

DEREHAM CHURCH INFANT AND NURSERY SCHOOL

A Voluntary Aided School



SCHOOL BROCHURE 2020 – 2021



**DEREHAM CHURCH INFANT AND NURSERY
SCHOOL
ST. WITHBURGA LANE
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Headteacher: Mrs Amy Futers

Dereham Church Infant and Nursery School

Our School

Section 1

A message from the Headteacher

Dear Parents and Carers,

Welcome to Dereham Church Infant and Nursery School, where we look forward to working with you and your child during their time here.

Dereham Church Infant and Nursery School believes in supporting and encouraging every child to achieve and succeed in all they do. Our friendly, dedicated and professional staff and governors work extremely hard to provide a safe, caring and stimulating learning environment in which all children are eager to learn.

As your child starts their education with the school, we enter into a partnership with you the parents and carers. As we want your child to flourish and achieve, this works best when we work closely together. Our partnership should be founded on mutual trust and respect and we must value the efforts each party makes. Please keep us informed about anything at home which may influence your child's attitude or performance at school as this will help us to understand and support their needs.

The school is very much a part of the local community and we pride ourselves on the good relationships that exist between families and the school. All the staff value the close relationships they build with parents and ensure that they are available to discuss anything you want to know more about or are concerned about.

The children are always at the heart of everything we do and we hope that the years your child will spend at our school are some of the most inspirational and rewarding to share in.

I look forward to working with both you and your child and hope this is the beginning of a happy partnership.

Yours sincerely,

Mrs Amy Futers
Headteacher

School Vision

We aim for everyone in our community to develop their whole self as an individual, enjoy learning and strive to reach their full potential.

Biblical text from Matthew 19v14

'Jesus said let the little children come to me and do not hinder them for the kingdom of heaven belongs to such as these'.

School Values

- Hope
- Friendship
- Trust
- Love
- Happiness
- Peace
- Courage

School Mission Statement

Develop our children as confident individuals with an appreciation of the Christian faith.

Challenge our children in order for them to reach their full potential.

Inspire our children through a creative and stimulating curriculum to have enquiring minds and be independent learners.

Nurture our children in an environment that supports and promotes well-being.

Succeed in fostering creative, considerate, confident individuals.

The Aims of the School

At Dereham Church Infant and Nursery School we aim for every child to enjoy learning and achieve as well as they can. By the time they leave our school, we aim for our children to:

- ❖ Have an awareness of, and respect for, their own and others physical, mental and spiritual well-being
- ❖ Have a sense of belonging in our school and wider community whilst recognising the values, opinions and beliefs of others
- ❖ Develop a greater understanding of the Christian faith
- ❖ Have a positive, enthusiastic and confident attitude towards lifelong learning
- ❖ Reach their full potential in all areas of the curriculum
- ❖ Be aware of how to live a healthy lifestyle
- ❖ Know how to keep themselves and others safe within the school and wider community

We believe children will achieve these aims by experiencing the following:

- ❖ A safe, secure and stimulating learning environment
- ❖ A broad, balanced, child centered curriculum which takes account of the interests and aptitudes of the children, the community in which we live and work and the wider world
- ❖ High quality teaching which supports and challenges all learners and recognises their different learning styles
- ❖ An environment which is underpinned by Christian values
- ❖ An opportunity to reflect upon their own and others' beliefs and values
- ❖ A varied and interesting programme of curricular activities which promote how to live a safe and healthy lifestyle
- ❖ A community of support, challenge and encouragement valuing the strength of enjoyment, praise and humour
- ❖ Responsible involvement and appreciation of their own learning and physical, mental and spiritual wellbeing
- ❖ A learning partnership between school, parents, carers and the community

To ensure these happen, we:

- ❖ Give a high priority to well-being for all
- ❖ Regularly evaluate the effectiveness of teaching, learning and the personal progress of every child, in order to continue to make improvements
- ❖ Have a coherent and relevant programme of professional development for all staff
- ❖ Ensure learning resources are up to date and financial resources are well spent
- ❖ Provide a forum for children to explore Christian beliefs, morals and values through both teaching and educational visits
- ❖ Celebrate children's achievements and attendance
- ❖ Promote all aspects of Healthy Living
- ❖ Have a coherent and relevant programme of professional development for all staff
- ❖ Ensure staff are able to achieve an appropriate work life balance

- ❖ Strive to promote good communication with and involvement of parents/carers and the community in school life

About our School

School Classification

Dereham Church Infant School and Nursery is a Voluntary Aided School, catering for boys and girls aged between 3 and 7 years.

As a Voluntary Aided School, the Governing Body has responsibility for the way in which the school is run.

School Ethos

Recognising its historic foundation, the school will preserve and develop religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan levels.

Equal Opportunities

Dereham Church Infant School is committed to providing equal opportunities to its whole school community. The school has a Single Equalities Scheme and action plan which integrates our statutory duties in relation to race, disability and gender and promoting community cohesion. The duties cover staff, pupils, parents, governors.

School Organisation

The main school has a maximum capacity of 180 pupils with an annual intake of 60. Children are organised into 6 classes:

Year Group	Jewel
Reception	Pearl Class Ruby Class
Year 1	Sapphire Class Diamond Class
Year 2	Topaz Class Emerald Class

Teachers work in teams to plan and evaluate. Each classteacher takes responsibility for the wellbeing and teaching and learning of the children in their care.

The Nursery has places for 26 part-time pupils. We offer 15 hours a week (5 x 3hr (9-12) sessions) Monday – Friday mornings throughout the academic year. In addition we offer 2 afternoon sessions on a Monday and Tuesday afternoon from 12.30 to 3pm.

The Nursery class is known as Amber Class. Admission to the Nursery is the term after the child's third birthday.

Spring and Summer term admissions are subject to availability of places

Who's Who in our School

Headteacher

Mrs A Futers

Assistant Headteacher

Mrs C Cole



Senior Teacher and Speech & Language

Mrs L Robinson

Senior Classteacher and SENCO

Miss J Baynton

Class Teachers

Nursery Class Teacher

Miss J Baynton

Reception Class Teacher

Miss B Reeve

Reception Class Teacher

Mrs D Jones

Year 1 Class Teacher

Miss A Watts

Year 1 Class Teacher

Miss O Robertson

Year 2 Class Teacher

Miss E John

Year 2 Class Teacher

Miss A Webster

Cover Supervisor & Teaching Assistants

Mrs C Bryant, Mrs K Smith,
Ms S Tokbay, Mrs H Wright

Teaching & Classroom Assistants

Mrs J Fenn, Mrs A Caffyn
Mrs A Curson, Mrs K Hart-Copsey, Miss J Titmarsh
Mrs T Monteiro, Mrs K Baldwin, Mrs S Lovewell,
Mrs J Quinn, Mrs K Richardson, Mrs S Smith,
Mrs R Doolan

School Secretary

Mrs L Playford

School Finance Officer

Mrs D Olley

Midday Supervisory Assistants

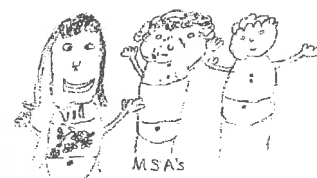
Mrs T Hobbs (Senior MSA),
Mrs J Playford, Mrs K Baldwin, Mrs C Bibby
Mrs R Doolan, Mrs S Smith, Mrs J Quinn, Mrs K
Smith, Mrs D Olley, Mrs T Barnett
Miss K Hart-Copsey, Mrs K Hurrell

Cook

Mrs S Rust

Assistant Cook

Mrs S Fry



Caretaker

Mr C Brooks

Cleaner

Mrs K Hurrell

A Word from the Governors

The governing body of Dereham Church Infant and Nursery school has 14 places. Members are appointed by various bodies including the Parochial Church Council of the local church St Nicholas, the Diocesan Board of Education and the Local Authority. The governing body also includes members of staff and parents.

We are responsible for helping to uphold the Christian ethos and strong values that makes our school so distinctive. We also monitor the performance and effectiveness of the school and the way in which the budget is spent.

As a governing body we work to support our Headteacher and her staff to provide the best possible start to the lives of our children. Our aim is to make our school a happy, caring environment where not only does everyone feel valued and safe, but our children are also supported and inspired to develop to their full potential personally, academically and creatively. We strive to ensure our school offers a broad and balanced curriculum. As Governors, we also become involved with a variety of issues including pupil welfare, policies, building and grounds maintenance and staff appointments.

I feel privileged to be Chair of the Governors of our school and to be part of such a dedicated team. The governors work hard to use and share their skills and experience to help lead the school and guide its strategic direction. Governors come from different backgrounds with all sorts of life experiences but we work as a team. The common factor amongst us all is the desire for our school to be the best possible first experience of academic life for children.

We thank all the parents who encourage and support their children in their learning and development. Your involvement really does make a difference!

If you would like to be a governor, or have a concern or a point of view to share please let us know. We can be contacted via the School Office or by email at office@dereham.norfolk.sch.uk.
With best wishes

Tricia Waller

Chair of Governors

July 2020

Governing Body

Foundation Governors:

Bishop's Governor	vacant
Diocesan Board of Education	vacant
Diocesan Board of Education	vacant
Diocesan Board of Education	Mr Howard Bailey
Parochial Church Council	Mrs Patricia Waller
Parochial Church Council	Rev. James Rosie
Parochial Church Council	Rev. Paul Cubitt
Parochial Church Council	vacant

Representative Governors:

Elected Parent	Mr Oliver Thomas
Elected Parent	Mrs Kelly Martin
Elected Parent	vacant
Local Authority	Mrs Kim Draycott
Elected Staff	Miss A Watts
Head teacher	Mrs Amy Futers

Clerk Mrs Helen Paterson

Chair Mrs Patricia Waller

Vice Chair Mrs Kelly Martin

PTA - Parent Teacher Association

We have an active Parent Teacher Association. As parents of a child in this school you are automatically a member of the PTA. Regular PTA newsletters keep you informed about forthcoming events and how you can support them. The PTA is always looking for new members either to help on the committee or to support events, the more the merrier! If you wish to participate more fully, any member of staff will be pleased to pass your name to the current chair of the Parent Teacher Association Committee.

Community Links

- The school aims to develop a positive, proactive school community. The School Council makes decisions which impact on the life of the school community.
- The school aims to develop strong links with parents, Governors, the Church, cluster schools, our neighbours and the greater community.
- Our children regularly visit day centres and often sing to other centres and churches at Christmas time.
- The choir has taken part in the Dereham Festival.
- We have good links with the library. The Librarian visits the school to tell the children about forthcoming events.
- Kidz Club, a Christian group which supports schools, hold a weekly lunchtime club for the children called 'Sparklers'.
- We regularly have PGCE students and students from Norwich City College, College of West Anglia (King's Lynn) and Dereham Sixth Form Centre. High School pupils often choose to come to our school for their work experience.
- The school runs a range of clubs throughout the year including art, choir and a variety of sports clubs.
- Staff and children are supportive of Dereham Cluster events, partnerships and professional development.

Dereham Church Infant and Nursery School

Daily Routines

Section 2

The School Day

Morning Procedures

Main School

Children may come into school from the playground from 8:45-9:05. Any child arriving late (after 9:05) must come into school through the office.

8:55am	Registration (Registers close at 9:15am)
10:20 -10:35	Breaktime
12:00 -1:00	Lunchtime
3:05pm	Hometime



Nursery

Morning session	9.00 – 12.00
Afternoon session (Monday and Tuesday)	12.30 – 3.00

Cycles and Scooters

Children who are escorted to school by an adult on their cycles or scooters may leave their cycles/scooters on school premises in the designated storage racks. Children must not ride their cycles/scooters on school premises.

As the playground is not supervised at all times the school will accept no responsibility for any cycle that is damaged or stolen.

Morning Snacks

Your child may choose from the following snack options:

- **ORDER AT THE BEGINNING OF EACH HALF TERM**

This must be ordered and paid for in advance. Items available are;-

- Milk
- Apple/Orange Calypso Cuplet juice
- Buttered Toast
- Combination of a drink and Buttered toast

Fruit and vegetable portion – provided from home

Please send in fruit or vegetables that are prepared and of an appropriate size for your child. Please send the fruit or vegetables in a named container or poly bag.



Fruit Scheme

We are part of the School Fruit and Vegetable Scheme. This is a government programme that entitles every child in our school age range to a piece of fruit or vegetable each school day.

The scheme offers fruits and vegetables including apples, pears, bananas, satsumas, tomatoes, peppers, carrots and strawberries. One type is offered during each afternoon session.

Lunchtime Arrangements / School Dinners

We pride ourselves on offering the children as good an experience during their lunch breaks as the rest of the school day, as we recognise the amount of time they spend at play and the influence it has on their school lives.

A team of trained Midday Supervisory Assistants (MSAs) led by the Senior MSA oversee the lunchtime experience for the children. There is a clear structure to the time available, all areas are sensitively supervised and a variety of activities are available to the children.

The majority of children have school meals, but packed lunches are also catered for. We aim to give a good meals service providing a relaxed, orderly and well mannered experience for the children in a family atmosphere. If your child has a special dietary requirement this can be catered for, by contacting the school office.

School Dinners

Top quality meals are served from our kitchen, which are all homemade and cooked on the premises. A weekly menu/order form is sent home on a Thursday evening. Orders can be placed on Friday or Monday morning.

Universal Free School Meals

All children attending Reception, Year 1 and Year 2 are offered a Free School Meal as part of the Government's Universal Free School Meals for Infants programme. If you receive a benefit (as stated below) that gives entitlement to free school meals the school can also get additional funding but you must apply for us to confirm this to the Head teacher.

Additional funding refers to 'Pupil Premium' money which has been used to ensure those children entitled receive additional support. This money has helped to provide additional adults, intervention, reading cafes, educational visits and after school clubs. We strongly encourage you to complete this form to ensure your child receives their entitlement.

Income Support/Jobseekers Allowance/Guaranteed Pension Credit

If you receive income support/jobseekers allowance, your child may be entitled to free school meals. Please contact the office for a Free School Meal eligibility form.



Packed Lunches

A School Lunchbox Policy has been developed and reviewed by staff, parents and the School Council. A copy is included in the Induction Pack for new Reception and Nursery parents and carers.

Lunchtime Procedures

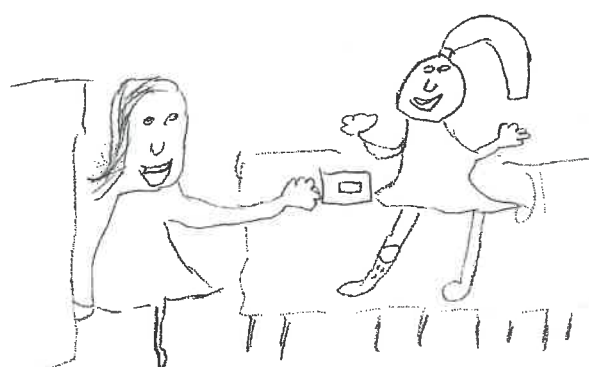
Lunchtime for the children is from	12:00 until 1:00 ~ Main School
Lunchtime for the children is from	12.00 until 12.30 ~ Nursery (Monday and Tuesday afternoons, if children are attending the full day)

Medical Matters

Accidents and Illnesses to Children at School

In the case of a child being taken ill at school, parents will be contacted immediately.

Please ensure that the school has sufficient emergency contact numbers, i.e. parents, carers, family or friends. These need to be updated regularly and the named person informed of their responsibility.



first aid

Up to date medical information on your child is also essential. In the case of an emergency, the child will be taken straight to hospital and parents notified.

If your child receives a minor injury during the day that requires treatment, you will be informed by a member of staff at hometime.

A letter will be sent home with all head injuries requiring attention.

If you child receives a serious head injury, you will be informed by telephone and given the opportunity to come into school to view the injury and take your child to the medical centre if you wish. If your child's condition is stable, staff are happy to monitor their condition and notify you if it deteriorates. Most members of staff hold a current First Aid Certificate.

First Aid procedures have recently been reviewed in light of advice given by the LA and St John Ambulance. Policy and Procedures are regularly reviewed.



Medicines in School

The administration of medicine to children is the responsibility of the parents. School staff are under no duty to administer medication to pupils in school.

Prescribed Medication

Any medication requiring a Medical/Dental Practitioner's prescription, eg: asthma inhalers/antibiotics/adrenalin.

If a child is on medication that must be administered during the school day then:

- ◆ Parents are strongly encouraged to come into school to administer the medication
- OR
- ◆ The child can administer it themselves under the supervision of a member of staff (eg inhalers). Parents must complete a form giving full details of the medication, full instructions of how the child will administer it, and contact details in the case of an emergency
- ◆ A trained member of staff can volunteer to administer the medication (eg Epi-pen).

Non Prescribed Medication ~

Any medication not requiring a Medical/Dental Practitioner's prescription, eg analgesics, liquids, creams, sprays

These will not be administered by staff in school

Communicable Diseases

Children suffering from communicable diseases, including sickness and diarrhoea should not be sent into school.

Guidance issued by Norfolk Health Authority is contained in Appendix 4.

Medicals

The school nurse visits the school to carry out School Health Screening with Reception children. Dental Inspections are carried out at regular intervals with all the children.

Parents will be notified when medical and dental screenings will occur. Please contact the classteacher or Headteacher if you have a query or problem.

Dereham Church Infant and Nursery School

Starting Our School

Section 3

Admissions

School's Admission Policy - September 2019-20

The Governors of Dereham Church Infant and Nursery School have consulted on admission arrangements for 2020-21

The admission arrangements to MAIN school for September 2020-21 are as follows:

All children born between 1st September and 31st August are offered a full time place in a Reception class.

By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

This is in line with LA policy.

When the demand for places in the school exceeds the number of places available, the following Admission Policy will come into force.

Children will be offered places according to the criteria listed below, taken in order.

Although the date you make your registration will be noted, it will not give any priority.

- 1. Children looked after by the Authority.**
- 2. Siblings, including adopted or foster, of children present at the school at the time the child starts school.**
- 3. Children whose parent(s)/carers worship regularly (at least once a month) at a church within the Dereham and District Team Ministry, or children who have moved into the district in the last three months whose parent(s)/carers were regular worshippers at an Anglican church in their previous parish. (Regular worship to be confirmed by a supporting statement by Clergy).**
- 4. Children for whom Dereham Church Infant and Nursery School is the nearest school (to be measured as the 'crow flies').**
- 5. Children who live in the Parish of Dereham and Scarning.**
- 6. Any other children.**

Please note that the school will admit a child with a statement of special educational needs that names the school. This is not an oversubscription criterion.



Note: In the event of the Governors having to make a choice between candidates of equal strength, priority will be given to the child who lives nearest to the school, distance measured as the 'crow flies'.

Parents have the right to appeal against the Governors' refusal to grant their child a school place. Details may be obtained from the Headteacher at the school.

Admission arrangements to the Early Years Foundation Stage (Nursery age) from September 2019

- Children with birthdays between 1st April and 31st August will start in September (Autumn Term)
- Children with birthdays between 1st September and 31st December will start in January (Spring Term) **
- Children with birthdays between 1st January and 31st March will start in April (Summer Term) **

Classes will not exceed 26 children. The ratio of 1 adult to 13 children with a minimum of 2 adults will be provided.

The Governors will review the current criteria during the Summer Term.

When the demand for places in the Nursery exceeds the number of places available, the following Admissions Policy will come into force. Children will be offered places according to the criteria listed below, taken in order from 1-6.

1. Children looked after by the Authority.
2. Siblings, including adopted or foster, of children present at the school at the time the child starts school.
3. Children whose parent(s)/carers worship regularly (at least once a month) at a Church within the Dereham & District Team Ministry, or children who have moved into the district in the last three months whose parent(s)/carers were regular worshippers at an Anglican Church in their previous parish. (Regular worship to be confirmed by a supporting statement by Clergy).
4. Children for whom Dereham Church Infant and Nursery School is the nearest school (to be measured as the "crow flies").
5. Children who live in the Parish of Dereham and Scarning.
6. Any other children.

**** Please note:** If the Nursery is over-subscribed, those children who are not admitted in January or April will be admitted in the following September.

The Governors review this criteria each Summer Term.

Dereham Church Infant and Nursery School manages admissions to the Nursery. Admission to the Main School, i.e. Reception classes is managed by Norfolk County Council. Admission to the Nursery unit does not guarantee admission to Dereham Church Infant School and attendance at the Dereham Church Nursery does not form any part of the admission criteria in the school's admission policy.



Parents have the right to appeal against the Governors' refusal to grant their child a Nursery place.

Visits/Induction Evening

Parents/carers considering this school for their child are invited to visit and view the school by making an appointment with the secretary (unfortunately this cannot take place this year due to the current pandemic).

An Induction Evening is held prior to the children starting in Reception and an Induction Morning for children starting in Nursery. This provides an opportunity to meet with key members of staff and find out more about our school. We also give you an opportunity to spend some time in your child's new classroom and find out those "top tips" that are crucial for those first few days.

"Stay and play" sessions are offered to new Reception and new Nursery children during the year.

Transfer and Admissions

If you are moving into the area and would like your child to attend this school, please contact us by either telephone or letter.

Main school admissions are the responsibility of Norfolk County Council. The Admissions team must be contacted in the first instance. If you wish for your child to start/transfer to our school, they can be contacted on 01603 224382.

Nursery class admissions are organized by the school. Please contact the school if you are interested in a place for your child in our Nursery.

An appointment can then be made to visit the school. If you are moving house, please let us know when the move is confirmed and details of the new school. We will send all the necessary information to the new school.

Dereham Church Infant and Nursery School

School Uniform

Section 4

School Clothes

We are proud of our school's reputation and encourage pupils to wear the school's colours and logo.

School clothes encourage a sense of belonging as well as providing clothes to work and play in.



girls uniform

Uniform is available from BIRDS Sport and Outdoor, Unit 13, Yaxham Road, Dereham NR19 1HB

Jade Sweatshirt with school logo
Jade Cardigan with school logo
White Polo shirt with school logo
Fleece – Navy with school logo
Reversible Jacket – Navy with school logo
Check Dress - Green/White
Cap – Navy – Printed
Book Bag – Navy – Printed
PE Bag – Navy – Printed
Water Bottle – Plain/Printed
Knitted Hat (winter) – Navy
Grey Trousers/Skirt



boys uniform

Clothes for Physical Education

Plimsolls or trainers
Shorts
T-shirt

Children are expected to change into suitable clothing for PE (no long baggy shorts or oversized t-shirts for gymnastics). Children with long hair must tie it back. Plimsolls/trainers are required for outside games. Bare feet for gymnastics.

Children who have forgotten their PE kit may use a spare kit.

PE kit may be brought into school on a Monday and left at school for the week; they can be taken home to be laundered on a Friday.

Please make sure that all items of clothing and PE kit are clearly marked with your child's name.



Lost Property

There is a lost property box located next to the steps of the school entrance on the playground.

Parents are asked to look through any lost property at the end of each term.

School Policy on Wearing of Jewellery

The School Policy on wearing jewellery in school is in line with the LEA recommendations and the National PE Guidance document for PE lessons.

We **strongly** discourage the wearing of any jewellery, including watches, to school.

If a child arrives at school with jewellery viewed as unsafe for general school activities, then they will be asked to remove it.

PE Lessons

Earrings must be removed for PE lessons.

We will inform parents of when each class has PE lessons.

Earrings must be removed at home or your child will not be allowed to participate in gymnastics and games lessons.

If your child has had their ears pierced recently and are within the six week healing period, then the earrings need to be 'made safe'. Micro-pore tape may be used to cover the ears and parents must give written permission for a member of staff to do so.

Dereham Church Infant and Nursery School

Learning in our School

Section 5

At Dereham Church Infant and Nursery School, as well as giving the children the essential tools for learning, we believe education is about children experiencing the joy of discovery, solving problems, being creative in thinking, writing, art, music, developing their self confidence as learners and maturing socially and emotionally.

The school's curriculum is a 'Curriculum of Opportunity'; the curriculum ensures a balance between the development of key skills, creativity, values for life and depth in learning. It is very precisely tailored to the interests and needs of pupils. It is appropriately focused on securing improvements in literacy and numeracy skills, but also introduces themes which engage and inspire the children.

Through a rich and stimulating curriculum we encourage each child to become:

- successful learners who enjoy learning, make progress and achieve
- confident individuals who are able to live safe, healthy and fulfilling lives
- responsible citizens who make a positive contribution to society

The principles of learning and teaching in our school:

Good learning and teaching should:

- ♦ **Ensure every child succeeds:** provide an inclusive education with a culture of high expectations.
- ♦ **Build on what learners already know:** structure and pace teaching so that students know what is to be learnt, how and why.
- ♦ **Make learning vivid and real:** develop understanding through enquiry, creativity, e-learning and group problem solving.
- ♦ **Make learning an enjoyable and challenging experience:** stimulate learning through matching teaching techniques and strategies to a range of learning styles.
- ♦ **Enrich the learning experience:** build learning skills across the curriculum.
- ♦ **Promote assessment for learning:** make children partners in their learning.



The School Curriculum

Our School is designed so that each child can develop an enjoyment of learning and school in a wide variety of situations.

We believe in providing memorable experiences and rich opportunities for high quality learning.

We focus on individual pupils needs and abilities and produce a tailored approach to support all children including those with special educational needs and gifted and talented children.

We provide a curriculum that reflects the diversity, strengths and needs of our school community.

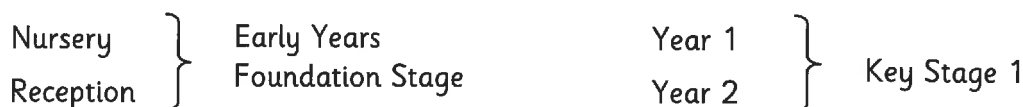
We try to lead each child along various paths towards achieving the following aims:

- ◆ To read fluently and accurately with enjoyment and understanding.
- ◆ To communicate clearly and confidently in written and oral language, in ways appropriate for various occasions and purposes.
- ◆ To listen carefully and with comprehension.
- ◆ To develop an understanding of basic mathematical principles.
- ◆ To understand basic scientific ideas by investigation and practical experiences, often related to topic work, the environment, and through children's general interests.
- ◆ To develop confidence in physical co-ordination and control, by the practice of skills, using floor work and both large and small apparatus.
- ◆ To learn to enjoy and express enjoyment of the arts, music, drama and crafts.
- ◆ To develop self-awareness, sensitivity to others, habits of self-discipline and good behaviour.

We strive to build close relationships with the children, to make them aware of the need to consider others, to care for and share with them, to be honest with them and polite to them. So an individual child learns to be aware of their uniqueness and also their responsibility as an individual living in a caring community.

- The school has achieved the RHS Gardening Level 5 award
- We are at present working towards the RE Quality Mark Bronze Award

At Dereham Church Infant and Nursery School we cover the Early Years Foundation Stage and Key Stage 1.



Early Years Foundation Stage

Children aged between 3 and 5 are part of our EYFS. This consists of a nursery class and two reception classes.

Children in Nursery and Reception follow the EYFS Statutory framework and guidance. This covers Prime areas and Specific areas of learning and development.

- ❖ **Prime areas – Personal, Social & Emotional Development, Physical Development, Communication & Language.**
- ❖ **Specific areas – Literacy, Mathematics, Understanding the World, Expressive Arts & Design.**

The children learn through adult directed and child initiated play experiences both indoors and outdoors. Please ensure your child has suitable clothing and shoes for learning outdoors each day. This should include welly boots (which we would like to be left at school), waterproof coats on wet days and sun hats on hot days.

Nursery staff may offer visits to parents and children at home before they start Nursery to get to know them and gain an understanding of their needs and abilities. These visits are also offered to children new to the school who start in Reception. Throughout EYFS the children are observed to build up a picture of their learning and identify the next steps which they need to take their learning on.

Children are assessed on entry to Nursery and Reception and are then guided through stages of learning which are developmentally appropriate. A profile is built up which will show how each child has progressed. This is recorded using Tapestry (online journal). Parents are involved in this process too! Each child will receive practical experiences suitable for his/her stage of development.

Key Stage 1

Through a rich and relevant curriculum we aim to develop our children as learners.

We follow the statutory requirements of the National Curriculum.

The school has worked with the children to develop a new school curriculum which is both skills led and knowledge based, ensuring that speaking and listening is of high importance, the children have first hand experiences, all objectives are taught in depth, and there is clear progression in all subjects. Most subjects are incorporated into the theme, but some are taught discretely where appropriate. Themes include 'Wilderness Explorers (YR2) and 'Come Fly with Me' (YR1).

There is a strong emphasis on the teaching of basic Literacy and Mathematic skills and opportunities are provided to use and apply these skills in an interesting and engaging way.



Literacy

There is a strong emphasis on 'speaking and listening' throughout the whole school. Adults model language and vocabulary to help develop speaking and listening skills. During literacy lessons, time is spent on speaking and listening to ensure the children have a good understanding.

In the Nursery and Reception class children begin by making their own marks on paper and experimenting with making patterns using pencils, paints, chalks and pens. As children begin to learn letters and words, these are incorporated into the child's writing. Children are given a range of writing experiences including story writing, writing postcards or letters, designing posters and writing their own poems and rhymes.

Years One and Two have a daily literacy session focusing on the development of speaking and listening, reading and writing. The teaching of spelling, grammar, punctuation and comprehension is embedded throughout literacy lessons. Lessons are planned so that children have the opportunity to work with an adult, with their peers or by themselves. Children are encouraged to be independent learners.

In addition to literacy sessions, phonics is taught daily through the Letters and Sounds Programme. <http://www.gov.uk/government/publications/letters-and-sounds>

At least twice a week children have a reading comprehension session. In addition, staff and volunteers hear children read individually. Reading not only involves decoding and reading for meaning but also discussing books in detail, evaluating their usefulness, and considering what they liked and disliked about the book. The school uses a range of reading schemes that are combined together using a colour banded system which orders books in bands according to reading difficulty.

Each child has a reading book to take home which is appropriate to their reading level.

Throughout the year parents/carers have the opportunity to come and see how their child learns and join in with activities. Last year Reception, Year One and Year Two held reading and phonics mornings, and Reading Cafes. Parents/Carers also have the opportunity to speak to teachers about how their child is progressing through two parents' evenings.

Mathematics

Years 1 and 2 have a daily maths session focusing on number, measurement, geometry and statistics. The teaching of mathematical fluency, reasoning and problem solving provide the foundations from which the maths lessons are conducted. Each lesson has been planned to give every child the opportunity to develop their mathematical skills through working with an adult, their peers or independently. Children have 'Maths Meetings' regularly, where songs and quick maths activities help children to consolidate key areas of mathematics.

Throughout the year parents and carers have the opportunity to come into school and learn with their child. Last year we held maths open mornings in Reception, Year 1 and Year 2.



Parents and carers also have the opportunity to speak to teachers about how their child is progressing through parents' evenings.

In the EYFS, many mathematical concepts are taught through play and practical activities. We have a wide range of resources to support the development of number sense.

Religious Education

As a Church school there is an emphasis on Christian principles. Religious Education is given with reference to the Norfolk Agreed Syllabus. The subject is approached educationally with no attempt to indoctrinate the children. An Act of Worship is conducted each day. Parents have the right under the 1981 Education Act to ask that their children do not participate in either RE lessons or collective worship; parents who wish to exercise this right are invited to discuss the matter with the Headteacher.

Thematic Approach

Other areas of the curriculum are taught by a cross curricular approach.

Each half term a Theme is planned which incorporates a range of curriculum subjects, a variety of learning experiences and has a key focus on Creativity.

Literacy and Mathematics objectives are taught through the theme, when appropriate.

Science

Children have a natural curiosity wanting to know "how?" or "why?" Science allows us to capture that enthusiasm through extended and detailed investigations where children have time to explore and learn from first-hand experience as well as from the teacher's guidance and expertise. Children learn scientific knowledge, skills and understanding through class studies and specific science lessons.

Computing

Children will learn how to use IT programs and information websites to analyse, process and present information. They will use IT equipment to build algorithms and solve simple problems. This includes computer systems, software packages and digital recording equipment to support learning in a variety of contexts. Children will learn the impact that IT has on society and will learn the ICT Code of Conduct which teaches children how to be safe on the internet. The school has an IT suite and class sets of iPads.

Design and Technology

Children will be involved in designing, making, researching and evaluating. They will learn designing and making skills and the knowledge and understanding needed to design and make products. This area of the curriculum will be strongly associated with art, mathematics, ICT and science. Children will be able to generate ideas, select appropriate materials, techniques etc and assemble components. Children will learn about certain



designers. They will understand that products are produced for a purpose and to meet certain success criteria.

Art

Through artwork we aim to help the children to respond with enjoyment and pleasure to the visual and tactile world and develop their technical and creative skills. Children's personalities and individual expressions of their feelings and views on life are captured through this vital form of communication. Children are taught to use and look at a variety of tools, techniques and elements of art. Artwork involves links with other areas of the curriculum and provides the opportunity to extend and reinforce children's experiences within a theme. Children study different artists' work, their styles and techniques. We provide opportunities for children to visit galleries, enter their work in exhibitions and displays and to discuss, through observation, other children's art.

Geography

Children will be given the opportunity of investigating the physical and human features of their surroundings. They will undertake studies that focus on geographical questions, fieldwork in the locality of the school, developing skills, knowledge and understanding about their own environment. The children will learn to use appropriate vocabulary, use directions, make simple maps and plans as well as being able to locate where they live. They will study the effect of weather on our lives and study an area in the UK different from their own.

History

The children will develop an awareness of the past and how it was different from the present. They will learn a basic chronological framework of the ways in which we find out about the past. The older children will work towards studies of important episodes in Britain's past and about other civilizations.

Very young children will begin by learning to identify simple signs that show them 'old' and 'young' and the words to describe what they see.

Music

We aim to foster the children's natural appreciation and enthusiasm for music. Music encourages not only child's creativity but also their social, listening and attention skills. Each class has their own set of musical instruments which are suitable for the ages of the children. The children are given regular opportunities to compose, perform and appraise their own compositions. Where possible this will link with other areas of the curriculum. Children learn to sing a range of songs and will listen to and discuss music by a variety of composers.

Physical Education

Physical Education will involve children in the continuous process of planning, performing and evaluating. Emphasis is placed on performance. We will promote physical activity and



healthy lifestyles for our children, helping them to develop positive attitudes and ensure safe practice during activities.

Younger children will learn to play as individuals, in pairs and in small groups. Older children will be ready for learning simplified competitive team games and the associated skills needed to play them. Learning to be part of a team and observing the conventions of fair play, honest competition and good sporting behaviour are important factors in our planned outcomes. Children will be encouraged to improve their own skill levels and be praised for their individual successes. We have a full range of facilities and equipment including a hall with apparatus, extensive grassed and hard play areas outside including climbing facilities and equipment for team games.

Children enjoy opportunities for dance and drama, and recorded programmes, live musical accompaniment and access to staging and costumes are all features of our work.

Areas of activity include:

GAMES, GYMNASTICS, DANCE, ATHLETICS

Extra-Curricular Activities

As part of our commitment to developing the 'whole child', we value each child's personal interests and the importance in developing leisure activity skills.

Current extra-curricular activities are:

RECORDER CLUB

'SPARKLERS' (organised by Kidz Club)

SPORTS CLUBS

Educational Visits

Educational Visits are an important part of school life to allow the children to gain first hand experience and to help give the work in the classroom more meaning. These visits are not designed to be just a day out and much time and effort goes into the preparation of these visits. All coaches used have seatbelts fitted.

You will be asked to complete a permission slip for your child to be taken out of school, prior to the visit.

Home Learning

The recommended time children should spend on home learning tasks, including reading are as follows:

- **Early years and Reception-** Approximately 30 minutes per week.
- **Years 1 and 2-** Approximately 1 hour per week.

Daily reading is also recommended either as part of the home learning or in addition to it.



Year group home learning expectations are:

Nursery- Parents are encouraged to assist their child to choose a book from the nursery library to share with their child at home in order to develop their speaking, listening and early literacy skills. Parents are encouraged to upload photos and learning opportunities of their children at home to Tapestry. Nursery children have 'target hands' to support with their 'next steps' and these are shared with parents.

Reception- The children are encouraged to practice reading skills at home, and take home a reading book which matches their level of development. Phonics keyrings are sent home when sounds are taught in class to practice at home. They are also given keywords to practice reading on sight. 'Maths Monkey' will also accompany the children home to support their learning at some point during the year. Each half term home learning ideas are sent home related to theme and celebrated in class and put on display when completed. Parents are encouraged to upload photos and learning opportunities of their children at home to Tapestry. Next Steps are added to Tapestry for parents to practice with their children at home.

Year One- The children are encouraged to practice reading skills at home by taking a reading book which matches their level of development, they are encouraged to read and change their reading book on a daily basis wherever possible. Spellings are sent home half termly. The children are given mathematics home learning task on a weekly basis linked to that week's mathematics learning. Mathematics activities are completed in the Home Learning Book. Occasionally activities linked to the current class theme are sent home to develop and extend children's learning. Each half term home learning ideas are sent home related to theme and celebrated in class and put on display when completed. The Artist of the Month is discussed in class and children can complete their own artwork related to the artist at home.

Year Two- The children are encouraged to practice reading skills at home by taking a reading book which matches their level of development, they are encouraged to read and change their reading book on a regular basis. Spellings are sent home each half term. The children are given mathematics and theme homework on a weekly basis linked to that week's learning. Each half term home learning ideas are sent home related to theme and celebrated in class and put on display when completed. The Artist of the Month is discussed in class and children can complete their own artwork related to the artist at home.

Collective Worship

We are a Voluntary Aided Church of England School. We have a daily collective Act of Worship which is of a broadly Christian character and forms an integral partnership both in its context and in the way it is conducted.

Assemblies are led by the Head, Staff and children. A member of the local clergy takes a weekly assembly. Themes are planned weekly for each term.

Once a year each class invites parents/carers to a 'class assembly'.



Code of Practice for Special Educational Needs

Dereham Church Infant and Nursery School makes provision for integrating children with special needs into school life through an agreed policy and through developing a partnership with parents. We target our individual programmes of development to meet special needs of many kinds, including provision for the more able. We implement a policy and procedures that are in line with the National Code of Practice.

If the school feels it cannot meet the needs of an individual child using its own resources, then with the parents' consent, external specialist advice or support may be requested. If parents believe their child has special educational needs they should draw this to the attention of the classteacher at the earliest possible opportunity.

External Agencies

From time to time, children are referred to the support services, ie Educational Psychologist, behaviour support teacher or the learning support teacher. This is always after discussion with parents.

Relationship Education

Relationship Education is taught to children throughout the school, with the focus on family relationships and friendships. As a school we teach PANTS <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/>

Parents/carers have the right to withdraw their child from all or part of the SRE programme we teach in school.

Promoting Appropriate Behaviour

- ◆ As a school we believe in the power of "positive example" and praising appropriate behaviour
- ◆ Praising "positive" behaviour in other children helps those who are not sure what is expected by providing them with a "role model"
- ◆ School staff should be consistent, firm and fair in their expectations of children's behaviour and deal calmly with inappropriate behaviour.

Strategies

- ◆ Circle time is used throughout the school. This impacts positively on children's behaviour and attitudes towards each other, learning and their own self-esteem. (X reference PSHE & Citizenship Policy)

Rewards

SMART CARDS

- ◆ **SMART Cards** may be given by staff to children who demonstrate good behaviour, helping etc. The criteria have been decided upon by the children during assembly time. These will be reviewed by the School Council each year.

This is our SMART rules rhyme,
We try our hardest all the time,
Being a friend all the while,
Staying safe is our style,
We listen to what we need to
do,
And always say please and
thank you!



- ◆ At least once a month one child from each class is chosen in a draw to attend the Headteacher's "Smartie Party".

Star Awards

- ◆ Star Awards are presented weekly during the Friday assembly. Star Awards are presented for characteristics of effective learning as characterized through Tryosaur, Exploreosaur and Thinkosaur. Each child receives a badge and a certificate which outlines their achievement.

Stickers / Headteachers Certificates

- ◆ Stickers are given in class and at lunchtimes to reward a child's behaviour and achievements.
- ◆ Children may be brought to the Headteacher to receive a sticker or a Headteacher's merit award.

Staff will take every opportunity to praise appropriate/positive behaviour in the children and will celebrate this with the child's parents/carers, either via a note in the Home/School Link Book or by having a quick chat at the end of the school day.

Dealing with Inappropriate Behaviour

Recording and Reporting

- ◆ Each class has a book to record persistent and significant misbehaviour*; one general class book and individual books for specific children who cause concern
- ◆ Incidents must be logged, dated and signed by the classteacher/teaching assistant.
- ◆ Parents should be informed by personal contact or telephone of incidents (at the discretion of the classteacher).
- ◆ If the parent/carer does not collect their child, the teacher may ask the adult who is collecting the child to ask the parent/carer to contact the school. If the child is regularly collected by another adult i.e. a childminder, then minor incidents may be reported and the classteacher will phone the parent/carer for more serious incidents.
- ◆ Information must be relayed to the Headteacher so that she is in possession of the facts if the parents then telephone the school or come in to discuss the incident formally with her.

*Please refer to Anti- Bullying Policy for further details

Strategies

- ◆ Teachers may use "Thinking Time" in a quiet area within the classroom to give children who are upset or angry a chance to calm down before the behaviour is discussed.
- ◆ Each class will have a particular area set aside as a calm corner or time out area that can be used by individual children if they feel they need time on their own to think or calm down.
- ◆ Children are encouraged to begin to recognise and manage their own behaviour whenever possible. The rules and use of this area will be discussed at the beginning of the school year when each class establishes class rules and routines.



- ◆ Withdrawal of a disruptive pupil from a busy classroom by a teaching assistant, Assistant Headteacher or Headteacher, to a calmer area to defuse the situation. Once calmer, the pupil can then discuss the incident with the member of staff.
- ◆ Repetition of disruptive behaviour will result in internal or external exclusion

Violent and Aggressive Behaviour

- ◆ In cases of serious misbehaviour (ie extreme aggression or violence towards another child/adult or repeated incidences of verbal abuse) a child may be sent to the Headteacher's office but an adult who is able to relay the facts of the incident should always accompany them. The Headteacher will decide on any additional action that needs to be taken in this instance and, if necessary, call in outside agencies and arrange a meeting with the parents/carers. Extreme aggression or violence towards another child/adult may result in exclusion for a set period.
- ◆ Following current legal guidelines only teachers and support staff who have had team teach training may hold or forcibly restrain a child. A member of staff who has not been trained may only hold a child if there is a real danger that the child might injure his/herself or put at risk the safety of other children/adults.
- ◆ Any staff physically or verbally assaulted by a child must report this and enter details of the incident in the Accident/Incident Log (located in the school office). In the case of children exhibiting challenging behaviour, advice will be sought from the SEN Co-ordinator and, if appropriate, outside agencies. Teachers should keep a signed and dated record of any incidents of this type. Parents/carers should be kept informed at every stage of the process and encouraged to support the school in its actions and their child in dealing with his/her behaviour.
- ◆ Children with significant behaviour difficulties may be put on a "Behaviour Plan" after consultation with the Headteacher and Special Needs Co-ordinator or the Special Needs School Support Team. All adults involved with the child need to be aware of the Behaviour Plan so that the child is managed consistently. Parents/carers must also be kept informed of the child's progress on a regular basis.
- ◆ Children with behaviour difficulties may be put on a Behaviour Record Chart which is completed after every session and shared with parents/carers through the link book.
- ◆ Bullying and racial abuse are not tolerated at Dereham Church Infant and Nursery School and immediate action will be taken to deal with incidents of this nature.

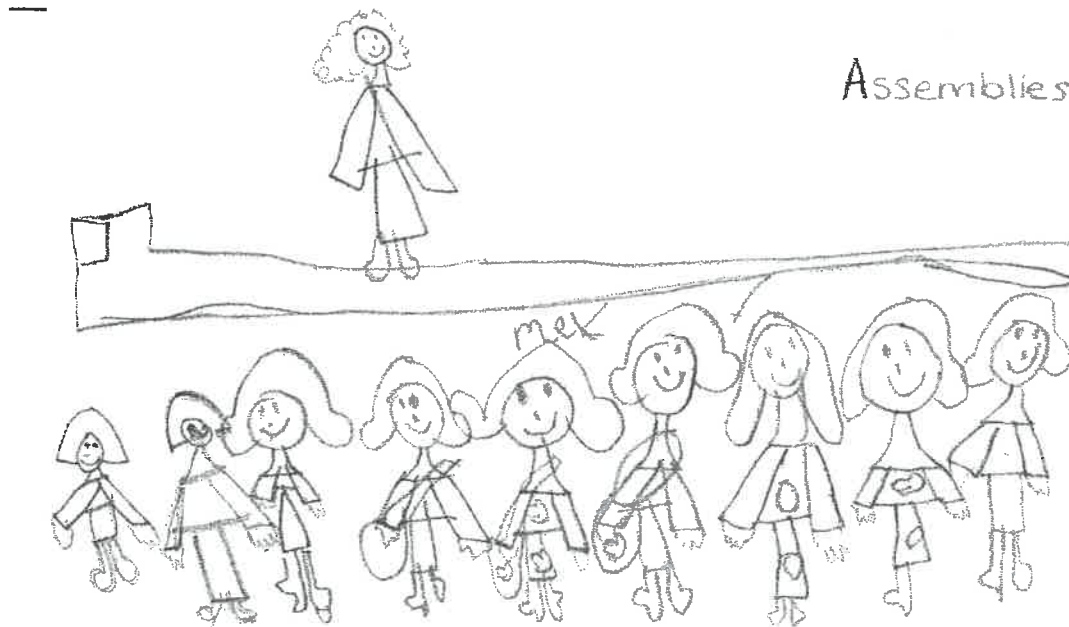
Sanctions

- ◆ Being moved to another table or seated by themselves for a period of time.
- ◆ Removal of privilege (i.e. loss of playtime etc)
- ◆ Internal exclusion to another teacher's class to work or sit
- ◆ Being sent to the Headteacher's Office/ Senior Leadership/parallel classroom
- ◆ Missing part or all of playtime and staying in the classroom/library/ reception area. Please note that children **MUST** be supervised by a member of staff if this is the case.
- ◆ Exclusion from the school for a set period of time



Bullying and racial abuse are not tolerated at Dereham Church Infant and Nursery School and immediate action will be taken to deal with incidents of this nature.

Please refer to Anti-Bullying Policy and Behaviour Management Policy for further details.



Dereham Church Infant and Nursery School

Home / School Partnership

Section 6

All staff value and respect all parents' views and contributions and wish to work in partnership with them in their child's education.

A Parent Partnership Policy has been developed by staff and parents. This policy outlines how the school and home will work together in order to form a strong partnership.

We promote an 'open door' policy and hope you will always feel that you can approach a member of staff with any concerns.

Pastoral Care

The individual welfare of each child is the responsibility of the classteacher. It would be greatly appreciated if any important change in home circumstances could be reported to the school where the information will be treated confidentially. Members of staff are always available for consultation and the classteacher keeps in close touch with parents through the open evenings and casual contact or by special request from either home or school.

Communication

Home-School Link Book

The Home-School Link Book gives parents and school a greater opportunity to communicate.

The book can be used in a variety of ways:

- ◆ Occasional photographs/samples of work showing your child's interests and achievements (by the school)
- ◆ Photographs/examples of your child's interests or achievements outside school that they could share with the class (provided by home)
- ◆ Notes for the classteacher (please ensure that your child hands their book to the teacher if you have written a note)
- ◆ Half term curriculum information
- ◆ Home tasks to extend or reinforce school work



Newsletters

School newsletters are sent home at the beginning of each month.

Each year groups sends out their own newsletter each half term.

Parents are kept informed of current school issues and events by additional letters when necessary.

Assessment and Reporting Arrangements to Parents

Parents are invited to two parent/teacher consultations in the Autumn and Spring Terms; on these occasions parents will have an appointment time so that they have an opportunity to talk to the classteacher and to look at their child's work.

Reception children are assessed on entering school using teacher assessment. The Early Years Foundation Stage Profile will be completed at the end of Reception year. This is a way of summing up each child's progress and learning needs at the end of the Early Years Foundation Stage. There will be an opportunity for parents to discuss their child's progress with the classteacher during the Autumn and Spring term.

Year 1 children take part in the Phonics Screening test during June. A letter is sent home to inform parents of their child's score and how the school is supporting them.

Year 2 children take part in the End of Key Stage Assessments. In the Autumn Term parents of Year 2 children will be invited to a meeting to discuss what the End of Key Stage Assessment will entail. At the end of the Summer Term Y2 parents will have the opportunity to discuss their child's End of Key Stage Assessment results and general progress at Open Evenings.

Parental Involvement

The school is fortunate in having a number of parents who help with a variety of activities.

We warmly welcome any parent who would like to come into school and support the children's learning.

There are a variety of ways in which you may become involved from regular help with classroom activities, to specially organised events, eg 'Decorating Day', Educational Visits etc.

If you are interested in helping in school, please contact the headteacher or your child's classteacher.

In line with DBS regulations, all parent helpers will be asked to complete an online Disclosure Application form if you are helping on a regular basis.



Working Together Agreement

A copy of our Working Together Agreement can be found in Appendix III.

Children Leaving School Premises

If, for any reason, you wish to collect your child at any time, please send a note or tell the classteacher. On no account are children to leave the premises without prior arrangement. A verbal message from your child is not sufficient.

If you take your child out of school during the school day, you will be asked to complete the 'signing out' record.

Information about Charging for School Activities

In accordance with DFES Circular 2/90 Education Reform Act the Governing Body is no longer able to make charges to parents for educational outings or in-school activities. To help ensure that these valuable learning experiences can continue, we ask for voluntary contributions from parents towards the cost, should any event or outing take place which incurs a large expense.

Usually sufficient contributions are received to cover costs involved but the school may have to cancel a planned visit if insufficient contributions are received.

Should a parent not be able to make a contribution this will no way exclude a child from taking part.

Complaints Procedure

If you have any problems or are unhappy about any aspect of your child's education, you should in the first instance, make an appointment to see the classteacher. However, if this does not resolve the matter and you wish further discussions you should make an appointment to see the Headteacher. If the matter still remains unresolved and you wish to take the matter further you should tell the Headteacher that you wish to make a formal complaint. This should be in writing and the Headteacher will tell you the name of the

Governor to whom it should be addressed; it will then be for the governors to decide whether your complaint is justified and what should be done.

If, when you are told their decision, you are still not satisfied, you may take your complaint to the County Education Office at County Hall in Norwich, or to The Secretary of State for Education and Science.

Norfolk County Council guidelines are follows; details are available from the school.

Dereham Church Infant and Nursery School

General Information

Section 7

Attendance/Absences

We are required by law to record the reason for every absence. Any child arriving after 9.05am will be recorded as 'Late'. The register closes at 9:15am any child arriving at school after this time will be recorded as 'Unauthorised'.

Please telephone the school if your child is going to be late or absent before 9:05am if possible, so that the absence is not recorded as unauthorised. From a safety issue this will also help us to know why your child is absent from registration.

At the end of each half term attendance awards and prizes are presented to those children who have achieved 100% attendance. Certificates are given to those who have achieved 97.5% or above attendance.

Holidays in Term Time

Children whose attendance falls below 92% in a term will receive a letter from the Headteacher.

Amendments to the 2006 Regulations in Education -Changes came into force on 1st September 2013

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. No holidays will be authorised.

Parents should be aware that any absence from school means that the child will miss important areas of work, which cannot be repeated.

Child Protection

As a school, the governing body has adopted the Norfolk Local Authority guidelines for child protection. Mrs Amy Futers, Headteacher, and Mrs P Waller, Chairperson of Governors, have specific responsibility for child protection.



Parking

There is limited parking space around the school. Please do not park on the yellow lines or in places where the child's view of the road is obstructed. There are many children who walk to and from school and parked cars can present a serious hazard. Parking is not allowed in the playground. Alternative parking can be found along Church Street, at the bottom of Becclesgate, in the District Council car park opposite the school and in the town centre car parks.

Health and Safety

We want to provide everyone in school with a healthy and safe environment. Staff are encouraged to inform the Headteacher of any specific hazards found in and around school. A sub committee of staff and governors monitor Health and Safety in the school, using guidelines issued by the Local Education Authority.

It should be noted that the school site is a non-smoking area.

Please do not bring your dogs onto school premises.

Security Procedures

In the interest of safety and security the doors of the school building are kept locked during the school day (although pupils can gain access to outside even when the door is locked). Children who are collected by parents during school hours for dentist or doctor appointments etc have to be collected from their teacher at the school office; this enables us to keep a check on the comings and goings of the children in our care.

Children who are late in the mornings need to come to the school office to ensure that all late arrivals are counted in for school dinner etc.

Use of Safe Images

During the year there will be times when it is appropriate to take photographs of pupils under the supervision of the staff. However, we are required to have your permission before we can do so.

You will be given a consent form in the Induction Pack for new children, please complete and return it to the school.