

Message from the Chair of Governors

Dear Parent, Carers and Prospective Pupils,

I am delighted to welcome you to Hendre Infants School.

Hendre Infants School is an excellent educational setting where staff nurture all our young people to believe and achieve.

Hendre Infants is a high achieving school where your child is offered the best education and educational opportunities. Pupils achieve high standards through the professional skill, expertise and care of the committed Headteacher, Leadership Team and Staff.

The Governors and staff aim that every child enjoys their education at Hendre Infants and benefits from the high-quality teaching and learning, lunchtime and after school activities, educational trips and visits and the many opportunities pupils have to develop as confident young people and fine citizens.

The Headteacher and her staff support all pupils in achieving their goals and ensure they are able to move on to the next stage of their school life at the end of their four years with us.

Both the Governors and staff take great pride in all that the pupils learn and achieve academically and in other areas. All staff work hard to support pupils and build strong working relationships with them. It is well known that they go the 'extra mile' in the time and commitment they give.

I am confident that your child will enjoy the educational excellence that Hendre Infants has to offer. Governors, the Headteacher and her staff look forward to working with you over the next four years to ensure your child is nurtured to believe and achieve.

Yours faithfully,



Daniel Furtek

Chair to the Governing Body



Nurture • Believe • Achieve

Croeso • Welcome

Dear Parent / Carer

On behalf of the Staff and Governors, may I warmly welcome you to Hendre Infant School. I hope that the time that your child spends with us will be both happy and successful. We aim to provide a firm foundation for pupils through a broad, balanced and enjoyable education, whilst placing high emphasis on the basic skills of reading, writing and maths. We place a high priority on establishing good links with parents, as we know that children thrive when home and school work together.

This handbook is the beginning of that process and I hope that you will find it useful throughout your child's school career. Some of the information such as dates and test results will be updated annually. This information will be sent to you in the "Governors' Report to Parents" and via school newsletters.

If you require this handbook in large print, please do not hesitate to contact the school.

Yours sincerely

Mrs A Brett-Harris
Headteacher



Nurture • Believe • Achieve



Information

Head Teacher :	Mrs A Brett-Harris
Deputy Head Teacher :	Mrs L Haggett
Address :	Hendre Infant School St Cenydd Road Caerphilly CF83 2RP
Telephone :	02920 852519
E-Mail :	hdria@caerphilly.gov.uk
Website :	http://learn.caerphilly.org.uk/hendeinfants
Twitter	@HendreInfants



Nurture • Believe • Achieve

Our School Aims

- Look after each other.
- Always keep on trying.
- Be the best that you can be.



Nurture • Believe • Achieve

The LA and Governors

The Local Education Authority

The school, which is an Infant School, is under the jurisdiction of the Caerphilly County Borough Local Education Authority.

Director of Education and Leisure
Penallta House Tredomen Park
Ystrad Mynach, Hengoed
CF82 7PG
Telephone: 01443 815588

The Governing Body

The School's Governing Body is responsible for the overall management of the school. Members of the Governing Body are either elected or nominated. Elections take place every four years.

There are two meetings of the Governing Body each term. They are held at the school. A meeting for parents is also held each year so that the Governors can report on the progress of the school and answer any questions.

Governor Type

LA Represent

Head teacher

Deputy Headteacher

Teacher Representative

LA Representative

LA Representative

Parent Representative

Parent Representative

Parent Representative

Staff Representative

Co-opted Community Representative

Name

Mr D Furtek (Chairperson)

Mrs A Brett-Harris

Mrs L Haggett

Mrs M Brake

Mrs J Scanlon

Ms J Phillips

Mrs L Bowden

Miss N Alexander

Miss C Cooper (Vice Chair)

Miss J Jenkins

Mr J Farmer



The Staff

Head Teacher :	Mrs A Brett-Harris
Deputy Head Teacher :	Mrs L Haggett
Teachers :	Miss S Stow Miss N Payne Mrs C Kelly Mrs M Brake Miss C Jones Miss P Orchard-Brown
HLTA :	Mrs A Slade
Teaching Assistants :	Mrs S Davies Mrs J Harrison-Thomas Miss J Jenkins Mrs L Ryall Mrs L Bates Mrs M Blundell Miss N Briggs Miss L Pugh
Secretaries :	Mrs S Hetherington / Mrs E Marshman
Lunchtime Supervisors :	Mrs S White Mrs A Burch Mrs P Hackney
School Caretaker :	Mr M Roberts
School Nurse :	Mrs N Pugh
Education Welfare Officer :	Miss S Ryan



Routines and Term dates

Term	Begins	Half Term Begins	Half Term Ends	Ends
Autumn	Monday 3.09.18	Monday 29.10.18	Friday 02.11.18	Friday 21.12.18
Spring	Monday 07.01.19	Monday 25.02.19	Friday 01.03.19	Friday 12.04.19
Summer	Monday 29.04.19	Monday 27.05.19	Friday 31.05.19	Friday 22.07.19

May Bank Holiday – Monday 6th May 2019

Training Days / Inset Days

All staff are required to undertake training days within the next school year and the school will be closed to pupils on these days.

School Times

Nursery : 9.05 - 11.35

Infants : 9.05 - 3.20 Lunch 12.05 - 1.05

Arrival and Dismissal

Morning School starts at 9.05am. In order to avoid a rush in cloak room areas we open our doors at 8.55am. This allows pupils to come into school in a calm and orderly manner. Messages for the teacher can be left with the members of staff who supervise the school doors

End of day School finishes at 3.20pm. Teachers will bring pupils to the appropriate door and dismiss them in a quiet and sensible manner

Breaktimes

All children are required to play outside during breaks and dinnertime. Please ensure that your child has a coat or jacket so that he/she will be comfortable whatever the weather. In addition, during sunny weather we ask that pupils bring sun hats to be worn when pupils are outside.



Road Safety and Attendance

Road Safety

Currently we have no crossing patrols near to our school. We would ask that all parents and children take care when crossing the road using the crossing and the bridge for safety.

Attendance and Punctuality

Parents and schools have a responsibility to ensure that all pupils are punctual and attend school. The exceptions are when children are too ill to attend, for medical appointments or for religious celebrations.

Parents must inform the school of the reason for an absence. This can be by telephone or a note when your child returns.

For holiday taken within school sessions, the Headteacher must give permission. We recommend that holidays are not taken during term times, as this can disrupt education. Children who miss school for other reasons will be marked with an unauthorised absence and this will be marked on records and reports. Children who are more than 20 minutes late for school are also marked with an unauthorised absence. Please ring if you know that your child will be late. Persistent unauthorised absences become the responsibility of the Education Welfare Service of the LA.

If your child has sickness / diarrhoea or conjunctivitis please ensure that he/she is clear from symptoms for 48hrs before he/she returns.

Our attendance figures compare favourably with Welsh Government Targets. Up to date percentages can be obtained from the School Office.

- Hendre Infants School gives a high priority to attendance conveying to parents and pupils. Regular attendance at school is vital. Unauthorised absence is unacceptable.
- After carrying out significant research, the Welsh Government is placing strong emphasis on improving attendance levels in all schools.
- The research carried out clearly shows that the more regularly a child attends school, the more they will learn and achieve.



Preventing Extremism

Hendre Infants School is fully committed to safeguarding and promoting the welfare of all our pupils. Every member of staff recognises that safeguarding against radicalisation and extremism is not different to safeguarding against any other vulnerability in today's society. We have a duty to prepare our children for life in modern Britain and to keep them safe. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others. Our Tackling Extremism and Radicalisation Policy sets out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support.



Nurture • Believe • Achieve

School Uniform

The Governors' wish that all pupils wear school uniform. We ask that all children present themselves in school in a neat and tidy manner.

All children from Nursery onwards will require a yellow school polo shirt and navy blue school sweatshirt, jumper or cardigan. Children must wear black or grey trousers or skirts and black shoes. If you wish to buy polo shirts and sweatshirts they may be ordered from the school office. Your child will need to be independent in dressing and undressing for using the toilet and physical education. Please check that he/she can manage the fastenings on all shoes and clothes.

School is a busy, messy place and clothes can get marked with paint, glue and felt pens. Whenever possible, we buy washable resources but some marks may not wash out.

Forest Schools

As part of our Forest schools curriculum children will be outdoors in all weather applying their skills and knowledge. Children will need to have wellies and waterproof clothing available in school to use as required.



Nurture • Believe • Achieve

PE, Lost Property, Jewellery and Breakfast Club

PE Clothes

Physical Education is a requirement of the curriculum and all children must participate. Nursery children can wear their PE kit (joggers, t-shirt, trainers) to school on their PE day. All other children need to change into PE kit for PE sessions.

PE Kit : navy shorts, and a white T-Shirt – in a PE bag. This will be kept on his/her peg.

PLEASE LABEL ALL CLOTHES CLEARLY WITH YOUR CHILD'S NAME.

Lost Property

If your child has lost something please ask his/her teacher. Lost property is stored in a container.

Jewellery and Toys

For safety reasons we do not allow jewellery. SMALL earring studs however may be worn along with a sensible wristwatch.

We discourage children from bringing in toys from home unless there is a particular reason. Often these can be a distraction for the children and they can easily be lost amongst school toys and equipment.

Breakfast Club

Our school operates a FREE Breakfast Club from 8.15am – 8.40am. Pupils are offered cereal, toast and drinks. A range of craft activities are provided. Breakfast Club is supervised and takes place in the School Hall. In order to attend, a registration form must be completed and this can be obtained from the school office.



Health and Safety

First Aid

Health and Safety

In order that we keep our children safe we would ask all parents to comply with the following:

1. No smoking on the premises. This includes the schoolyard. This complies with the Caerphilly County Borough on smoking.
2. No dogs on the yard. The school can be a very busy place at the beginning and end of the day. We wouldn't want anyone to be hurt by a dog who was startled. In addition we have a duty to keep the yard area clean, as children play on it every day.
3. All children being picked up during the school day should be collected from the Office please. This allows us to keep track of where pupils are.
4. All parents entering the school should do so through the main front door.

First Aid

Many members of staff are qualified in First Aid.

All injuries, however minor, are recorded in an accident book. If your child has even a minor bump to the head we will either contact you by phone or send a note home to inform you. You will be contacted if your child has a more serious injury. Such injuries are extremely rare.



School Nurse and Medicines

School Nurse

Children in school are the responsibility of the school health service rather than the health visitor. Mrs N Pugh is the nurse attached to the school. She is the link between the Health and Education services and can offer advice on health problems, but can also help to access advice when children fail to progress in school. Please ring the school for an appointment with her.

Screening

Eyesight and hearing will be screened by the health service during your child's time in Reception.

Medicines

We are unable to administer most medicines in school. In particular we are unable to administer Calpol and Antibiotics. If your child is on antibiotics you need to consider whether your child should be in school. If your child has to take medication on a regular basis, e.g. an inhaler, please, contact the head teacher. You will need to give written instructions and permission for medication of this kind to be given.

Head Lice

Head lice are a national problem. Children with head lice can often find it hard to learn; an itchy head continually distracts them.

It is recommended that you comb your child's hair with a fine-toothed comb when it is wet to check for lice. Conditioner on the hair helps. This should be done at least once a week but more frequently if lice or eggs are found.

Lice are caught through direct hair contact. Tying back long hair will help to minimise the chances of catching them.



Dinnertime Organisation

We have a canteen on site that serves the school. The meals are planned to provide a balanced diet. A drink of water is also provided. The menu is available to help decide which meals your child will take.

Dinner money should be sent to school each Monday morning. Money should be in an envelope with the child's name and class written on the front.

Families in receipt of Income Support or Job Seekers' Allowance are entitled to free meals. Application forms are available from the school office.

Pupils may bring a packed lunch. The dinner supervisors will help our younger sandwich pupils with their lunch, but it is important that you ensure that your child can cope with the food as independently as possible. Water is available to drink; other drinks should be in non-spill containers. We encourage children to have a balanced healthy lunchbox. Please no sweets or chocolate bars.

Please note that it is recommended that an ice pack is placed in with all packed lunches to keep food cool. This applies all year round as even in winter the school building can be quite warm.

Dinnertime Supervision

During dinnertimes three Mid-day Supervisors and our Teaching Assistants care for the children. They maintain a relaxed but orderly atmosphere and children are encouraged to eat sensibly.

Free Milk, Drinks and Snacks

There is a play break during the morning session when free milk is available for our Infant children. We do not, however, insist that a child drinks milk if they do not want it. Please inform us if you do not want your child to be offered milk.

You may also wish to send fruit for your child to eat at snack time. Children may also bring a clear water bottle to drink water throughout the day.



Admissions

Admission Arrangements:

Admission to the school is undertaken in accordance with Caerphilly Borough Council's admission policy. Children within our catchment area are given priority. Admission forms are available from the school and CCBC. Further guidance and assistance can be sought from the school.

Arrangements for the admission of pupils with disabilities;

A Person has a disability if 'he or she has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (Disability Discrimination Act 1995).

The Board of Governors of Hendre supports the Special Educational Needs and Disability Act (2001). The Board is, therefore, committed to the principle of all local children (living in designated addresses) having equal rights of access, if this can reasonably be provided. It is important that, if your child has Special Educational Needs and/or a Record of Needs, the Head Teacher is notified at as early a stage as possible (no later than the beginning of the September preceding the child's date for starting school), so that appropriate arrangements can be discussed. All such cases will be considered sympathetically, on an individual basis. The admission of a child with Special Educational Needs to the School will be conditional upon:

- The parents'/guardians' full disclosure to the School of the child's disability. Appropriate planning by the School, including requests for additional funding, are dependent upon the School having access to all the relevant information.
- Following the procedures, which are set out in any school policies relating to Special Educational Needs.
- The availability of appropriate facilities with the school. These include both physical and reasonable curricular provision.
- Specific additional funding from Inclusion Services, if required.
- Agreement about the stages for which entry is being offered.
- Acceptance by the parents/guardians that some educational opportunities, which take place off site, may not be available. The above conditions will also apply if a disability develops during the course of a child's education in Hendre Infants School.

Cont. . .



Nurture • Believe • Achieve

Admissions Cont. . .

Steps to prevent disabled pupils being treated less favourably than other pupils;

- Our school building is wheelchair friendly and equipped with lift for access to upper levels.
- Large print format materials can be accessed from outside agencies.
- The services of a sign language interpreter can be accessed to facilitate parental interviews.
- If either pupils or parents have difficulty accessing information normally provided in writing by the school such as handouts, newsletters etc., then the school will be happy to consider alternative forms of provision. Large font / colours can be easily replicated.
- Arrangements for play; recreation and other aspects of a child's social development are incorporated into a child's Educational Plan or Coordinated Support Plan.
- The suitability of any event and the need for additional support is discussed full with parents in advance.
- Pupils at Hendre Infants School have always been able to participate fully in a wide range of activities offered beyond the classroom
- In constructing the school timetable the school will give sympathetic consideration to individual needs.
- Furniture, seating arrangements and the classroom used can be altered to facilitate access and learning.
- Advice is sought from the appropriate national and local agencies. Support can come in a variety of formats through the school's staged intervention strategy.
- The school's evacuation procedures will be adapted to meet the specific needs of an individual.
- Any new alterations are always DDA compliant.

All Policies are available from the School Office. We will be happy to assist you with any matter regarding admission.



Learning and Standards

School Organisation

Hendre Infants School is for children aged 3 to 7 years. When there are spaces available, children are admitted to school in the term after their third birthday as Rising 3s. In the September after their third birthday Rising 3s will move into the Nursery class.

The Curriculum (what is taught)

We have a well-balanced and carefully planned curriculum which is designed to help all children become ambitious, capable learners; enterprising, creative contributors; healthy, confident individuals and ethical, informed citizens.

It is divided into six Areas of Learning Experience:

Expressive Arts

Health and Wellbeing

Humanities

Language, Literacy and Communication

Mathematics and Numeracy

Science and Technology

Whilst encouraging pupils' learning through play and real-life experiences we will also continue to develop children's literacy, numeracy and ICT skills, further developing our high standards in our school.

The school provides Sex Education in the basic curriculum for pupils, in which pupils are encouraged and guided by moral principles and taught to recognise the value of family life.

Assessment

On entry to our school, whether in Reception or Nursery, pupils' understanding is assessed using the Welsh Government's Foundation Phase Profile. Their progress is targeted and then tracked throughout their time at our school. Information regarding children's targets and the way forward is shared at termly parent consultation meetings and in a child's end of year report.

Curriculum Concern / Complaint

If you have any concerns please contact the class teacher in the first instance. If your concern is not resolved please contact Mrs Haggett who will be happy to discuss any matter with you. If at this point you are still concerned, an appointment can be made with the Headteacher.



Hendre Infant School Teacher Assessment End of Foundation Phase Results

The table below contains the level of attainment for children from Hendre Infants School over the last four years.

FPO 5 represents an average attainment for a child age 7 years old.

	2014	2015	2016	2017
Language, Literacy and Communication				
FPO 5+	87%	93%	93%	91%
FPO 6	23%	34%	40%	48%
Mathematics				
FPO 5+	91%	93%	93%	91%
FPO 6	28%	27%	30%	43%
Personal and Social Development, Well Being and Cultural Diversity				
FPO 5+	98%	98%	96%	95%
FPO 6	45%	46%	74%	77%

All staff are committed to supporting each child to achieve their potential. We are delighted with the results of 2017 and are very proud of all our children and the excellent attainment they have achieved. All staff are committed to further improving our school and providing the highest quality care and education for all our children.



Nurture • Believe • Achieve

Special Needs

School Co-ordinator : Miss N Payne

Some pupils will need extra help to prosper in school. Our policy for special needs complies with the Education Act 2000 and is available upon request.

We have benchmarks of expected progress and Miss Payne the Special Needs Co-ordinator, reviews pupils in all classes each term. If a child does not make the expected progress we follow a number of prescribed stages; the first of which is to contact parents. If parents are in agreement the pupils are placed on the special needs register and the class teacher writes an "Individual Education Plan" (IEP) in which targets are set. The plans are reviewed each term.

For most pupils a short period of focused study is successful and they make good progress. This is especially true when parents give extra support at home. For a very small number of pupils we will require the help of outside agencies. Once again this can only be done with your permission.

If a complex problem persists, a request for formal assessment will be made to the LA. This can lead to a Statement of Special Educational Needs, which provides extra resources and staff to provide support.

If you have concerns about your child's progress please discuss them with his/her teacher. The special needs co-ordinator and / or the head teacher will also be pleased to discuss your concerns. Please telephone to make an appointment.

Other Support

From time to time we identify pupils who may need some extra support in the form of "booster" activities. This may be for reading, writing or maths. This will take the form of small group work and will last for a short period, i.e. a term or half a term.



Nurture • Believe • Achieve

Behaviour

At Hendre we believe that if all staff use the same approach to the routine situations faced in school, pupils will become used to what is expected of them and this will have a positive effect on discipline. At our school we use an Assertive Discipline approach.

Assertive discipline works because of the effective use of positive praise. Care is taken to reward pupils who are behaving well and positive statements are used to challenge poor behaviour. By using this technique throughout the school we ensure that we foster a positive ethos within the school.

To reinforce good behaviour, at Hendre Infants School we also teach the children manners and values, which underpin the ethos of the school. In addition we have a school mission statement and song, which promote tolerance, kindness and positive behaviour.

We teach the children how to have good manners and these are displayed throughout the school. These are :

Always say “please” and “thank you”.

Say “Good morning” and “Good afternoon” to members of staff.

(Bore da/Prynhawn da)

Hold the door open for a grown up.

Take turns and share.

Rules

The general classroom rules are the first part of the classroom discipline plan. The rules are displayed in every classroom and they are also displayed in communal areas of the school. In addition rewards and sanctions are also displayed in the classrooms. The agreed rules, rewards and consequences need to be regularly revised with the children to ensure that all children stay familiar with discipline procedures.



Behaviour Cont. . .

We keep our rules simple so that all pupils can easily understand them. They are :

- Good looking
- Good listening
- Good sitting
- Good walking

If pupils do well they are rewarded. The rewards are :

- Praise
- Stickers
- Class rewards/points
- Exceptional effort certificates. (Friday assembly)

If pupils misbehave then they will be given simple but firm consequences. These are :

- Positive reinforcement. (I like the way that...)
- Non verbal warning i.e. A look
- Reinforcement of the rule. (I need you to.....)
- First warning.
- Second warning.
- Moved to thinking spot
- Sent next door to teacher for 5 minutes
- Miss 2 - 5 minutes of playtime in order to have a restorative conversation about the child's actions.



Understanding Between Home and School

Home School and Child Agreement

All schools are expected to have home school agreements by law. These are important documents where we can show how we are going to support each other in order to benefit the children. We kindly ask you to read through with your child what is expected of them. For pupils in the Foundation Phase (Nursery, Reception, Year 1 and Year 2), we ask the child to colour the smiley face to show they have agreed and for you to date this section. As Parents/Carers you will be required to read and sign the Parent/Carer section of the agreement.

Mixed Age Classes

At Hendre Infants School we sometimes have mixed age classes. When classes are of mixed age, pupils are selected according to ability.

Welsh - Cymraeg

The Welsh language is taught throughout the school. In the Nursery classes, incidental Welsh is introduced. This included colours, numbers, greetings and songs. This is developed throughout the school up until Year 2. All children are encouraged to use Welsh in all aspects of school life and are encouraged to develop their understanding of "Being Welsh".

Religious Education and Collective Worship

Collective Worship takes place each day for Reception to Year 2 pupils. We try to raise the pupils' awareness of the needs and aspirations of all the different cultures living in Britain. It is compulsory for all children, unless parents request exclusion. The head teacher has assured governors that parents' wishes will be respected. The Parents who are concerned about Collective Worship, because of their own religious views, should contact the head teacher. Religious Education must 'reflect the fact that the religious traditions in Britain are in the main Christian whilst taking account of the teaching and practices of other principal religions represented in Britain'. Religious Education is planned and taught throughout the school and is where possible linked to topics and themes. It is hoped that Religious Education will encourage pupils in their personal search for the meaning and purpose of life through an exploration of religious and spiritual beliefs and concepts.



Understanding Between Home and School Cont. . .

Physical Education and School Sport

All children have 2 physical education lessons each week. Your child must have his/her PE clothes in school every day please. We stress great importance on Health Related Exercise and encourage our children to be active and lead a healthy lifestyle. All children are encouraged to play actively at break times and participate in sporting activities both in and out of school. We have an annual "sports day" containing a range of sporting events for the children to take part in.

In addition we also have access to outdoor play where they can use bikes, tricycles and large outdoor play equipment.

Website

From time to time school events and homework may be displayed on the school website. Parents are required to fill in a permission slip to allow the children's images to be used on the site. This permission slip will be available on entry to the School.

Homework

Your child will have homework throughout his/her time in school. It will be related mainly to developing literacy and maths skills but will develop as he/she progresses through the school. It will be given out on a Friday and collected the following week. We hope that you will support your child, as it makes a great difference to his/her confidence and educational success. We will be inviting you to a meeting, each year, to discuss how best you can help your child.

Educational Visits

Visits out of school are an important part of education today. The experiences gained from these visits are invaluable in helping to bring ideas alive and helping pupils to understand the community in which we live.

We require your consent to take your child out of school and some visits will involve transport and entry costs. (See Charges and Remissions). We will then request your support in making a contribution towards the cost and your permission to make the visit.



Understanding Between Home and School Cont. . .

Charges and Remission

Hendre Infants School wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

At Hendre Infants School we have a commitment to using our School Fund and School Budget wherever possible to offset costs to parents. However, it is widely recognised, that many educationally valuable activities have been and will continue to be dependent upon financial contributions in whole or part from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of the educational provision provided for pupils.

Child Protection

We take our responsibilities in this area very seriously and if we have any concerns, we will notify the relevant agencies.

In matters of child protection, this may need to be without parental consent. Our Child Protection Policy is available from school upon request. The Child Protection Officer of Hendre Infants School is the Head Teacher.

Equal Opportunities

Hendre Infants School supports equal opportunities by countering stereotypes and prejudice, reducing the effects of sexual, racial and social discrimination, while at the same time acknowledging the cultural and educational needs of our pupils. Equality of opportunity for all children is essential, whatever their age, ability, gender, race or background. We recognise that his or her environment can influence a child's self-perception and are committed to ensuring a positive experience for all children. We want all our pupils to achieve their full potential during their time with us. We work to ensure that our expectations, attitudes, and practices do not prevent any child from fulfilling his or her potential. As a school, we incorporate LA guidelines for Equal Opportunity into our primary practice. Certain strategies are employed to ensure that the cross-curricular dimension of equal opportunity permeates the life and work of the school. A full copy of our Equal Opportunities Policy is available upon request.



Home and Community Links

Consultations and Reports

You will be invited to meet your child's teacher three times a year. It will be an opportunity to discuss his/her progress and how you can support learning at home. Please inform your child's teacher if you are unable to attend an appointment. You will also be sent a written report on your child's progress at the end of each school year.

Visitors in School

Visitors such as the community police officer, fire officers and road safety officers are invited into school to support our teaching. We have visiting theatres groups, curriculum experts and curriculum enrichment groups throughout the school year.

School Functions

We want you to share in the good work and fun of school life and you will be invited to events throughout the year.

Parent Help in School

We welcome volunteer helpers to support groups in classrooms and on outings. Volunteering in school is a good first step towards paid employment, as many employers favour applicants with such experience. Volunteers who work with children need to have a Criminal Record Bureau check. The check is very straightforward and will last three years.

Parent Teacher Association (PTA)

The PTA holds events throughout the year. They are planned to be enjoyable for the children and to raise funds. All parents / carers are welcome to meetings, which will be published in newsletters. We hope that you will become involved.

School Fund

The school also maintains a school fund. Money is raised through photographs sales and sponsored events. The money provides party food, extra classroom equipment and helps towards the cost of school visits.



Concerns

Last but not least, if you have a concern about your child please come and share it with us. Together we can solve most problems

Your child's teacher will be very happy to discuss any concerns that you have. We would ask that unless it is urgent, appointments are held at the end of the day. Teachers are always busy before school preparing lessons for pupils.

Serious Concerns/Complaints should be discussed with the head teacher. An appointment should be made to ensure sufficient time is available.

If you wish to take your concerns/complaint further, the Chair of Governors (Mr D Furtek), will be pleased to discuss the matter with you. Our Complaints procedure is available upon request. As is a self explanatory complaints brochure. All of our documents are available on the website.

Finally

We hope that this brochure is of use to you. If you feel that anything needs to be added, please let us know.

This, or any other of our documentation is available from the school in enlarged print if requested.



Nurture • Believe • Achieve