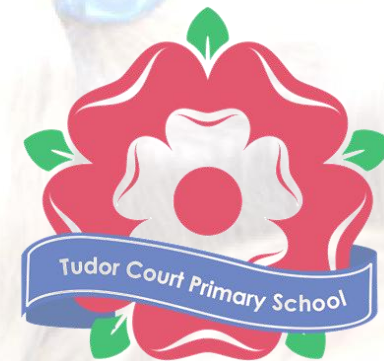


# TUDOR COURT PRIMARY SCHOOL

*Inspire – Challenge – succeed*

**Prospectus 2025 - 2026**





Welcome to Tudor Court Primary School.

At Tudor Court, we are fully committed to safeguarding and promoting the welfare of all our children.

We are proud to be recognised as a 'GOOD' school, as confirmed by our latest Ofsted report. Our pupils are happy, safe, and make strong progress in their learning. The school consistently performs above national expectations in both attainment and pupil progress.

Our school's Aims and Ethos encourage every member of our community to be active and responsible, understanding their rights and responsibilities...

Tudor Court is a fully inclusive school. We believe in the potential of every individual, regardless of background or circumstance, and are committed to helping each child achieve and enjoy their time with us. We take a holistic approach to education. Our principal aim is to create a happy, stimulating environment where children are inspired to thrive.

We hold high expectations for everyone in our school community. Our core values – **respect, responsibility, integrity, tolerance, pride, and happiness** – are at the heart of everything we do. We also value strong parental involvement and encourage families to engage in all aspects of school life.

# Welcome from our Head Teacher

Our ambition is for every child to succeed in all areas of school life. We are passionate about developing innovative strategies to overcome barriers to learning, ensuring that every child is equipped with the skills, values, and confidence they need to continue their learning journey towards a happy and successful future.

We provide a wide range of extra-curricular activities and sporting opportunities. We believe every child should have the chance to participate in clubs and competitions. Our pupils take part in a variety of local tournaments as well as inter-house and class competitions, and we are constantly working to enhance our extra-curricular offer.

Our teaching is adaptive and inclusive. Teachers use a variety of approaches and techniques to support each child in finding the learning methods that work best for them. Our curriculum is designed to promote creativity, deepen knowledge, and develop essential skills for lifelong learning and achievement.

We aim to ensure our children understand the purpose and value of their learning by making meaningful connections across subjects and real-life contexts. We work to build resilience, promote a positive mindset, and nurture independent learners who take pride in their education and strive to improve.

Across our curriculum, we offer engaging and memorable learning experiences that spark curiosity and sustain interest. Through exciting, real-world contexts, children develop new skills and a love of learning, alongside critical abilities in communication, problem-solving, and collaboration. The innovative stage of each project lays strong foundations and encourages teamwork and social development.

Dialogue, reflection, and informed decision-making are central to our approach. We are committed to nurturing children who grow into thoughtful, principled individuals with a strong understanding of what it means to live in modern Britain. Our curriculum is enriched through a wide variety of educational trips and visits from external guests, bringing learning to life.

We believe education is a partnership. We work closely and constructively with parents, governors, and the wider community to give our children the best possible start.

Our school facilities are purpose-built to suit the needs and age of our children, the site includes spacious grounds for play and sport, as well as a secure, well-maintained learning environment. Our Nursery and Reception children benefit from their own dedicated block and outdoor play areas.

We are proud to offer an on-site Nursery for our youngest learners. Morning, afternoon, and 30-hour funded sessions are available. Please note that a Nursery place does not guarantee admission into the main school. Applications for school places are managed by the Thurrock Council School Admissions Team.

The following pages will provide more detailed information about life at Tudor Court. However, if you have any further questions, please don't hesitate to get in touch – we will be happy to help.

Yours sincerely,

*Phil Kyriacou*

**Head Teacher**

# Overview

Head Teacher:	Mr Philip Kyriacou
Chair of Governors:	Mr Philip Brewster
Status and Character:	Academy Primary School Boys and Girls aged 4 – 11 Our Nursery children join us in the September after their third birthday
Number of pupils on roll: <b>(at September 2025)</b>	658 (including our Nursery)
Number intended to admit Each academic year:	<b>Reception:</b> 90 places
Number intended to admit Each academic year:	<b>Nursery:</b> 50 places split over; 30 hour, morning or afternoon sessions

We have three classes in the year groups: Reception, Year 1, 2, 3, 4 and we have four classes in Year 6

We plan for a maximum class size of 30 children (excluding Nursery)

*Please note the information given in this prospectus is correct at  
**September 2025.***

# Our Senior Leadership Team

Head Teacher	Mr Philip Kyriacou
Deputy Head Teacher	Ms Debra Nemhara (Teaching and learning)
Assistant Head Teacher	Mrs Elizabeth Arnell
	Miss Gemma Kirby
Foundation Stage Lead	Mrs Sue Tighe
English Lead	Mrs Elizabeth Arnell
Math's Lead	Ms Debra Nemhara
Special Needs Co-Ordinator	Katherine Seamark

# Governing Body

Strong governance is a key part of a successful school. Governors are like a Board of Directors. The Governors make decisions about how the school is led; challenge the quality of teaching and the performance of the school whilst ensuring financial health, probity and value for money. The full Governing Body meets at least termly and individual committees meet more often. Parent Governors play an important part in the composition of the Governing Body.

## The Governing Body



Phil Brewster  
Chair of Governors

M Short  
Vice Chair

Chris Leslie  
Chair of Finance



Paul Raymond  
Staff Governor

Mr G Hunter

Ms M Abikoye

Mr O Akosile



Chichi Eruchalu



Kelly Stevens



Cheryl Mason

Members

# Parental Involvement

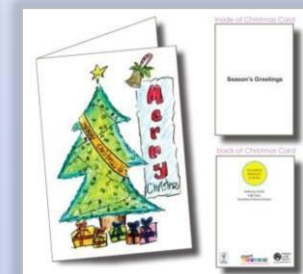
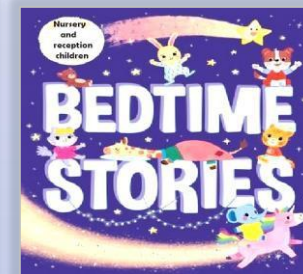
Parents are encouraged to share their children's education by understanding and supporting their learning. There is a wide range of opportunities for this to take place and in September each year we hold our Meet The Teachers events. Parent consultations, drop in sessions, open evenings, concerts, sharing assemblies, sports days and school matches also take place. A Home-School Communication Book is used to increase communication between home and school. Homework is an important opportunity for children to practice and develop their learning.

Teachers provide opportunities for parents to develop their understanding of what their children are taught and how to help them. Children's targets are communicated to parents and children, as they move through school. This helps them to understand the children's next steps.

Parent consultations take place termly. Our expectation is that all parents attend and engage in these sessions and for older children to take part in this process. As this is a formal occasion, all pupils wear school uniform.

## FTCA

All parents of children attending our School and Nursery are automatically members of the Friends of Tudor Court Association (F.T.C.A.) A selection of parents and staff form a committee to oversee events. If you would like to join the committee, you will be most welcome. The purpose of the F.T.C.A. is to support school by providing additional enrichment for the children through supporting events for them and their families and providing additional resources in school. Fund raising events are very popular in school, especially discos, the Christmas Bazaar and the Summer Fete.



# Keeping Children Safe

We take all reasonable measures to ensure that the risks of harm to children's welfare are minimised. These include:

-  Vigorous pre-employment checks for all staff.
-  Risk awareness / vetting of volunteers and visitors.
-  Taking appropriate actions to address any concerns.
-  Working to agreed policies and procedures in full partnership with other local agencies.
-  An environment that is safe and secure for all, including securing the site appropriately during school hours.
-  Ensuring behaviour of both adults and children in our school is appropriate; this includes making everyone safe from anti-social behaviour such as bullying.
-  Health and Safety awareness in all areas.

In all circumstances parents will be informed of any concerns that the school has and we will discuss possible options as to how we can work together for the good of the child.

We consult other agencies in relation to child protection concerns. The procedures we have to follow are a statutory duty. Parents are usually informed if the school makes a referral to Social Services. (please see our website: [Key Information – Policies – Child Protection](#)).



# Caring for your Child

## Contact Details

It is vital that we are kept informed of all changes to contact details including telephone numbers, email address, home addresses and changes to emergency contacts.

If a child has a medical emergency and we are unable to contact you this is very distressing for all concerned.

## Sickness

We strongly encourage all children to attend School, but we are unable to care for children who are too unwell to be in school. If your child is too unwell to remain in school, we will telephone you to collect them.

If your child is unwell, particularly if they have had sickness or diarrhea, they must not return to school until a clear 48 hours after the last bout of illness, this helps prevent the spread of infection.

We have contact with the children's health professionals who support the children in school in a range of ways. If you have any concerns please contact your child's class teacher in the first instance or our SENCO.

## Accidents in School

Children will often have minor bumps and injuries and this is also the case during their time in school, most only require minor first aid which will be given by qualified members of staff in class. More serious concerns are referred to the Office. Parents are notified upon collection at class, telephoned (for more serious concerns) or via a WEDUC message towards the end of the school day to emergency contact 1. In very rare cases of serious injury or illness we will call for an ambulance first and then contact parents. In the event of a child needing to go to hospital, a member of staff will accompany the child unless a parent is able to get to school in time for the ambulance's departure.



## Medical Information

Please remember to inform us of your child's medical concerns and needs in writing.

In most circumstances prescribed medicines can be administered by the appropriate School staff. Parents **must** inform the School in writing by completing the ***Administer Medicine Request Form***, available from the School Office or our website; ([Parents – Key Forms](#)) the precise administration requirements must be stated.

Children should not be given medication to self-administer. Only small doses of medicine can be kept in School for short periods of time and must be provided in its original packaging. Parents are responsible for providing medication and keeping it up to date. The administration of all other medication must be agreed by the Head Teacher in advance. Children who have Asthma have their medication (pumps) in class. Children should be taught by parents on how to administer and be responsible for their asthma medication as is age appropriate.

# Vision and Values

Our vision is to inspire and challenge our children through a unique journey that encourages creativity, curiosity and independence, developing a lasting enthusiasm for learning in a safe and stimulating environment. Working together and as a community, to unlock the best in every individual, nurturing and empowering our children for their future.

Our vision is underpinned by our six Core Values; **Happiness , Integrity , Pride, Respect, Responsibility and Tolerance.**

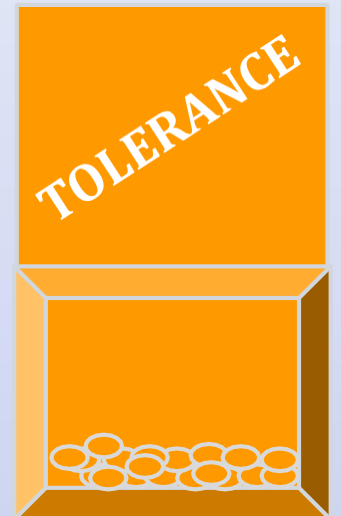
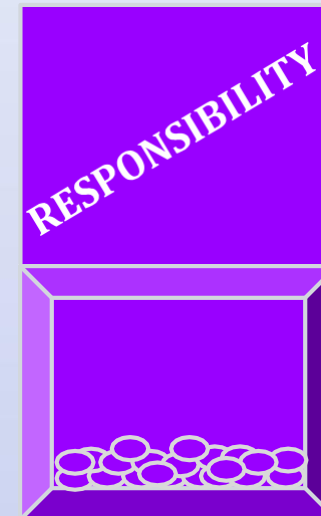
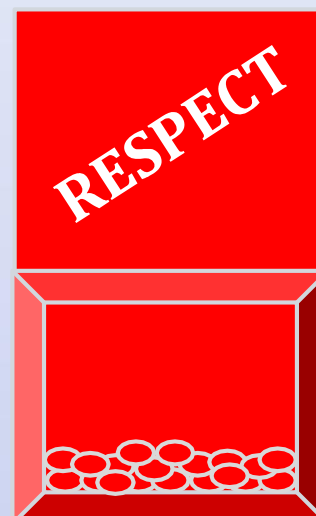
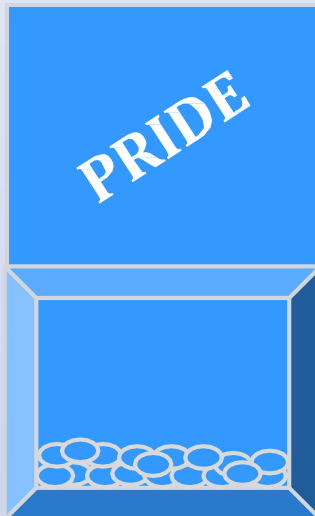
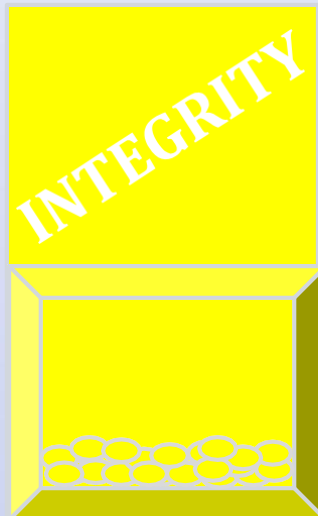
In addition to our Core Values we also have six Learning Powers; **Resilience, Resourcefulness, Reflection, Creativity, Curiosity and Collaboration.**

## Equality Act 2010

Discrimination of any kind is unacceptable at Tudor Court Primary School. It is expected that all staff and pupils will further this objective by personally contributing towards a happy and caring school and by showing respect for and appreciation of each other as individuals.

The primary objective of Tudor Court Primary School is to support, educate, prepare and develop our pupils according to their needs. An equal opportunities philosophy will be practiced by all. We acknowledge the complexity of British society and recognise that we would be failing pupils if we did not prepare them for their integral part in society.

The school is committed to emphasising the similarities and common elements and values of our multiple cultures rather than highlighting conflicting areas. The school buildings are planned to accommodate members of the school community who have a disability. All new buildings are planned to meet the disability requirements.



# Teaching and Learning

The School is organised into three Key Stages:

**Foundation Stage:** Nursery and Reception Classes (also referred to as Early Years)

**Key Stage 1:** Years 1 and 2 (also referred to as KS1)

**Key Stage 2** Years 3, 4, 5 and 6 (also referred to as KS2)

Teaching and learning is organised around the age and ability of the child.

Teachers plan carefully across year groups and within Key Stages to ensure children in all classes are given equal access to learning opportunities.



Throughout our curriculum we offer all our children a memorable experience that excites, promotes and sustains children's interests. We ensure our children have the opportunity to experience the challenge and enjoyment of learning while developing new skills within a variety of interesting contexts which involves innovation, problem solving and communication. The innovative stage of each learning project provides a strong foundation and opportunities for children to work collaboratively and develop social skills.

Dialogue, reflection and making informed choices is an integral part of ensuring our core values are at the heart of establishing a safe community at Tudor Court. We think it is very important that our pupils develop a strong set of values and principles, and that they question and understand what it means to grow up in a British society. The curriculum is further enriched through a range of trips and visitors both in and out of school.



A range of teaching styles allow children with different learning approaches and thinking skills the opportunity to work in various ways over a period of time. The curriculum is arranged for the youngest children to allow them every opportunity to learn through play and early experience.

Children are given the opportunity to work in many different ways. At times children are able to choose who they work with, whilst at other times they are set into groups by ability or to enhance their learning with different children.

Homework is used to support learning throughout the school.

Inspire  
Challenge  
Succeed



# Teaching and Learning



*Ms Debra Nemhara – Deputy Head Teacher  
(Teaching and learning)*



## Assessment

Assessment is integral to high quality teaching and learning. It helps us to ensure that our teaching is appropriate and that learners are making expected progress. All staff are regularly trained in our approach to assessment. We also have a senior leader who is responsible for assessment.

Assessment serves many purposes, but the main purpose of assessment in our school is to help teachers, parents and pupils plan their next steps in learning. We also use the outcomes of assessment to check and support our teaching standards and help us improve. Through working with other schools and using external tests and assessments, we will compare our performance with that of other schools.

Teachers use the outcomes of our assessments to summarise and analyse attainment and progress for their pupils and classes. Teachers use this data to plan the learning for every pupil to ensure they meet or exceed expectations. Teachers and leaders analyse the data across the school to ensure that pupils identified as vulnerable or at particular risk in this school are making appropriate progress and that all pupils are suitably stretched. The information from assessment is communicated to parents on a termly basis through the parent consultations and in the end of year report.

We celebrate all achievements across a broad and balanced curriculum, including sport, art and performance, behaviour, and social and emotional development.

As children move through the school more formal assessments take place including end of year assessments and National Assessments at the end of Key Stages. Children are involved in understanding their progress through high quality teacher feedback. At Tudor Court we rigorously monitor the progress of all children and take appropriate action as needed to support their learning journey.

## Physical Education and Sporting Aims

Physical Education is planned for children of all ages. We believe it is important that children have the opportunity to be physically active in school and this is encouraged through lessons, play and before/after school clubs.

We enter into the spirit of competitive sport through team and individual competition. Many of our children are successful in teams and as individuals in a range of sporting opportunities and competitions.

Annually, there is a Sports Day for all year group phases; this offers a competitive opportunity for the older children. There are non-competitive races for the younger children.

## Relationship and Sex Education (RSE)

Our Relationships and Sex Education is taught through the 'Jigsaw' PSHE curriculum. This will be introduced sympathetically, according to the age and understanding of the child. Younger children learn about life cycles and this work is extended as children move through school. In Years 5 and 6, there is a set programme about puberty and sex education. Parents are invited to view the resources before they are shown to the pupils and have an opportunity to discuss any concerns they have with staff.

## Additional Learning Support

There is a specialist teacher who oversees our special educational needs provision, known as the SENCO – Special Educational Needs Coordinator

Teachers are responsible for providing opportunities for all pupils through quality teaching on a daily basis. Some children are identified as needing additional support. This can range from some short term interventions to help a child, through to a dedicated one to one adult support.

Children may have special needs such as; delayed learning, very advanced learning, behavioural difficulties, specific medical conditions or physical differences that may mean they need additional support.

Additional support is provided for children who are identified by the school or other agencies. Tudor Court also works with other schools and agencies to support pupils in a variety of ways.

(see our website; [Key Information – Information – Policies – Send](#)).

# Extra Curricular Activities



We provide a range of additional opportunities for children outside normal school hours. These include before school, during lunchtime and after school activities. Further information is provided to parents as applicable throughout the academic year.

Clubs run at different times of the day and vary from term to term. Some of these are run by school staff and some by outside providers, including; Multi-Sports, Thurrock Music Services, Karate, Dance and Fencing which are paid for directly by parents.



# Attendance

**We cannot teach if children are not in school.** Children must attend school regularly if they are to achieve their full potential. Please use our published term dates to plan your holidays. We urge you as parents to ensure that your child attends school every day, unless they are unwell.

**Parents DO NOT have the legal right to take their child out of school for holidays during term time.** Such absences will not be authorised and may lead to your child losing their place in school. If children do not attend regularly, or have long periods away from school, they can quickly fall behind their peers. If children are absent and we do not know the reason for absence, we will contact you as soon as possible and ask why. The absence may not be authorised if it is for anything other than illness.

**Please see our website – [Attendance Policy](#) for further information.**

Please note: Tudor Court may issue Fixed Penalty Notices for unauthorised absences. The school in consultation with Thurrock's attendance officers will issue a penalty charge notice for non-attendance, unauthorised family holidays and or late arrival/collection of children or any other circumstance that the school deems acceptable.

We are required by law to differentiate in our register between authorised and unauthorised absences from school. All absences must be reported to school with the relevant reason and the type of illness must be stated.

Please leave a message on **01375 480662** after 8:30am (Option 1) to report your child's absence stating your child's full name, class and the exact reason for absence. If we do not receive a message, we will contact you as we need to know why your child is not in school. This is to satisfy us that your child is safe.



# Behaviour

Tudor Court Primary School is a community in which behaviour is based on mutual respect and consideration for others.

We expect good behaviour from children and this is modeled by all adults in school. Most children show very good behaviour, some children need to learn what is acceptable behaviour and what is not. Good behaviour is essential to good learning and the safety of everyone.

Children should feel safe and want to come to school as they enjoy their learning environment. Bullying will not be tolerated and we combat this by building children's self-esteem and empowering them to be able to talk to adults in school and at home if they experience any problems. We listen to children and act on information they give us.

Our three rules of **Ready, Respect and Safe** along with rewards and appropriate consequences encourage the promotion of positive behavior throughout the school.

A copy of our Behaviour Policy is available to all parents on the website; ([Key Information – Policies – Behaviour](#))

**Ready**  
**Respect**  
**Safe**

# Spiritual, Moral, Social and Cultural Development – Including British Values

We make provision for the Spiritual, Moral, Social and Cultural development of our pupils. We do this by providing a broad and balanced curriculum, including off-site visits and visitors to school. We provide children with opportunities to reflect on their own and other people's lives, beliefs and the environment. We value pupils' own thoughts and opinions and encourage them to listen to each other's views and learn from each other. They are encouraged to reflect on their own values and beliefs. We promote the fundamental **British Values** as part of our Spiritual, Moral, Social and Cultural curriculum. We teach children to have respect and tolerance through our ethos and teaching and understand democracy.

## Religious Education and Collective Worship

Our school is a caring community and it is this ethos that we seek to promote through R.E. and assemblies. Parents do not normally remove their children from assemblies; however, they do have the right to do so. This should be communicated to the Head Teacher in writing and alternative arrangements will be made as appropriate.

Classes have an opportunity to host sharing assemblies during the year. During these assemblies, children share their work and achievements with parents and other family members.

## School Council

From Year 2 onward, children are elected annually from each class to our School Council. This gives children a formal voice in helping develop our school. This also teaches children about citizenship and election systems. The School Council representatives meet regularly with the Head Teacher and/or other members of the Senior Leadership Team.

## Prefects

Annually Year 6 children are invited to submit a prefect application. The process involves an interview with members of the Senior Leadership Team. Prefects act as role models for all children and carry out a range of responsibilities throughout school.

## Charity Organisations

As part of the children's social education and preparation for citizenship, we encourage them to support a range of charities. We believe that by encouraging children to consider others, we are helping them to become caring and responsible citizens. Charities we support vary from year to year and the School Council are involved in the selection process.



# Information for Parents



## Arrival and Departure from School

We promote a healthy lifestyle for children and urge all pupils to walk to and from school. The surrounding area is very busy at the start and end of school times. Care should be taken by all. All drivers should be considerate of our community and neighbours through their driving and parking.

Children are not permitted to leave or return to school during their lunch break sessions.

## School Session Times

Classroom doors are open to the children from 8.40am. Doors are closed promptly at 8.50am. All children arriving late must enter through the Office and signed in by parents using our electronic system. Children will be marked as 'Late' in the registers.

## Nursery Session Time

30 Hour funded sessions:  
8.50am to 3.00pm

Morning sessions:  
8.50 - 11.50am

Afternoon session:  
12.00 - 3.00pm

## Term and Diary Dates

Term dates can be found on the School Website;  
[\(Parents – Term Dates\)](#).

The school calendar of events "Diary Dates" is issued as soon as possible to give parents the opportunity to plan appropriately. **These are also available on the website calendar.** We try not to change dates unless there are exceptional circumstances – our latest newsletter will contain the most up to date information.



## Before and After School Provision

Tudor Treasures is our in-house school wrap-around care paid provision. We are able to care for children in Breakfast Club from 07.30am and our Afterschool Club runs until 6.00pm.

For more information, visit our website, email [tudortreasures@tudorcourtprimary.com](mailto:tudortreasures@tudorcourtprimary.com) or call on 07542 605936 (this number is only monitored during club hours).

## Emergency School Closure

In the **rare** case of an emergency closure, such as severe weather, this will be shown on [our website](#)

The decision to close the school is a very serious one and is not taken without considerable discussion. We may choose to open the school later than normal, rather than close completely. We will also send an email communication if at all possible.

# Meals

Children choose in advance via Weduc and ParentPay to have a cooked school meal or bring in a packed lunch from home. Lunchtime is an important time for children to socialise and show that they understand how to eat appropriately. Children are encouraged to eat all of their food and this is monitored by the lunchtime team. Uneaten food in lunch boxes is sent home so parents can see what their child has left. **School meals** are cooked on the premises and provided by Thurrock Catering Services. The standard of cooked meals is healthy and well balanced. Children have a choice of three different meals each day.

**Cooked Meals** - Children in **Reception, Year 1 and Year 2** are able to have an onsite meal provided from the menu without charge under the Universal Free School Meal Scheme (UFSM). We encourage all children to have a cooked meal as this is a social and learning opportunity.

**Years 3 to 6** - The current price is **£2.60** per meal (September 2025). For those families who are Free School Meal eligible, children will receive a free school meal. Meals are to be booked in advance (but no later than 8.00am on the day the meal is required) via Weduc-Reach More Parents and payment made via ParentPay. If parents have not booked their child a school lunch, they will be asked to provide a packed lunch.

*It is parent's responsibility to ensure that their child has access to a lunchtime meal and that all food selected or provided from home meets their dietary needs.*

**Packed lunches** – Parents must provide a healthy packed lunch - no sweets, foods containing nuts or fizzy drinks. Food should be provided in a suitable container **marked (externally) with the child's full name and class.**

**Home for lunch** – Very few children choose to go home for lunch. Children are signed out (and back in) by an appropriate adult via the Office. If your child goes home for lunch they are permitted to return no earlier than 5 minutes before the start of their afternoon registration.

# School Times

Year Group	Registration	Break	Lunch	Finish Time
Reception	Classroom doors are open from 8.40am  Registration is at 8.50am	Unset	12.30 – 1.30 p.m.	3.00pm
Year 1		10.15 – 10.30 a.m.	12.30 – 1.30 p.m.	
Year 2		10.15 – 10.30 a.m.	12.30 – 1.30 p.m.	
Year 3		10.30 – 10.45 a.m.	12.30 – 1.30 p.m.	
Year 4		10.30 – 10.35 a.m.	12.30 – 1.30 p.m.	
Year 5		11.00 – 11.15 a.m.	12.30 – 1.30 p.m.	
Year 6		11.00 – 11.15 a.m.	12.30 – 1.30 p.m.	

# Snacks and Drinks

We believe it is sensible for children to have a morning snack. All children are encouraged to bring water bottles in daily, which they have access to in class throughout the day.

- **Foundation Stage and KS1 (Infant) children** are provided with a piece of fruit each day by school
- **KS2 (Junior) children** are encouraged to bring a piece of fruit or **healthy snack** to eat during their morning break

**Milk** is provided to children under the age of 5 in our Nursery and Reception classes free of charge.

Milk is available at morning break for children in Years 1 to 6. Parents sign up and pay via [www.coolmilk.com](http://www.coolmilk.com). If a family are in receipt of free school meals, milk can be provided free of charge. Please contact the Office Manager for clarification.



# Uniform Dress Code

**Please ensure all clothing is marked with your child's full name**

We believe that uniform is important in supporting a positive learning environment and helps the children realise that they are at school to learn.

Since January 2020 our uniform provider has been Snappy Schoolwear and parents should order items directly via their website [www.snappyschoolwear.com](http://www.snappyschoolwear.com)

Our uniform consists of a Royal Blue Fleece, Pale Blue Polo Shirt for Reception children and White Polo Shirt for Years 1 to 6.

The summer PE kit available from Snappy School Wear is compulsory, however all other uniform can be purchased directly by parents from a provider of their choice e.g. grey school style skirts/trousers/shorts; pale blue checked or striped summer dresses, black tracksuit, shoes and plimsolls etc.

## Footwear:

- Suitable black shoes must be worn [*not boots*], appropriate sized heels (maximum 3 cms)
- Canvas shoes are not suitable for everyday wear.

## Summer months

- Suitable blue or black sandals can be worn, but should have closed toes.

## Hair Styles:

- Extreme hair styles or colouring, including coloured braids, are not permitted.

## Accessories

- Long hair for all children must be tied back using plain hairbands.

## P.E. Clothing:

- Black plimsolls are worn for indoor lessons.
- Trainers can be worn for outdoor P.E./Sports days etc.
- Royal Blue Dri Fit top and Black Shorts.

## Winter months:

- A Black tracksuit must be worn for outdoor P.E.

## Jewellery:

- Earrings are a potential risk when worn in school. Small studs are acceptable.
- Earrings must be removed for all sports activities by the child, school staff cannot aid this.
- If ears are newly pierced, studs can be worn for the first six weeks, but need to be taped over for sports activities. Staff cannot remove earrings or apply tape. Tape must be provided by parents for this purpose.



## Make-up

- Make up or nail varnish is not permitted and not appropriate in a primary school setting.



# Finance

We request that payments are made to us via our *secure online system ParentPay*. Payments can be made online for trips, meals and other activities as applicable. Parents are issued with account set up information and a unique reference number upon admission of their child into school.

Parents are asked for a voluntary contribution towards the cost of educational visits, external visitors into school, materials and ingredients. Without parental contributions these activities cannot take place.

The Government allocates some funds to support children who are or have been in receipt of free school meals which is termed **Pupil Premium**; these funds can be used to support trips, clubs and additional education. Please contact the School Business Manager for clarification.



# Valuables

Children should not bring valuables into school as we cannot guarantee their safe keeping and we do not accept any responsibility for loss/damage to personal property on site.

Children who walk unaccompanied by an adult to or from school (in Years 5 and 6 – with written parental permission) may bring mobile phones to school. These must be turned off during the school day and are kept securely in the office at the start of the morning session. Devices are returned to the class at the end of the day for the homeward journey.

# Concerns and Complaints Procedure

Our [Complaints policy](#) is available on the School Website;

We urge all children and parents to share their concerns with the school, so we can find a solution to any issues that worry them.

If the issue is around classroom routines or work, then the first point of contact is the class teacher, followed by the Year Lead and then Phase Lead. If after that point, issues are not resolved, or are of a more serious nature, then a member of the Senior Leadership Team or the Head Teacher should be informed via the school office.



# Admission Arrangements for Prospective Parents



**Admission to School:** Thurrock Council Education Department oversees the admission applications for school spaces from Reception to Year 6. You can contact them on 01375 652883 or submit an on-line application at [www.thurrock.gov.uk/admissions](http://www.thurrock.gov.uk/admissions) Please contact Thurrock Council for details of our latest Admissions Policy and guidelines.

Once a school place has been offered by Thurrock Council, an appointment will be arranged for you to visit the school with your child prior to admission. Tours are arranged in the summer term for Reception parents who have been offered a school space for September. We hold a Reception Open Evening for prospective parents annually each year. There is also a video on our website, which allows prospective parents to view our wonderful school in action.

**Admission to Nursery - allocation of Nursery places are the responsibility of the School.** A [Registration Form](#) is available from the school website. Places are allocated with priority to catchment children to attend for the academic year prior to them starting full time education.

**Admission Documentation:** Parents are provided with an induction pack, which provides key documentation that must be completed and returned before their child's admission, as well as providing a copy of their child's birth certificate or passport.

Copies of all relevant policies, the latest OFSTED report, as well as other important information is available on our [website](#):

**Appeals:** Appeals for Tudor Court Academy are arranged by Thurrock Council. If you are refused admission to school you should request information about the appeal process from Thurrock Council - School Admissions Team as per the information above.





**Thank you for looking at  
our school**



**If you would like any further information, please email:  
[office@tudorcourtprimary.com](mailto:office@tudorcourtprimary.com)**