points for working well or good behaviour. Golden Time is a reward for all the children.

DISCIPLINE

Occasionally a child's behaviour can cause concern. Our behaviour policy makes it clear the steps the school will take in order to maintain discipline. In the majority of cases, parents working closely with their child's teacher can be enough to support a child to make the right choices. In more extreme cases, Essex County Council allows the head teacher to exclude a child from school. This only happens following a serious breach of the behaviour policy.

PASTORAL CARE

de Vere Primary School is a community where relationships are based on mutual respect and consideration for others. The class teacher, who knows each child well, is responsible for the care of the children in his or her class. The values, standards and attitudes of the school community are made clear to the children by example and discussion.

Pastoral care is a strength of the school. We have trained Emotional First Aiders who are able to offer a child additional help if they are having particular emotional difficulties. We also work very closely with the Families and Schools Together (FAST) team who are available to offer additional support and guidance to parents.





THE SCHOOL DAY

The normal timetable for a school day is as follows:

| | |
|--------------------|---|
| 8.40 - 8.50a.m. | Children allowed into classes |
| 8.50 - 9.00 a.m. | Registration |
| 9.00 - 10.10 a.m. | Teaching Time |
| 10.10 - 10.30 a.m. | Assembly |
| 10.30 - 10.45 a.m. | Morning Break |
| 10.45 - 12.00 noon | Teaching Time |
| 12.00 - 1.00 p.m. | Lunch Hour |
| 1.00 - 1.05 p.m. | Registration |
| 1.05 - 3.15 p.m. | Teaching Time (Years R, 1 and 2 may have a ten minute break during the afternoon) |

Teaching hours, excluding daily assembly, registration and breaks: 23 hours 30 minutes per week

The registers will be closed after the times shown above. Children arriving after this will be marked late. The Statutory Educational Welfare Service monitor the registers in all schools in the country and where there is irregular attendance or repeated lateness the local Education Welfare Officer will become involved.

We also offer a Breakfast Club starting at 8.00am at a cost of £1 per child. A Booking Form needs to be completed for this which has to be handed into the School Office at the beginning of the week.

UNIFORM

We have a school uniform and, although not compulsory, children are positively encouraged to wear it. Details of the uniform are as follows:

| | |
|-------------------------------|------------------------|
| Fleeces | Red with school logo |
| Cardigans/Jumpers | Red |
| Blouse/Shirt | White |
| Skirt/Pinafore Dress/Trousers | Grey |
| Summer Dress | Red and white gingham |
| Sweatshirts | Red with school logo |
| Polo Shirts | White with school logo |

(School ties are also available)

P.E. Kit

| | |
|-------------|--|
| P.E. Shorts | Black |
| P.E. Shirt | House colour (Ashurst – blue; Hoghton- green; Majendie – red; Ulwyne – purple) |
| Plimsolls | Black |

Items with the school logo can be purchased online at www.leonardhudson.co.uk/schools. A named bag is necessary for holding P.E. kit. The school sells book bags which are designed for transporting reading books to and from school, black for KS2 and red for KS1. We also carry a stock of school legionnaires caps for summer sun protection and water bottles.

Please ensure that **all** articles of clothing worn in school are **suitably marked** with your child's name. This is very important, as so many of the clothes are virtually identical. We cannot be held responsible for lost items, though we will make reasonable efforts to return items to their owners. Unclaimed lost property will be disposed of at the end of each half-term. Name tags can be ordered through school - please ask at the office for details.

Shoes

Black and flat heeled appropriate shoes may be worn. Any other type of shoe is not suitable for school as they constitute a health and safety hazard in and around school. White summer shoes or sandals with backs may be worn with summer uniform. Trainers are **not** part of our school uniform, except for P.E.

During bad weather, boots and Wellington boots may be worn to school, but indoor shoes should also be provided which the children can change into.

VALUABLES

All valuables, e.g. watches, are not covered on school insurance and must be the responsibility of the child. Whilst every effort will be made for their safe keeping, no responsibility can be accepted by the school. Rings and jewellery **should not** be worn to school. Mobile phones should not be brought into school.

MAKE UP AND BODY PIERCING

If your child has pierced ears, studs are most suitable for school (only one pair of earrings should be worn to school). During P.E. sessions **all** earrings must be removed - ideally no earrings should be worn to school on those days. Any other type of body piercing is considered totally unsuitable for a primary school environment.

Wearing make-up to school, including nail varnish, is not appropriate for primary school age children.

SCHOOL MEALS

Many children have a school dinner, which are prepared and cooked in our own kitchen. The daily cost is £2.35. Meals should be ordered and paid for at the beginning of a week using named order forms which are sent home at the end of the previous week.

Children in Years R, 1 and 2 are entitled to receive a free school dinner. This is an initiative funded by the government.

Menus are rotated every three weeks. They are displayed in the hall and can be found on our web site. A choice of hot meal and dessert is offered.

If you are on any benefits which entitle you to free school meals (irrespective of which year group your child is in) we would urge you to claim them. This process generates further funding (Pupil Premium) for the school which is invaluable for your child's education. Please ask at the School Office for details.

NATIONAL HEALTHY SCHOOL STANDARD

We aim to equip pupils with understanding, skills and attitudes to make informed decisions about their health. We are committed to on-going improvement and development. de Vere continues to have this commitment recognised and have had our Healthy School status revalidated.

Every child aged 4 - 6 at de Vere is entitled to a piece of fruit or vegetable each school day. This is provided free of charge and the aim is to encourage children to eat more fruit and vegetables.

For the older children, we ask parents to provide a piece of fruit for break-time snacks or a suitable alternative. Crisps and sugary snacks are not permitted at break-times. We aim also to encourage all pupils to bring fruit in their packed lunches to encourage healthy eating at lunchtime. We do not permit fizzy, sugary drinks at lunchtime – water is always provided on the table.

We are a nut-free school, because we have pupils with severe nut allergies. Please respect this fact and consider all foodstuffs sent into school.

Literature regarding healthy eating choices is regularly sent home as it arrives in school and there is a regular item in our newsletters as we recognise the significance of diet upon the well-being and education of children.

The school supports Braintree District Council's drive for healthier living and healthy lifestyle choices. We have been a part of their Livewell Child Project and regularly take part in activities suggested by them.

PARENTS' ASSOCIATION

We have a fund-raising group known as The Friends of de Vere. If you are interested in this please contact the School Office.

CHILD PROTECTION

As a caring organisation with direct responsibility for children, our first concern must be your child's welfare and safety in all its aspects. The procedures we have to follow (it is a statutory duty) have been laid down by the Essex Safeguarding Children Board. If you want to know more about this procedure, please speak to the head teacher or the deputy head teacher.

The head teacher is our Designated Safeguarding Lead – the named member of staff for Child Protection - and the Chair of Governors is our nominated governor.

MEDICINES

Occasionally staff are asked to give some form of medication to children. Please contact the School Office as a consent form must be completed and signed. Medication must be prescribed by a doctor.

Provision will be made for any child suffering from an ongoing condition requiring treatment, e.g. asthma, diabetes or hay fever, so long as we are fully informed of the condition. Please contact the School Office as Health Care Plans and consent forms must be completed.

HEALTH & SAFETY

While every care is taken to ensure the safety of children at all times, no child is insured (by the school) against accidents. Should parents wish to insure their child against personal injuries, this should be done privately. The school does subscribe to an off-site activities insurance scheme for all school trips.

The school is a smoke free zone and smoking or vaping is not permitted inside the building or within the school grounds.

Parking is not permitted on the yellow lines in the Staff car park or outside the school entrance. Gates should be closed at all times.

Dogs are not allowed on the school premises.

SAFER JOURNEYS TO SCHOOL

As a school, the safety of our pupils is paramount, including road safety. We have produced a comprehensive Travel Plan. This reflects the ethos of the whole school and addresses all aspects of school activities to encourage safe behaviour and to consider how transport is used. We encourage pupils to walk and cycle to school, when and where possible.



ADMISSIONS POLICY

Within Essex, schools have some freedom to adopt an admissions policy best suited to schools individual circumstances. Staff at de Vere value early years' education very highly. In recent years, many resources have been put into this area.

County policy for admissions to de Vere School states that we are permitted to admit up to 30 children in each academic year. Children are accepted according to the following criteria:

1. Children Looked After;
2. Children living in the priority admissions area with a sibling attending the school;
3. Other children living in the priority admissions area;
4. Children living outside the priority admissions area with a sibling attending the school;
5. Remaining applications.

(Consideration will be given to exceptional medical reasons)

de Vere is a popular school. County policy deems that decisions on who can be offered a place will be made in April for all children entering during the following school year, i.e. April 2018 for all entries from September 2018 to August 2019.

Intake procedures

Children whose fifth birthday falls during the school year, i.e. from 1st September 2018 up to, and including, 31st August 2019, will be eligible to full time education from September 2018 although this is not statutory until the term in which a child is 5.

Pre-School Visits (School Induction)

All children are invited to our **induction mornings** on the 26th & 27th June 2018 starting at 9.10am.

LIAISON AND SCHOOL TRANSFER

Close links with the local community are encouraged. There is liaison with local playgroups, particularly the Castle Nursery who regularly use the school site.

de Vere is part of the Colne Valley Consortium of Schools, a group of local primary and secondary schools. They aim to provide mutual support in both curriculum and management areas. Staff and Governor training are also organised on a Consortium basis.

Close links with Hedingham School are maintained. An induction period is normally run for our Year 6 children during their last summer term, when they spend two days working in Hedingham School, prior to moving there in September and Hedingham staff visit de Vere to talk to all Year 6 children. Hedingham School is also part of our local Consortium.

Most children move from this school to Hedingham School. However, all parents have the opportunity to enter their children for the selection procedures for the grammar schools in Chelmsford and Colchester. This selection (formerly known as the 11+) now takes place at the school to which parents apply. It is the responsibility of parents to liaise with the appropriate selective secondary school.

ATTENDANCE

We wish to promote a positive attitude about school attendance among parents and pupils where all parties understand the need for this continuity. Our school gives high priority to conveying to parents and pupils the importance of regular and punctual attendance.

Absence from school

Governors and Staff at de Vere Primary school believe that time missed from school cannot be made up and it disrupts the learning cycle. At any point in the school year important skills and concepts will have been introduced, reinforced and practised. The curriculum is very carefully planned and the manner in which this learning takes place cannot be recreated by giving a child work to do at home or during a holiday.

We recognise that there will be situations when absence is unavoidable due to illness, bereavement etc. and staff will give additional time to children in these cases. This cannot be extended to pupils whose parents have *chosen* to take them out of school in term time.

Authorising term-time absence is not automatically granted. Absence can only be approved in exceptional circumstances. All absences will affect a child's progress and will go on his/her record.

Procedures for following up absence/lateness

If a child is absent from school the parent/carer must follow the following procedures:

- Contact the school on the first day of absence before 9.30 am. The school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the Office staff
- Contact the school on every further day of absence, again before 9.30am
- Ensure that your child returns to school as soon as possible

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you
- Write to you if your child's attendance is below 90%
- Invite you in to school to discuss the situation with our School Welfare Officer, Child and Family Support Worker or Headteacher if absences persist
- Refer the matter to the Local Authority to request a formal School Attendance Meeting if attendance deteriorates following the above actions

The following are the statistics for authorised and unauthorised absences for the academic year 2016/17:

| | |
|--|------|
| No. of compulsory school age on roll | 144 |
| The percentage of half days (sessions) missed through authorised absence | 2.6% |
| The percentage of half days (sessions) missed through unauthorised absence | 0.4% |

DATA PROTECTION

As a school we have statutory obligations under the General Data Protection Regulations (GDPR May 2018) to protect the interests of 'data subjects', whether they be pupils, staff, governors, parents/carers or other members of the community whose personal data is held for whatever reason by the school. Policies on Information Security, Information Sharing and Photography are held and are available for inspection in the School Office.

Essex County Council School Term and Holiday Dates for Community and Voluntary Controlled Schools - Academic Year 2018-2019

| September 2018 | | | | | | | October 2018 | | | | | | | November 2018 | | | | | | | December 2018 | | | | | | | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | |
| | | | | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | | 29 | 30 | 31 | | | | | | | | | | | | 31 | | | | | | | |
| January 2019 | | | | | | | February 2019 | | | | | | | March 2019 | | | | | | | April 2019 | | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 26 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | |
| May 2019 | | | | | | | June 2019 | | | | | | | July 2019 | | | | | | | August 2019 | | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | 1 | 2 | 3 | 4 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | 26 | 27 | 28 | 29 | 30 | 31 | | | |

= Schooldays / Weekends
 = School holidays
 = Bank holidays

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

| | | |
|---------------------|---|-----------------|
| Autumn Term: | Tuesday 4 September 2018 – Wednesday 19 December 2018 <i>Half Term 22 October – 26 October</i> | 72 days |
| Spring Term: | Thursday 3 January 2019 – Friday 5 April 2019 <i>Half Term 18 February - 22 February</i> | 62 days |
| Summer Term: | Tuesday 23 April 2019 – Wednesday 24 July 2019 <i>Half Term 27 May – 31 May, and May Bank Holiday, 6 May</i> | 61 days |
| | | 195 days |

Please note: The above dates may vary for individual schools, especially Foundation and Voluntary Aided schools and Academies. You are strongly advised to check with your child's school before making any holiday or other commitments.

Proposed Non-Pupil days not yet confirmed:

- 4th September 2018
- 5th September 2018
- 23rd April 2019
- 3rd June 2019
- 4th June 2019

(A copy of this Prospectus can be found on our web site – www.devere.essex.sch.uk)