



Havering Grange, Havering Road, Romford RM1 4HR

Tel 01708 764449 www.immanuelcommunity.org.uk

Registered charity No 288075

WELCOME

Welcome to Immanuel School - an independent school catering for 3 to 16 year old pupils, with a distinctively Christian vision, ethos and value system. The school is a ministry of Immanuel Community which is the working name of a registered charity No. 288075.

Contents

This prospectus contains various aspects of information about the school. We hope you find it informative and helpful but if you have further questions, please contact the Administration Office who will be happy to assist.

1. **Background and history of Immanuel School** including its relationship with Immanuel Community (formerly Immanuel Church)
2. **Vision** for the school and what this means in practice
3. **Values and faith** central to the way the school operates
4. **Curriculum** offered throughout the school
5. **Partnership** between parents, school and church
6. **Resources and staff**
7. **Finance** and fee structures
8. **Practical details** - times, uniform and so on
9. **Admissions** policy and procedure
10. **Location** - site map and details of local public transport

BACKGROUND AND HISTORY

Why Christian education?

As Christians we believe that parents have primary responsibility before God for bringing up their children. This includes all aspects of their education. There has never, in our view, been a better time for parents to consider what is on offer at Immanuel School. We believe that God is the source of all knowledge and wisdom. Over the centuries, the church has been at the forefront in education.

Acorn School and the initial vision for primary education

Recognising the changes taking place in education, Acorn School was founded in 1980 by the Romford Christian Fellowship, later known as Immanuel Church, and now operating as Immanuel Community. A small group of parents felt challenged and called by God to take personal responsibility for the education of their children within a distinctively Christian ethos, value system and worldview. Isaiah 61: 3 was a promise given at that time by the Lord concerning the children:

They will be called oaks of righteousness, a planting of the Lord for the display of his splendour.

Supported by the leaders and teachers within the fellowship, the school began in humble surroundings based at different times in a church hall, homes and then in a former health clinic. We were not alone however. Throughout the country, God was calling (and is still calling today) other Christians to start schools as alternatives to the state system. Many heard the call to discover and demonstrate God's heart for education. Acorn School became fully registered with the Department for Education in 1985.

Covenant School and the move into secondary education

In 1986, Romford Christian Fellowship, as it then was, together with another local church, started a Christian secondary school to take the children through to GCSE level. Covenant School, as it was known, became fully registered with the Department for Education in 1993. Initially, the primary and secondary schools were located on separate sites, but through God's provision, in 1990 they were able to move together into a vacant school building leased from the Local Authority - Havering Grange Centre.

The birth of Immanuel School

In 1993, following work undertaken to clarify and strengthen the vision for the school, Acorn and Covenant Schools were joined to form Immanuel School which is now run solely by Immanuel Community.

VISION AND MISSION

At Immanuel, we believe that knowledge is more than simply academic facts. In a world dominated by self-advancement and academic achievement, we have made the primary goal of Immanuel School that of helping children and young people to embrace a personal relationship with Jesus Christ who is the fount of all wisdom and knowledge. Such children, we believe, will not fail to achieve academically and be prepared for life.

Vision and Mission Statement

Our Vision is:

Disciples of Jesus Christ for such a time as this.

We are committed to teaching our children and young people about the character of God - who he is, what he is like, what he has done and how great is his love for them. We seek to prepare them for life, so that they are equipped emotionally, spiritually, academically, intellectually and socially to face all of life's joys and challenges. We help them to discover the destiny and vocation that God has for their individual lives. We want them to know who they are and how by living in relationship with the Holy Spirit, they can be secure and confident both for today and for eternity.

To accomplish this Vision we see the following as our Mission:

We resolve, with the support of parents, to prepare, disciple and educate young people from a biblical worldview, to meet the opportunities and challenges of a changing world.

This is our God inspired mission - with committed staff and supportive parents we can achieve great things for the Kingdom of God. This is the plumb line against which we measure all that we do and is central to the way Immanuel School operates.

The education of children is not something that parents should ever fully hand over to a teacher. We are here simply to share in that process. By working together in this way we bring the values of home and school into a Godly synergy. School becomes an extension of the home, unlike the state system where the values and ethos taught can be diametrically opposed. In addition, Immanuel School works under the spiritual covering and guidance of Immanuel Community which adds strength to the school.

We foster a secure environment where every child and young person is valued, able to grow in confidence and self esteem, encouraged to realise their potential and to become secure in their talents, gifts, skills, abilities, knowledge and understanding. Pupils are encouraged to respect each other and the staff, to settle any differences and disagreements quickly and openly and to pray for each other.

We encourage pupils to ask questions, to explore their understanding of God and his creation and to interpret the knowledge gained in the context of the world in which they live. Underpinning all of this, of course, is the love of God the Father, the friendship of his son Jesus and the presence of the Holy Spirit. Our love for God's word that is found in the Bible also means that the subjects taught are covered not only as far as the 'text book' will take the pupil, but a Biblical perspective is also presented. In practice this means that the teacher will encourage the pupils to explore God's purposes and order, as well as man's wisdom on the subject. This way, children are allowed to form a wholesome, balanced and well-informed view based on sound Biblical principles.

We seek excellence in all that we do. This applies to standards of behaviour as much as it does to all aspects of learning throughout the school. We recognise that our mission is challenging, as children are faced with pressures in a society that can be overwhelming and at times hostile. However, by God's grace and in his strength, we believe it's something worth giving our best for.

The Bible tells us:

*Train up a child in the way he should go,
even when he is old he will not depart from it.
Proverbs 22:6*

Our task, together with you as parents and the Church, has lasting significance in the life of a child; right through to when he/she is old and wise. Education is for life!

VALUES AND FAITH

Core values of Immanuel Community

The core values of Immanuel Community underpin all that we do as we seek to establish a viable and thriving school community fully able to support the Vision and Mission. These core values are:

- developing a deep (personal and corporate) relationship with God and with each other
- embracing a life style of discipleship and accountability
- having a lifestyle and heart of worship
- living and sharing in community in all its varied aspects (school, home, church, neighbourhood, work etc)
- prophetic in lifestyle and gifting
- praying
- holding a kingdom vision
- seeing lives transformed

These values have shaped the specific values that the school holds and are an important foundation in all aspects of school life.

Immanuel School specific values

We value:

- Teachers and staff who own and live out the Vision and Mission of the school. All our teachers are committed and active Christians.
- Parents who are committed to the school and embrace its Vision and Mission.
- The freedom to promote and develop a Biblical worldview in all areas of school life ensuring that the curriculum is taught from a Christian perspective.
- The home (parents with primary responsibility before God) and school working together to prepare children for life. We see the role of parents as foundational in the education of their children and seek to work together ensuring good, open and honest communication at all times.
- Commitment to excellence in all aspects of teaching, preparation, learning and achievement in school.

- The uniqueness of each child before God and work for their development spiritually, physically, intellectually, aesthetically, socially, behaviourally, practically and emotionally.
- Clear and consistent discipline. We endeavour to maintain fair discipline throughout the school with a clear code of conduct that all staff uphold.
- Clear and open relationships between staff and pupils at all levels of school life. In a family environment differences are resolved quickly and clearly in an atmosphere of forgiveness and reconciliation.
- Respect for authority. Pupils and staff are taught to respect authority as given by God to church leaders, principals, teachers, parents, prefects and others who work with them.
- Links and good communication with other educational establishments. We seek to keep active links with state and independent schools as well as national bodies such as the Christian Schools' Trust and Highlight Trust to which we belong.
- Reclaiming education for Christ – modelling and demonstrating Kingdom education.
- Serving the wider church in educating their children from a Christian perspective.

Basis of faith

Immanuel Community, of which the school is a part, was founded in September 2011 having been previously known as Immanuel Ministries. Immanuel Community is a member of the Evangelical Alliance and works with local Christians in cross-denominational settings seeking to further God's Kingdom through prayer, evangelism, social action and other initiatives in the Borough of Havering and beyond.

Immanuel Community is based at Havering Grange Centre and can be contacted for further information on 01708 727078.

CURRICULUM

We aim for all aspects of the curriculum to be founded upon a Biblical worldview and regularly assess our subject material to ensure that God remains at the centre.

Although as an independent school we are not obliged to follow the National Curriculum, we keep abreast of it and use material where it coincides with our aims and values. Pupils do not sit National Curriculum tests, but their progress is monitored carefully by teachers. We also use NFER test materials with certain age groups.

In the final three years pupils study for GCSE examinations and our pupils generally do well in public examinations. Whilst we give our best to the children and young people preparing for these assessments, their academic achievement isn't the primary focus of our calling. To this end we encourage them to appreciate the full spectrum of learning within God's Kingdom. It's important to note here that the league tables do not provide a true representation of our levels of achievement. Small numbers and flexible year groups do not facilitate statistical analysis.

The school's approach to the curriculum varies according to the age of the children, with the school being split into four Phases:

Foundation Phase – Nursery to Year 3

Lower Phase – Year 4 to Year 6

Middle Phase – Year 7 and 8

Upper Phase – Year 9 to 11

Foundation and Lower Phases (Primary)

In the Foundation and Lower Phases, we endeavour to develop a family environment, where pupils are happy and secure, engaging spiritually, learning to relate and making good choices. We endeavour to give a holistic view of knowledge and so integrate as much of our curriculum as possible, teaching it on a project basis. Staff work together to plan the year's projects and maintain a balance of 'subjects' including Geography, History, Science, Art and Craft and Drama. Visits are also made to places of interest to develop these projects.

Foundation Phase:

Fostering an enjoyment of learning and an excitement about acquiring understanding is the foundation for learning at this age. Much of the curriculum is explored through play and practical activities. An important feature is the acquisition of basic skills. A structured reading scheme and phonic programme is used and Mathematics, English, IT and PE schemes are in place. Other subjects are integrated and taught on a project basis. The school holds an exemption from the

learning and development requirements of 2012 EYFS for children aged 3 years and over.

Lower Phase:

Older children are encouraged to use their skills to further their knowledge. Structured Mathematics, English and Handwriting, Science, IT, CDT, Music and PE schemes are followed, whilst other subjects are integrated and taught on a project/research basis. Outside visits, to enhance understanding, form part of these studies. The classes combine regularly to explore topics together.

Middle and Upper Phases (Secondary)

Middle Phase:

During these years we hope to foster a spirit of adventure and excitement, where pupils become increasingly self motivated. We are keen to see them engaging spiritually, learning to co-operate and compete and also learning to serve. Pupils are generally taught on an individual subject basis in vertically banded groups, where they are encouraged to develop their skills, establish good study habits and develop a good sense of order and discipline. The curriculum includes:

English	Mathematics	Science
ICT	French	Project (Functional Skills)
Geography	History	Art
Physical Education	Music	Activities (CDT, Cooking, Serving, Gardening, Local Visits)

Focus (exploring the world from a Christian perspective)

Upper Phase:

In Years 9-11, we focus on preparing our pupils spiritually, socially and academically to engage with the wider world. We encourage them to be passionate about Jesus, self-disciplined, flexible, responsible and hard working. Our aim is that they leave Immanuel School with a sense of vision and hope for their future.

In the Upper School pupils are taught on an individual subject basis and sit GCSEs at the end of Year 10 and 11. The GCSE curriculum includes:-

English Language	English Literature	Mathematics
Core Science	Additional Science	ICT (CLAIT)
French	Humanities (Geog or Hist)	Art
Project (½)	Christian Ethics (½)	

Pupils are also given time for Physical Education and Focus, where they explore the world from a Christian perspective.

Special Educational Needs

Immanuel School acknowledges the potential challenges of working with mixed ability groups and seeks to overcome any related problems by clearly differentiating within the classroom environment. We stretch our more able pupils, but at the same time encourage those who need additional support. We also have a structured Learning Support Programme in place for those pupils who need help outside of the classroom.

Whole School

Where opportunities present themselves we encourage pupils to work together across age groups. This enhances the family feel of the school and the sense of community and belonging for all.

Assemblies

Pupils meet daily to focus on God, giving opportunity for worship, prayer and teaching. Visitors and church leaders are invited to contribute.

PARTNERSHIP

School, home and church

We regard the partnership between school, home and church as critical in a child and young person's education. We ask parents, children and young people to support our Vision and Mission as actively as possible. Parents are encouraged to share ideas and comments with the staff. This enables us to feel confident that we have your full co-operation in achieving the best for your children.

Prayer

The staff of the school and members of local churches are committed to praying for each child who attends, and for their individual circumstances. We are also supported by prayer from members of other church groupings. This has been a source of strength over the years. We ask parents to pray for the school and its needs. Regular prayer pointers are given on the letters sent out at the beginning of term. We have seen answers to prayer for individual children, staff, situations and resources. Indeed, the present buildings were all acquired as a direct result of prayer.

Pastoral support

The school, with the support from the School Chaplain and other appropriate personnel, offers each child pastoral support as they develop and grow in their walk with God. Additionally, we are able to offer parents support, advice, training and prayer as they work with us in educating their children.

Code of Conduct

Pupils are required to conform to the school's Code of Conduct. There are clear school rules and a nine staged discipline procedure. From Year 3 onwards this begins with a verbal warning, then moves on to yellow and red cards which can result in a detention being set for the pupil. If there is no improvement the pupil is initially placed on form tutor report and subsequently, if necessary, senior staff report. Continued poor behaviour will lead to the pupil working in isolation, being suspended, or at the final stage their place being withdrawn. Very serious offences such as drug related issues, extreme physical violence etc. could lead to immediate suspension and/or withdrawal of place.

Teachers enforce our discipline policy and reference is also made to the Leadership Team of Immanuel Community and the Trustees if required. We seek to keep clear communications with you about your child's conduct and will involve you in reinforcement of codes of acceptable behaviour. Should a breakdown of trust between the parents and the school occur, we would attempt to rectify this, through the complaints procedure if necessary; failing this your child's place could be withdrawn. Staff members aim to demonstrate a Godly lifestyle, serving and caring for the pupils. We believe in the Biblical principles of ownership of responsibility, repentance and reconciliation.

Homework

We ask that parents take an active interest in homework and help their child with the discipline of completing homework and projects on time and to the best of their ability. All pupils from Year 1 – Year 6 have regular reading, spellings and tables. In addition Year 1 and 2 have occasional topic research, Years 3 and 4 have regular topic research and Years 5 and 6 have two homework tasks per week. Pupils from Year 7 onwards are issued with homework timetables and homework diaries to enable parents and staff to monitor work done at home.

Communication

We are committed to letting parents know at the earliest possible time about events, discipline issues, school trips etc. These matters may be communicated by telephone or letter. Parents are asked to attend parents' evenings and envisioning evenings, which cover not only communication matters, but also topical developments and wider issues.

Individual meetings with staff can be arranged to discuss either your child's academic progress or any other issues affecting them. We would always suggest that parents see the Form Tutor first and then if necessary the member of staff responsible for the specific school Phase. An appointment with the Principal can be arranged after this if concerns remain.

Practical support

Many parents offer their help in areas such as covering for teachers' absences, helping with small groups, assisting pupils with special educational needs, part time support on certain subjects and general classroom administration support for the teachers. Please note that parents wishing to help in this way will need to be DBS checked. The buildings take a good deal of maintenance and cleaning, and all parents are asked to participate on a cleaning rota. We also hold regular maintenance days and appreciate the help of DIY experts!

RESOURCES AND PEOPLE

Facilities

Immanuel School is housed in purpose built accommodation at Havering Grange Centre on the outskirts of the London Borough of Havering. The school overlooks the Essex countryside. The site is the administrative base for Immanuel Community and is used for other church-related activities.

The school includes Science and ICT rooms, a hall with a stage and gymnastic facilities, a kitchen and offices. There is a large playground and a playing field for sporting activities. On occasion, senior pupils use local sports facilities and local outdoor pursuits centres.

Links

The school is a member of the Christian Schools' Trust, which links like-minded schools from around the country. It supports, encourages and strengthens them by providing training and resources. The school is also a member of Highlight Trust

Management structure

Immanuel School is a ministry of Immanuel Community and directly accountable to the Immanuel Community Leadership Team. Collier Row Fellowship Trust is the proprietor of the school; Dr Ian Grant, Chairman of the Trustees, may be contacted by letter, addressed to Immanuel School, or by telephone using the following numbers:

Immanuel School - 01708 764449

Immanuel Community - 01708 727078

The day to day management of the school is delegated to a team comprising the Principal and the Phase Leaders.

Staff

All members of staff are committed Christians and active members of their local church:

Simon Reeves BA (Hons) QTS Principal, Upper Phase Leader

Responsible for oversight of the Upper Phase. Teaches English and English Literature at GCSE level. Simon is a former pupil in the school. He has a degree in English and Politics as well as Qualified Teacher Status. He is a member of the Immanuel Community Leadership Team and also a house church leader. He is married to Mandy; they have three children, two of whom attend the school. He is a nominated safeguarding coordinator.

Laura Botha MSc Upper Phase Leader

Teaches Science and Art. She is married to Chris; their two children have attended Immanuel School.

Jenny Fribbins BA (Hons) QTS Middle Phase Leader

Jenny teaches English, Art and Focus in Years 7–10. She is a past pupil who has taught at secondary level in the state system. She is married to David.

Suzanne Rose B Ed (Hons) Lower Phase Leader

Teaches Years 4, 5 and 6. She is married to Simon; they have three children, all of whom have been pupils in the school.

Sarah Williams B Ed (Hons) Foundation Phase Leader

Teaches Mathematics and ICT to Years 9-11. She has taught at primary and secondary levels. She is married to Ian. They have three children, all of whom have attended the school.

Diane Benning

Is an administrator in the Administration Office. She is married to Steve; they have two children who both attended the school.

Lorraine Maxelon

Is an administrator in the Administration Office. She is married to Ken; they have two children who both attended the school.

Peter Taylor

Teaches Physical Education and is responsible for site development. Peter was one of the first pupils in Acorn School. He is the leader of the Immanuel Community Leadership Team, with specific responsibility for youth work. He is married to Sarah who attended the school and he is also a house church leader; they have one son.

Jane Almond BA (Open)

Teaches History, French and ICT. She has worked as a researcher for Immanuel Community and CST. She is married to Ray and their son was a former pupil in the school.

Ruth Dutson BA (Hons)

Teaches French. Ruth was one of the first pupils in Acorn School and is the daughter of Meg and Brian Davis. She is married to Nigel and they have children who are pupils in the school.

Alan Hunt Cert Ed

Teaches Project, Geography and Physical Education. Alan is married to Lynn. They have one son, who attended the school.

Alan Presland AVCM (Hons)

Teaches Maths, CDT and Music, as well as taking some responsibility for Learning Support. His two children have both attended the school

Lin Milton Cert Ed

Is the Immanuel School Safeguarding Lead. She is also one of our computer technicians and Data Protection Officer. She is married to Steve and has four children who all attended the school. She also serves as an advisor for Learning Support.

Stacy Clarke NNEB

Teaches in the Foundation Phase. She is married to Allan; they have two children, both of whom attend the school.

Jenna Grant NVQ Level 3 in Childcare

Teaches in the Foundation Phase. She is married to Jonathan, a former pupil of the school; they have two children, one of whom is a pupil in the school.

Rachel Blythe NNEB

Teaches in the Foundation Phase. She was one of the first pupils in Acorn School and has also completed a Discipleship Training Course with Youth With A Mission. She is married to Adrian; they have two daughters.

Alex Agrenich British Academy of Fencing-Intermediate Coaching Award -Epee, British Fencing Association-Level 3 Epee

Teaches Physical Education to Years 7, 8 and 9 and is also a classroom assistant. He has three sons, two of whom are pupils in the school.

We are grateful to many parents who give of their time to assist in many areas of school life.

FINANCE

Financial Structure

Immanuel School is a faith venture. It receives no government funding and relies on fees, fund raising and donations. Staff salaries are below the equivalent state system rates, and some staff work without a salary.

School fees

GCSE fees and expenses for school trips and other incidentals are not included in the fees and are covered by parents.

The current scale of fees as at September 2017 is:

Monthly:

£517 for a family with one child

£723 for a family with two children

£806 for a family with three children

£885 for a family with four children

Fees can be paid in a variety of ways:

- Yearly in advance
- Term by term in advance, or
- Twelve months a year by standing order on the first day of each month
September – August inclusive

Fees are reviewed on an annual basis and parents will be advised in advance of any changes. Two months' written notice of withdrawal of a pupil must be given, failing which two months fees are due in full.

On acceptance of a place, a holding fee equivalent to one months fees must be paid in advance. This will be returned when the child/ren leave the school, less any outstanding fees and expenses.

Any outstanding fees must be paid in full by the end of the current academic year; non-compliance would result in the pupil's place being withdrawn prior to the start of term.

PRACTICAL DETAILS

School meals

Pupils are asked to bring a packed lunch and parents and staff supervise lunch times on a rota basis.

School uniform

Pupils are required to wear the school uniform when at school and whilst travelling to and from school. Details will be provided when your child is offered a place.

Trips and visits

School trips are arranged which support learning, team building and discipleship, and a financial contribution from parents will be required.

School Day

Nursery to Year 4: Monday to Friday 8.50am - 3:25pm. (Mornings only or mornings with some afternoons are available on request for the younger children.)

Years 5 & 6: Monday to Friday 8.50am - 3:25pm.

Years 7 to 11: Monday to Friday 8.50am - 3:40pm.

End of Day

Nursery to Year 6 pupils must be collected from their classrooms at the appropriate time or suitable alternative arrangements made and communicated to the school.

Attendance

Regular and punctual attendance by pupils is expected. Parents are legally responsible for ensuring their children's attendance and should follow the school's arrangements for reporting absence.

Further Education

Pupils wishing to continue their education after completing their secondary education at Immanuel School, move to further education establishments e.g. college or school with a sixth form.

Travel

We encourage older pupils to travel to school on foot, by bus or by cycle where possible.

Inspections

The school is regularly inspected by Ofsted and our latest report is available on our website, or on request at the school office.

ADMISSIONS

We welcome applications from families who can fully support our aims; however priority is given to families of Immanuel Community. We then consider families from local churches who work closely with Immanuel Community and finally families from the wider church.

Nursery

For children who are four years old during the period 1 September to 31 August we offer a limited number of Nursery places. There is a Parent and Toddler group in the school hall on Wednesday mornings, which you are welcome to attend.

Reception

Children do not have to attend our nursery class to ensure a reception place.

Secondary

We welcome applications from children at secondary transfer age. We will consider requests to join the school at other ages and times throughout the school year.

Special Needs/Disabilities/English as an additional language

Applications which specify particular disabilities or special needs will be considered in the light of the school's ability to provide for the pupil's educational and physical well-being. We are in a position to offer some support for pupils who have English as an additional language. Due to staffing and resource constraints, careful consideration would need to be given for any pupil who requires high levels of additional support.

Additional Information

Particulars of the policies relating to bullying, safeguarding, health and safety, the promotion of good behaviour, sanctions adopted in the event of pupils misbehaving, educational visits and the complaints procedure are available from the school office on request, as are the particulars of academic performance for the preceding school year. The complaints procedure will state the number of complaints registered under the formal procedure during the preceding year. In addition, GCSE results for the previous three years are also available.

Admissions Procedure

Having received this information pack, parents are asked to arrange an informal visit before making an application for admission.

Each application is prayerfully considered, taking into account the character of the appropriate year group, references from church leaders and references from the child's current school, which may include a financial reference if the child/children has previously been educated in the independent sector. At this point an application may be declined; alternatively a formal interview will be arranged with parents. This interview allows for a full discussion of the vision and mission of the school, as well as clarification of expectations for children, parents and school. Finance and other issues are also covered at this meeting. The Principal or Vice-Principal of the school will generally be present and it is hoped that it will provide the ideal opportunity for parents to have their questions fully answered.

A final decision is made after prayerful consideration and if necessary consultation with the Chairman of Trustees and a member of the Immanuel Community Leadership Team. Parents will be notified in writing of the decision made.

A holding deposit of one month's fees is required with the acceptance of an offer of a place. The offer of a place is held open for one month.

Questions

Thank you for reading this prospectus. If you still have any questions unanswered please don't hesitate to contact us.

LOCATION

Immanuel School
Havering Grange Centre
Havering Road
Romford
RM1 4HR

Telephone and website

01708 764449

Immanuel School is featured on Immanuel Community web site at:
www.immanuelcommunity.org.uk

How to find us

British Rail: London Liverpool Street to Romford town centre

Bus: From Romford town centre:

- The 375 bus passes the school site.
- The 103 to Chase Cross and 175 to the end of Chase Cross Road. At Chase Cross traffic lights walk up the hill towards the village of Havering-atte-Bower on Havering Road. Immanuel School is situated in Havering Grange Centre which can be found on the left after the first bend.

