



Stonehill School
• Growing Lifelong Learners •

**Prospectus
2025–2026**



Western Close
Letchworth Garden City
Hertfordshire
SG6 4SZ

Telephone: 01462 620262

Email: head@stonehill.herts.sch.uk

Website: <http://www.stonehill.herts.sch.uk>

Headteacher
Mrs Elaine Close

Chair of Governors
Mr John Millar



Welcome to Parents and Carers

The purpose of this booklet is to welcome you to Stonehill School and to give you some important information about us.

We know that choosing the right school for your child is an important decision for all parents and we hope that the information contained in this prospectus will help you to make your choice.

We welcome all prospective parents and children to visit the school so we can share our vision and show you what we have to offer our families. Our aim is to provide a high quality education for all of our pupils and build a successful partnership between home and school.

We want your child to be actively involved and happy at school because we believe that this is essential if they are to develop as lifelong learners. There is a strong emphasis on building a positive learning environment for all pupils and staff at Stonehill. Our aim is to offer our children the best possible education in a safe, happy and caring environment.

In addition to our prospectus, you can find out more about us on our school website www.stonehill.herts.sch.uk. The website is updated regularly so please do have a look.

If you would like to make an appointment to look around the school and meet with a member of the Senior Leadership Team, please contact Mrs Albone or Miss Drake in our school office. They are always very happy to help.

Thank you for considering Stonehill School for your child.

Mrs Elaine Close
Headteacher



The aim of the school is to enable children to become lifelong learners and for each child to receive the best possible education in a safe, happy and caring environment.

Outcomes	<p>Aims for students</p> <p>Stonehill School promotes high achievement by developing the learning habits of every student, enabling them to:</p> <ul style="list-style-type: none"> • be leaders of their own learning • achieve high standards across all areas of the curriculum • respect themselves, others and the environment • take responsibility for making healthy choices for themselves • develop positive relationships and uphold the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
Provision	<p>Mission</p> <p>We believe that every student will succeed through experiencing quality in:</p> <ul style="list-style-type: none"> • a stimulating learning environment that encourages the attributes of life long learners • a challenging, broad and relevant curriculum • innovative teaching with a personalised approach to learning • an ethos of responsibility, support, challenge and encouragement to succeed • learning partnerships between school, home and the community • an enriching programme of extra-curricular activities and visits
Community	<p>We demonstrate our commitment to working as a learning community by:</p> <ul style="list-style-type: none"> • working collaboratively towards agreed common aims • striving for continuous improvement in all that we do • enabling and challenging all staff to reach and work at an advanced level • developing the leadership qualities of staff • developing as a community of enquiry • collaborating and working alongside parents • collaborating and learning with other schools and organizations



School Staff

	Name	Role
Senior Leadership Team	Mrs Elaine Close	Headteacher
	Mrs Jenna Hearson	Deputy Headteacher
	Mrs Georgina Allen	SENCo/InCo
Early Years	Mrs Anna Denton Mrs Liza Anderson Mrs Juliette Jones	Nursery Teacher LSA LSA (pm)
	Miss Laura Webster Miss Maria Sawyer Miss Stacey Watson	Reception Teacher LSA (Mon-Thu) LSA (Fri)
Year 1	Miss Elmarie Gunther Mrs Juliette Jones Mrs Sandy Fearn	Year 1 Teacher LSA (am) LSA (pm)
Year 2	Mr Nick Phillips Mrs Claire Wilson	Year 2 Teacher LSA
Year 3	Mrs Katherine Boshoff Miss Amber Noble	Year 3 Teacher LSA
Year 4	Mrs Catherine Devonshire Miss Nina Rasool	Year 4 Teacher LSA
Year 5	Mr Timothy Chan Mrs Becky Geddis Miss Stacey Watson	Year 5 Teacher LSA LSA (Mon-Thu)
Year 6	Mrs Olivia Freeston Miss Florianne Ségard Miss Maria McMenamin	Year 6 Teacher LSA 1:1 LSA
Family Support Worker	Mrs Vicki Burnett Mrs Grace Read	Family Support Worker Family Support Worker
Office	Mrs Bev Albone Miss Emma Drake	Office Administrator Office Administrator
School Site	Mr Walter Dibernardo Mrs Indra Jeyakumar Miss Kelly Savory	Caretaker Cleaner Cleaner
Lunchtime Supervision	Miss Jemma Albon Miss Daisy Close Mrs Michelle Kivelehan Miss Michaela Silsby	Midday Supervisor Midday Supervisor Midday Supervisor Midday Supervisor





School Governors

Governors are appointed for a four-year period and form an important link between the school, parents and the County Council, working closely with the Headteacher in the interests of the school. The Governors meet at least once a term to discuss items such as learning, staffing, buildings, finances and achievements.

An annual report is presented to a meeting of parents at which discussion and questions are invited.

Mr John Millar	Chair of Governors Health and Safety Governor Finance Governor Personnel Governor
Mrs Claire Sheff	SEND Link Governor
Mrs Grace Read	Early Years, PSHCE and Mental Health Link Governor
Mrs Elaine Close	Headteacher
Mr Nick Phillips	Teacher Governor
Miss Jeni McCarthy	Parent Governor



About Us

Stonehill is a community primary school which takes girls and boys from Nursery as rising fours, through to Year 6 at 11 years of age. We offer morning session Nursery places for 30 children and limited 30-hour funded places in the afternoon.

Stonehill School opened in 1975 with 26 pupils. In July 2025 we had 209 children on roll.

The school had an Ofsted inspection in February 2018 where inspectors judged the school to be good across all five areas. The report can be viewed via the school's website. An Ofsted inspection in July 2023 confirmed that Stonehill remains a Good school.

We gained the Healthy Schools Award in 2005, National Healthy Schools Award 2007, Hertfordshire Quality Standards in 2010 and the NAACEMARK in 2011. The school has also been awarded a Gold Travel Plan Award for good practice. We also gained the Investors in Pupils Award in 2013.



School Hours

Nursery

Morning session ~ 8.45 am–11.45 am
30-hour places ~ 8.45 am–3.00 pm

Reception to Year 6

Doors open at 8.35 am to start school at 8.45 am
School finishes at 3.15 pm
Lunchtime ~ 12.15 pm–1.15 pm

Key Stages 1 and 2 have a morning break for 15 minutes at
10.30 am

We open the classroom doors at 8.35 am and encourage children to come in between 8.35 am and 8.45 am as this reduces congestion in the cloakrooms.



Admissions

Children are admitted as rising 4s to the Nursery in September. Visits are arranged before the children start so that they become familiar with the new environment, teacher and key workers. All admissions to Nursery are dealt with by our school; please contact us if you are looking for a Nursery place for your child.

Children are admitted as rising 5s in September for the Reception class. School visits are arranged in the term before entry so that children become used to the new environment and teacher. Admissions for Reception are dealt with centrally by Hertfordshire County Council. They send details and forms directly to parents. If you have not received these in the Autumn term prior to the academic year of your child starting school, please contact School Admissions on 0300 123 4047.

In-year admissions for Reception to Year 6 are dealt with centrally by Hertfordshire County Council. If you are looking for a school place for your child, please contact School Admissions on 0300 123 4047 or go to www.hertfordshire.gov.uk to apply on-line.

Parents who are not offered a place for their child at the school of their preference have the right of appeal to an independent Appeal Committee.

Other Admissions

Children of families moving into the area will be offered places in the school if space is available in the relevant class. Please contact the office for an appointment to visit the school.



Attendance

An attendance award scheme has been operating since 2011. Children with 100% attendance after one term receive a certificate and pencil, two terms a certificate and pen, three terms and over a certificate and book voucher.

Regular attendance at school is of the utmost importance if your child is to reach their full potential. Please try to arrange visits to the dentist and doctor out of school time. If this is impossible then children must be collected from school by a responsible adult and returned to school after the appointment.

If your child is absent from school unexpectedly, please make sure that you inform us of the absence by 9 am, either by telephoning or calling in to the school office. This ensures that we know that your child is safe.

Any child who has been sick in the last 48 hours should be kept at home and the school should be informed.

The Headteacher and governing body cannot authorise holidays during term time. If you take your child out of school, this will be recorded as an unauthorised absence for the period that they are absent. Parents may also be liable for a fine if they take children out of school.

All absences are recorded and are reported to you at parents' evenings, on the Arbor Parent Portal and in your child's end of year report.

Medicines must be brought to school by an adult and given to a member of the office staff. An authorisation form will need to be completed in order for school staff to administer medicine to your child.



Your Child's Journey to School

Please think carefully about where you stop or park so that you do not cause an obstruction or danger.

Unlike many zig-zag markings outside schools, ours are accompanied by legally enforceable parking restrictions. Drivers are not allowed to park or stop at all, even to set down or pick up a child. The penalty is a fixed penalty parking ticket. The restrictions extend into the bays leading to the school gates, so please don't be tempted to use them to help you turn round in Western Close.

We have a cycle shelter and pupils are allowed to cycle to school if they are accompanied by an adult.

There are a limited number of spaces available in the cycle shelter – please ask at the office for more details of our “cycle licences”. Children who cycle to school must wear cycle helmets.

Year 6 pupils who have passed their on-road young cyclist's course may cycle to school by themselves, with their parents' permission.



Curriculum

Stonehill School is committed to meeting the requirements of the new Primary Curriculum and our schemes of work reflect the content and challenge of the new curriculum.

The curriculum is taught with consideration of the needs of all learners. Our curriculum is exciting and inspires children to develop a passion for learning. It is designed to cater for the all round development of the child, to encourage children to enjoy learning and thereby realise their full potential.

We use the Read Write Inc phonics programme from Reception to teach reading, early writing and spelling.

At the end of each Key Stage children are assessed using Standard Assessment Tasks (SATs) and Teacher Assessments (TAs), and levels of achievement are reported to parents.

The curriculum comprises English, Maths, Science, Computing, History, Geography, Music, P.E. (Physical Education), Art, Technology, PSHCE (Personal, Social, Health, and Citizenship Education), French and R.E. (Religious Education). Parents have the right to withdraw their child from R.E. and an alternative is negotiated in these circumstances. Sex Education currently forms part of the Year 6 curriculum. Parents have the right to withdraw children from these lessons, with the exception of the compulsory aspects outlined in the Science curriculum, and are able to view teaching materials prior to the lessons.

There are policies for each curriculum area. Please ask at the office if you would like to see a copy of them. A programme of topics and activities planned is given to parents at the beginning of each term via the class letter and on the curriculum maps. These can also be found on the school website.



Homework

In Early Years (Nursery and Reception) children are encouraged to choose a library book daily and share it with an adult at home. This will help their early reading skills. We also encourage you to sing nursery rhymes and number rhymes at home along with siblings. We also encourage parents to talk to us about their child's learning at home.

In Key Stage 1, we encourage parents to hear their child read each day, play simple games, and help to learn spellings or number facts. We hope that you will continue to read to your child to help them develop a love of reading.

In Key Stage 2, homework provides an opportunity for children to develop the skills of independent learning. They should also be reading on a regular daily basis to and with adults at home.

Children are encouraged to develop the habit of regularly spending time studying on their own to learn spellings, find out information, prepare individual work or tasks, complete written and number work and play number games.

By Year 6, homework will cover a wider range of tasks and curriculum content to help the children to make a smooth transition to secondary school.

PE, Games and Swimming

We aim to include all of our children in a wide range of sporting activities available to promote fitness and health. We teach simple team games as well as concentrating on individual skills. Children use large and small apparatus and work both indoors and outside throughout the year. PE is taught by class teachers and also specialist coaches. Junior children have the benefit of swimming sessions in the summer term.

We play matches against other local schools – such as football, netball, rounders and kwik cricket, and also take part in the Annual District Sports. All children need to change for PE lessons and should have suitable outdoor footwear (trainers or football boots) for field activities. Tracksuits may be worn for winter games lessons. Please provide PE kit in the school colours. Earrings must be removed for PE and before using the Activity Trail.

Please make sure all of your child's PE kit is named!

Please remember to send a note to your child's teacher if your child needs to be excused from PE for any reason.



Extra–Curricular Activities

Breakfast Club runs daily from 8.00 am to 8.45 am at a cost of £4 per day.

Many clubs and activities are held during lunch hours and after school. These may vary from time to time according to the interests and skills of members of staff. Some of the clubs we currently offer:

Games Club
Homework Club
Girls Football
Boys Football
Netball (Years 4,5,6)
Rounders Club (KS2)
Archery
Street Dance
Stevenage FC Football
Tag Rugby
Fencing Club
Pokémon Writing Club
Gardening Club

During the year, day visits to places of interest are organised by teachers; often these visits are connected with the children's school work. Older children may also take part in organised school residential trips such as to the Norfolk.

The school heavily subsidises many of the trips, however, we usually ask for voluntary contributions from children's families to help with the costs of visits. If sufficient contributions are not received, then the trip may have to be cancelled.



Starting School

Starting school is probably one of the biggest steps in your child's life. We want this to be a happy experience for them so it is important that we work with you to ensure they have a good start to their school life.

We always invite new Nursery and Reception children into school in the half term before they are due to start. It would be helpful if you could bring your child along on any possible occasion, e.g. meeting other friends' children, so that the school is familiar to them. Before your child starts Nursery, we like to organise a home visit so that the Nursery Teacher can meet with you and your child in a relaxed atmosphere to share information, meet your child and allay any concerns.

It helps if your child knows their teacher's name and can put on their own coat and shoes. It also helps if they can manage visits to the toilet and undressing for PE, but if you think these may present any problems, please talk to the teacher.

Above all, please talk to your child in a happy and positive way about school before they begin.



Parental Involvement

Parents' Consultation Meetings are arranged twice a year, but parents are also encouraged to speak to their child's teacher after school to discuss their child's progress. Please do not wait for a problem to arise before going to see your child's teacher. We are always available to speak to parents seeking advice.

If you feel you need further advice or wish to speak to a member of the Senior Leadership Team, please ask a member of the office team to make an appointment for you.

The school has a complaints procedure. A copy may be obtained from the school office. If you wish to see documents relating to the school e.g. schemes of work, the governing body's annual report, please ask in the office. Lots of information can also be found on our school website.

We send regular newsletters to keep you informed about school events and these can also be found on our school website.



School Uniform

We expect children to come to school clean, tidy and sensibly dressed. Our school uniform is navy and pale blue.

Navy blue tunic, skirt, trousers or shorts
Pale blue blouse/shirt or polo shirt
Navy cardigan/jumper or school sweatshirt
Summer dress in blue e.g. gingham or striped.
Hair bands, bobbles etc. (blue)

P.E. KIT

Pale blue t-shirt
Navy blue shorts
Plimsolls or trainers

Juniors may wear a track suit for outdoor games in the winter.

Items such as sweatshirts, t-shirts and cardigans are available with the Stonehill Logo from The Uniform Monkeys, 16-18 Openshaw Way, Letchworth Garden City (<https://theuniformmonkeys.co.uk>). Children may also wear plain navy sweatshirts, jumpers and cardigans, and plain pale blue shirts or polo shirts, which are widely available.

Shoes

Sensible shoes should be worn by both boys and girls. A change of shoes is required for indoors.

In the interests of hygiene, long hair should be tied back for school. Nail varnish, make up and extreme hair cuts/colour are not acceptable at school.

Please do **not** allow your child to bring valuables or jewellery in to school. Only one pair of stud earrings may be worn and watches should be named or initialled.



Disability and Equality

We are an inclusive school and welcome pupils with a broad range of abilities. Where possible the school has been modified to accommodate a range of disabilities. Additional LSA support is provided where possible and we ensure that pupils are informed about the difficulties their friends may have and how they may help.

The school's accessibility plan and Special Educational Needs policy show the school's commitment to meeting the needs of a wide range of children with disabilities.

Admissions to the school are managed by the pupil admission unit at Hertfordshire County Council. If the school knows about a particular child's disability before the child starts school, then the school will liaise with the county council and the child's parents/carers and seek advice. If concerns arise whilst a child is at the school, a similar process will be undertaken.

We share information and seek advice regarding ways to make appropriate adjustments, or, if we cannot meet a child's needs, support the family in helping them to access a more appropriate educational setting.

SEND

The school has a Special Educational Needs and Disabilities (SEND) policy in which every effort is made to help children who may have special educational needs by providing tuition on an individual basis or in small groups depending on the resources we have in school.

Sometimes a child may be referred for Exceptional Needs Funding to enable the school to provide additional support. This is carried out in accordance with the SEN Code of Practice.



Equal Opportunities and Racial Equality

The governors of Stonehill School believe in equal opportunities for all of our pupils and staff members. All individuals are entitled to learn, teach or work in a non-threatening, supportive environment in which self-esteem is enhanced.

All schools must take steps to eliminate racial discrimination and promote race equality and good race relations. At Stonehill we monitor the impact of our policies and practices on children, staff and parents of different racial groups.

We respect and value the language, culture and religions which make up the school and the wider community.

Racial Harassment

Any racist incident is taken seriously by all staff and recorded by the adults involved. A racist incident is defined as any incident which is perceived to be racist by the victim or any other person. For further information, please ask at the office for a copy of the Racism Policy.

Child Protection

The Children Act 1989 and the DfES guidance "Safeguarding Children in Education (2004)", highlights the school's role in protecting children. All schools have a duty to safeguard and promote the welfare of children who are their pupils; this responsibility necessitates a child protection policy and procedures. A school or institution may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Stonehill School has a Child Protection Policy and a copy of the Hertfordshire Area Child Protection Procedures. Both of these are available for parents/carers to see.



Moving On

At the end of Year 6, children transfer to secondary school. Details of how the transfer takes place are sent to parents by the Director of Education during the children's final year with us.

We encourage you to visit the local schools with your children on their Open Days.

We help to prepare the children by encouraging them to be independent and organised. They have opportunities to learn about the wider world through activities such as Work Shadowing and the Crucial Crew Project.

Visits are made by the Secondary School staff during the Summer Term and pupils visit for a day towards the end of the term.

Finally...

As a school we expect high standards both in work and in behaviour. Children are encouraged to develop a responsible attitude towards their education and towards the society in which they live. We work to form strong relationships between the school and home to enable all of our children to develop as lifelong learners.

We do hope that you as a family will benefit from and enjoy the time your child spends with us at Stonehill School.

Elaine Close

Headteacher