

# ST. HELEN'S CATHOLIC INFANT SCHOOL,



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## **SCHOOL PROSPECTUS**

**Headteacher**

**Mrs. S.F. Rainsford**

**Status and Character**

**Voluntary Aided**

**Chair of Governors**

**Dr. M. Sutherland-Harper**

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The following documents can be seen in the school office and will be made available upon request:

- Any statutory instrument and circular sent to schools by the DfE about the National Curriculum
- Published OFSTED reports on the school
- Schemes of work in use within the school
- School policies
- All publications mentioned on the Freedom of Information list

*Please note that every effort has been made to make sure the information provided was correct when printed. If there is anything that you think is incorrect, unclear or you would like to have more details on please do get in touch with us.*

St. Helen's Catholic Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the members of staff who are trained as "Designated Child Protection Officers" in school in compliance with the "sharing of information" guidance.

## INTRODUCTION

### Welcome to St. Helen's Catholic Infant School

**'The school provides an outstanding education for its pupils. It has gone from strength to strength since the last inspection, and excellent teaching ensures high attainment for all groups of pupils. Pupils make outstanding progress in their learning, and greatly enjoy all aspects of school, because work is matched very closely to their needs and interests.'**

OFSTED July 2011

***The above quotation, very much encapsulates the ethos and aims of our school. Care, support and guidance of our whole school family – children, staff and parents - is a priority and a strength of our school which leads to 'Happy motivated children achieving their potential, ably led by dedicated staff and supported by interested parents.'***

### MISSION STATEMENT

#### **'LOVE ONE ANOTHER'**

**We follow Jesus as we learn and play together as part of God's family.**

**'Just as I have loved you  
You must also love one another.  
By this love you have for one another,  
Everyone will know that you are my disciples'**

**John 13 v 34-35**

### ABOUT THE SCHOOL

St Helen's Catholic Infant School was built in 1960 in Queens Road, Brentwood. During February 2009, the school relocated to Sawyers Hall Lane, Brentwood, to a brand new school building on a site situated next door to its sister Junior school. The school serves the Catholic parishes of Brentwood, Warley, Ongar and Ingatestone.

### AIMS OF THE SCHOOL

At St Helen's Catholic Infant School we aim to provide a curriculum which ensures that all children are given equal opportunities to develop the full range of learning skills. We value the contributions made by all children, professionals and parents to help to enhance and maintain our inclusive school community. 'Pupils make outstanding progress in their learning, and greatly enjoy all aspects of school, because work is matched very closely to their needs and interests.' OFSTED 2011

We provide a broad, balanced and stimulating curriculum for every child regardless of race, gender or ability.

**The curriculum is planned in such a way that pupils within the school are provided with an environment which offers depth, vigour, relevance, differentiation, learning, support and praise.**

## ADMISSIONS



*"The ethos of this school is encapsulated in our mission statement 'Love One Another'. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school, to apply for and be considered for a place."*

### Application Process

Applications all admissions should be made to Essex County Council using the Common Application Form. The school also requires a Supplementary Information/Priest or Religious Leader form (S.I.F) to be completed in order to rank the application with the published criteria below from parents who desire a Catholic education for their children.

**All applications will be handled in accordance with the co-ordinated admissions scheme published by Essex County Council in the Primary Education in Essex booklet.**

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which is available from the LA. Late applications will be dealt with as detailed in this booklet for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.

### Number to Admit

The number of intended admissions will be **90**. All pupils will be admitted without reference to academic ability, disability or aptitude. Pupils whose 5<sup>th</sup> birthday falls between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019 (i.e. children born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014), will be admitted full time, at the beginning of the Autumn Term following a short induction period.\*

### Over Subscription Criteria

Where the number of applications for admission **exceeds** the number of places available, the following criteria will be applied in order of priority set out below:

1. Looked after children in Catholic Families. ♦
- 2.\*\* Catholic children with a certificate of baptism whose permanent residence is in the parishes of Brentwood, Warley, Ingatestone and Ongar and whose family regularly attend Sunday Mass (*in this context regularly means attending Mass weekly*) and whose application is supported by their parish priest.
- 3.\*\* Catholic children with a certificate of baptism, whose permanent residence is in the parishes of Brentwood, Warley, Ingatestone and Ongar but do not fit the above categories.
- 4.\*\* Catholic children with a certificate of baptism from other parishes whose family regularly attend Sunday Mass (*in this context regularly means attending Mass weekly*) and whose application is supported by their parish priest.
- 5.\*\* Catholic children with a certificate of baptism who do not fit the above categories.
6. Catechumens and members of the Eastern Christian Churches.
7. Other looked after children. ♦
8. Children who have a sibling at St. Helen's Catholic Infant or Junior school at the **time of admission** and who do not fit into any of the categories above.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their minister of religion.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious leader.
11. Any other children.

\*\* ***Catholic denotes a member of any Catholic Church that is in full communion with the See of Rome. To be considered under these categories, a copy of the Baptismal Certificate must be submitted with the Supplementary Information Form (S.I.F.)***

We ask that you complete the S.I.F. and return it to us by the closing date **15<sup>th</sup> January 2018**, so that the governing body may be able to consider your application.

Within each category, the following criteria in the order given below will be used to determine priority

- i. Those who have a sibling at St. Helen's Catholic Infant or Junior school at the **time of admission**. A sibling is defined as a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address. Biological siblings will be treated as siblings irrespective of place of residence.
- ii. Children of teaching staff who –
  - a) have been employed at the school for two or more years at the time of application for the school place or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Tie Break**

In the event of over-subscription within any of the above criteria, priority will be determined by straight-line distance as supplied by the Local Authority from home to school, those living closest given higher priority. Please refer to the 'Distance tie Breaker' published in the Primary Education in Essex booklet.

### **Waiting List**

In the event of over-subscription, a waiting list will be maintained by the Local Authority until the end of the first week of term following the Admissions round. The governing body will then exercise their right to take over the waiting list after this date and will maintain it on an ongoing basis. Applicants on the waiting list will be contacted in the Spring Term of each school year to see if they wish to remain on the waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above.

\*In accordance with government regulations, parents can request that the date of admission is deferred or that their child attends part-time (This would be every morning from 8.45a.m. until 12 noon) until the child reaches compulsory school age (5) in that school year.

Parents who wish to seek a place for their child (including Summer Born children) outside of their normal age group must make an application to their Local Authority for their child's normal age group at the usual time. They must also apply in writing at the same time to the Head Teacher requesting admission out of the normal age group providing any supporting documentation and evidence. If the request for admission out of normal age group is granted by the school, this does not constitute the offer of a place for the year group that has been requested and a new application must be made to the Local Authority as part of the main admissions round the following year.

Appeals against the refusal of a place will be heard by an independent Appeals committee. Parents wishing to appeal should do so in writing within 14 days of receiving the decision of the Governors to The Clerk to the Independent Appeal Panel, County Hall, PO Box 4261, Chelmsford, CM1 1GS.

◆A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

### **PUPILS WITH DISABILITIES**

Pupils with disabilities are admitted without discrimination. Facilities are provided to meet individual requirements and the school policy is consistent with the Disability Discrimination Act 1995.

### **SPECIAL EDUCATION NEEDS**

The school follows the Special Education Needs Code of Practice, produced by the Department for Children, Schools and Families.

There is a Special Needs Co-ordinator within the school who is responsible for monitoring those children who have special educational needs. Any child who is regarded as having special education needs, will be given support or extension activities depending on their particular need. The Headteacher, the Special Needs Co-ordinator and the child's class teacher, will work in close partnership with parents. Where necessary, an individual learning programme will be implemented.

### **PASTORAL CARE, DISCIPLINE AND ANTI-BULLYING**

Each teacher has special responsibility for his or her own class. The whole school community works together, as far as possible, to create an environment where each individual is valued and treated with dignity and respect.

Rules exist for the general safety and well being of everyone in the school. Particular problems are referred to the Headteacher. If problems persist, then parents will be notified.

### **SAFEGUARDING**

St. Helen's Catholic Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the members of staff who are trained as "Designated Child Protection Officers" in school in compliance with the "sharing of information" guidance.

### **VISITING THE SCHOOL (PROSPECTIVE PARENTS)**

Prospective parents are very welcome to visit the school. An Open Morning is held annually on the Tuesday before the October half-term and is aimed at parents/carers of children who are due to start school the following September. In addition, appointments can be made through the school office and, where possible, the Headteacher will show prospective parents around the school and provide further information if required. Appointments are normally, available on the first Thursday of the month at 9.15 am (term time only).

## FOUNDATION STAGE (RECEPTION YEAR)

Prior to the children starting at St. Helen's, parents are invited to an evening meeting (usually held in June) where they will receive helpful information and meet the Foundation Stage Teachers. Children who are offered a place at the school will have an opportunity to visit the school, spend time in their new class room and meet their teacher (usually in June) and then again with their family in July during the Celebration Evening.

### FIRST SCHOOL VISIT

These sessions normally take place at the end of June or the beginning of July. Your child can come along to one of the available sessions. Sessions can be booked on-line using ParentMail PMX (a system we use to electronically communicate with parents/carers) following the Information Evening which is held in June once your child has been allocated a place at this school. They will meet some of their new class mates and also spend time with their new teacher in a small group of approximately 8 children.

While your child is attending their session, you can come along and enjoy a coffee with us where you will be able to meet other parents. There will be lots of helpful information available which you can use over the Summer, to prepare your child for starting school.

*You will need to have a meeting with us to ensure that we have all the information we require before your child starts school.*

### INDUCTION PROGRAMME

At the beginning of the Autumn Term, children are invited to attend school as part of a small group and will attend either a morning or afternoon session for, usually, 5 or 6 days. The first sessions at school, will involve spending time with a group of other Foundation Stage pupils and allows an opportunity for children to become familiar with their immediate surroundings, some of their peers and their class teacher. The second sessions, are extended to include half of the class. **Thereafter children will attend school on a full-time basis.**

We constantly review our induction programme based on prior knowledge and feedback and changes may occur from year to year.

### FOUNDATION STAGE PROFILE

Children at this stage are constantly encountering new experiences and seeking to understand them in order to extend their skills, develop their confidence and build on what they already know. They learn in many different ways. Children deepen their understanding by playing, talking, observing, planning, questioning, experimenting, testing, repeating, reflecting and responding to adults and to each other. We provide a wide range of activities, both indoors and outdoors, where children may develop all these skills.

A continuous record of progress is completed throughout the Foundation Year. This is then used to prepare a report at the end of the Academic Year. The Foundation Stage teachers will carry out an On-Entry Assessment to inform them of children's individual needs.

"Love One Another"  
**PARENT / TEACHER PARTNERSHIP**

Here at St. Helen's, we believe that parents have an important role to play in the education of their children and we greatly value their support and encouragement.

**INFORMATION EVENINGS**

During the Autumn Term an Information Meeting will be held for each year group. Specific information regarding curriculum and daily arrangements are discussed and shared.

**PARENT / TEACHER CONSULTATIONS**

**AUTUMN TERM**

A parent/teacher consultation is held during the Autumn Term where targets are set for the coming year. These are normally held in October for all Year Groups. These are for parent/carers only – no children of any age including younger or older siblings.

**SPRING TERM**

Another parent/teacher consultation is held in the Spring Term, normally held in February for all year groups. This meeting allows the teacher and parents to discuss a child's progress and how best to help a child at home. These are for parent/carers only – no children of any age including younger or older siblings.

**SUMMER TERM**

The Summer Term consultation is a celebration of the year's achievements. Children are encouraged to bring their parents to the school to show them their books, Art, work, displays - an opportunity to 'share their learning'. We welcome all family members, including brothers, sisters and grandparents etc..to this occasion.

In addition to the above consultation, parents are welcome to make appointments with the school office, to see the class teacher at any mutually agreed time to discuss progress and/or any concerns at any time during the school year.

*Please Note: NO children and Only one appointment per child at the Parent/Teacher Consultations.*

**HOME / SCHOOL DIARY**

A home/school diary is provided and encouraged as an ongoing means of communication between the teacher and parents. Primarily, it is used as a communication regarding the targets that are set in Reading. The class teacher may record comments, which he/she feels will be useful to both child and parents. Parents are encouraged to take an active role in the completion of the home/school diary and are requested to comment on the target. Parents are also encouraged to enjoy, read and talk at home about the books and any other materials that the children take home.

**HOMEWORK**

All children should read regularly at home. An information booklet is given to children in Foundation Stage offering suggestions of how, when and where to read. Information Meetings are also held in the Autumn term at the school to inform parents of the methods being used.

The weekly school Newsletter will also include activities which will support your child's learning at home and we recommend you engage in them. Once children reach Band 7 in reading, they will be given a Homework book and they will be asked to write 1 or 2 sentences per week about the story. From Band 7 onwards, children will have a written task to complete in their Homework book. They will have 1 week to complete this activity. However, we recommend that no more than 20 minutes be spent completing the questions.

All children will have access to Online Maths challenges and Reading challenges – completed weekly.

## "Love One Another"

In addition, child may also have to complete a short piece of work relevant to something they are learning about in school each week. Homework needs to be kept in the plastic pocket provided and should be in the child's Bookbag **every day**.

### **BEHAVIOUR MANAGEMENT**

There is a whole school behaviour system, known as the 'Peg system'. Each child starts the day on a 'Happy Face'. If their behaviour doesn't match up to the teacher's expectation, their peg is moved to the 'Straight Face'. If further instances occur, the peg will move to the 'Sad Face' also known as the 'Blue Face'. The child concerned will then need to visit the Year Group leader and may miss a playtime or spend some time with them.

If their peg is moved to the 'Sad/Blue Face' a second time, the child will visit a senior member of staff. If a third time, they will be sent to the Head Teacher and she will then write to the child's parents/carers who will need to come to the school to discuss the behaviour.

### **STATUTORY TESTS**

All 3 year groups undergo statutory testing of some kind.

#### **FOUNDATION STAGE**

In Foundation Stage, whilst not tests, children are assessed against statements from the Early Years Foundation Stage Profile (EYFSP). There is an expectation they meet the standard of an Early Learning Goal. Assessments are on-going throughout the year with the final decision taking place in May and June.

#### **YEAR 1**

In Year 1 a statutory Phonics test takes place in June. Phonics is part of our daily teaching.

#### **YEAR 2**

In Year 2 Standardised Assessment Tests (SATs) take place in May. These are formal, national tests and the results are used to confirm the Teacher Assessment judgements made by class teachers.

The results of all statutory tests must be sent to the Department for Education.

### **REPORTS**

An annual report will be prepared for parents in June/July each year and the report will reflect the progress the child has made during that academic year. The results of the statutory tests are also included in the report pack.

## CURRICULUM INFORMATION

### ORGANISATION OF EDUCATION AND TEACHING METHODS

Under the 1988 Education Act, the school is required by law to teach all children Religious Education, English, Mathematics, Science, ICT, History, Geography, Art, Music and Physical Education. In Year 1 and 2 (Key Stage 1), this is with close reference to the National Curriculum. In the Foundation Stage (formerly Reception), learning is planned with reference to the Early Years Foundation Stage (EYFS).

A variety of teaching methods are used (whole class, group, individual, setting) in order to maximise the learning for each child. Progress is monitored continuously and tasks planned accordingly. We teach the **National Curriculum** which includes English, Maths, Science, Computing, Art, Design and Technology, History, Geography, Music and Physical Education. Whilst not statutory we also teach Personal, Social and Emotional Development.

### RELIGIOUS EDUCATION

As a Catholic school, Religious Education is taught in accordance with the Doctrine and Traditions of the Catholic Faith and through the national programme called 'Come and See'. All children take part in Religious Education lessons and acts of worship arranged by the school.

Priests from the parishes take part in school assemblies and special celebrations.

Parents have the legal right to withdraw their children from all or part of the Religious Education and collective worship provided. However, it is important to note that children who do not attend collective worship or Religious Education lessons will have to spend that time in the school office.

## FOUNDATION STAGE CURRICULUM

### EARLY YEARS FOUNDATION STAGE

In the Foundation Stage (formerly Reception), learning is planned with reference to the **Early Years Foundation Stage (EYFS)** document and a document called **Development Matters**. The curriculum is split into 7 areas of learning and development that shape the teaching and learning for our youngest pupils and all 7 areas are important and equally important. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and forming relationships.

The 3 areas, the Prime Areas are

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

The 4 specific areas of learning, through which the prime areas are strengthened and applied are

- Literacy
- Maths
- Understanding the world
- Expressive arts and design

In addition all 3 year groups teach phonics through a document called **Letters and Sounds** published by the Department for Education. (Foundation Stage also use **Jolly Phonics**)

Our Reading Books are all 'banded' following the national **Book Band** scheme.

## **WHOLE SCHOOL CURRICULUM**

(New National Curriculum introduced in September 2014)

### **ENGLISH**

The school's aim is to teach each child to read with fluency and understanding. The children have access to a wide range of books within the classroom, both fiction and non-fiction, classic fairytales and poetry. They are encouraged to enjoy books whether they are fluent readers or not.

A variety of reading schemes are used, which provides the children with a certain degree of independence when choosing their new books. These are colour coded to distinguish levels of ability. Reading Bags (available from the school office) are brought to school every day. Children take their reading books home every night. This gives parents the opportunity to become active in hearing their children read and in monitoring their progress. (See information in section Parent/Teacher Partnership)

As well as reading activities, writing, handwriting and spelling tasks are planned in accordance with the National English Curriculum for Year 1 and Year 2.

### **MATHS**

Our daily programme, which is planned in accordance with the National Maths Curriculum, aims to provide the children with a sound understanding of number concepts through practical and written work. This will enable them to understand the application of a variety of mathematical ideas within the classroom, in the home and the local environment.

### **SCIENCE**

The school has developed a programme of study in line with the requirements of the National Curriculum for Science. The children will learn about themselves and the world in which they live through a variety of topics which will provide opportunities for observation, investigation and learning through simple experiments. We have up to date books, equipment and centralised reference material.

### **INFORMATION AND COMMUNICATION TECHNOLOGY ( ICT )**

All children have access to computers within their classrooms and the ICT suite. The ICT suite, which is air-conditioned, has 30 desk top computers, allowing children to work individually during their time tabled session (usually 2 per week). In addition there are 4 desk top computers in every classroom. All computers are networked and can access the Internet. The school is committed to ensuring E-safety and ensure children are trained in it, at a level appropriate to their age.

Every classroom has an interactive whiteboard which is used to enhance the curriculum.

The children have access to digital cameras, which are used in conjunction with the classroom computers. They also have access to tape recorders and headsets and Roamers (machines which can be programmed).

### **GEOGRAPHY**

The children are encouraged to take an interest in their immediate environment and the wider world. Maps are introduced to children and through discussion and investigation, they learn how people live in other countries.

### **HISTORY**

Through a programme of study, the children learn how people lived in the past and about important incidents which have taken place. Artefacts are used to help their understanding

## **ART AND CRAFT**

We give children a wide range of experience using materials of all kinds. We encourage them to be expressive, to experiment in their use of these materials and to enjoy their work.

Twice a year we have 'Activity Week' whereby children rotate around a number of craft, design and physical activities designed for their development and enjoyment.

## **MUSIC, DRAMA AND SINGING**

The children have the opportunity to participate in these activities on a regular basis. Children are encouraged to join in fully. Resources include CDs and percussion instruments. All children in Year 2 are taught to play the recorder.

## **DESIGN AND TECHNOLOGY**

This area involves designing and making objects for a purpose. The children will use construction toys and other appropriate materials. They will be given the opportunity to learn how to use simple tools correctly and safely.

## **SEX EDUCATION**

This is the primary responsibility of the parents at this stage, but open and honest communication does take place as the need arises, keeping in mind the level of interest and understanding of the child. Parents who have concerns in this area of the curriculum should refer to the Headteacher.

## **PHONICS TESTING**

All children in year 1 will sit the National Phonics test in accordance with legislation. It is a simple test, completed individually but supported by a teacher, checking the children's knowledge of sounds. The results are reported to parents within the end of term School Report. Where children do not reach the expected level in the test, they will re-sit it at the end of Year 2.

## **END OF KEY STAGE 1**

All children in Year 2 will take part in the Standard Assessment Tasks (SATs) in accordance with legislation. Since 2005 Teacher Assessment has been the main focus although test and task results confirm their decision. From 2016, the assessment arrangements will change and punctuation and grammar will be included in the test. We look forward to embracing the new changes.

Parents are given the opportunity to attend an information meeting while their child is in Year 2 so they are aware of the assessment arrangements. The results are reported to parents within the end of term School Report.

"Love One Another"  
**ADMINISTRATION**

**SCHOOL TIMES**

We strongly recommend that all children arrive at school at 8.45am. Lessons begin at 9.00am promptly. The School doors open at 8.45am and the Class Teachers are in the classrooms at this time every morning. It is advisable to ensure that your child arrives at school at 8.55am at the latest. This will then give them a chance to put away their bags, say hello to their friends etc.. before lessons begin.

Lunch is from 12 noon to 1p.m. every day.

School finishes at 3.20pm. If you pick your child up, they must be collected promptly at this time.

**SCHOOL OFFICE**

The School Office is open from 8.30a.m. to 4.00p.m. every school day.

**START OF SCHOOL DAY 8.45A.M.**

Class Teachers are in their classroom from 8:45 a.m. each morning.

**Foundation Stage children** access their classroom via the side gate (Year 1 gate) between 8:45a.m.– 9:00 a.m. This side gate is opened at 8.45a.m. and not before. Children must be accompanied to the Green Area gate every morning. Your child needs to walk with an adult all the way to and from the gate and they must hold the adult's hand all the way. They need to carry their own book bag and lunchbox (if they are not having a school dinner). After the Easter holidays, Foundation Stage children access their classroom using the Main School Door.

**Year 1 and Year 2 children** access their classroom via the Main School Door.

**END OF SCHOOL DAY 3.20P.M.**

The side gates of the school are opened at 3.15p.m. every day in order for you to access the area where your child can be collected. All children need to be collected at 3.20p.m. prompt.

**HOME TIME ARRANGEMENTS**

You must let us know by filling in the Home Time Arrangements form (purple form), your child's home time arrangements for each day. If they are to be picked up, you must let us know who will pick them up each day. Please Note if a person arrives to pick up your child who is not on your form, we will not let the child go with that person.

If there are permanent changes to these arrangements, a new form must be completed. If there are temporary changes, you must either write a letter to the class teacher informing of the change for that day or you must ring the school office before 3.00pm – *a verbal message from a child is not considered adequate. Email to the school office is also NOT accepted.*

If your child is to go home by coach, you must fill in this form detailing the Coach Contract Number, Route and Stop. If for some reason your child is not travelling home from school by coach when this is the normal arrangement, a letter MUST be sent into the Class Teacher explaining the change of arrangements – *a verbal message from a child is not considered adequate. Email to the school office is also NOT accepted. All coach children will be escorted to their usual coach unless a letter or a phone message is received by 3.00pm.*

**COACH TRANSPORT**

Children who arrive by coach, will be escorted by school staff from the coach to their classrooms from 8.45am. At the end of the day, all children will be escorted to the coach by school staff.

**EMERGENCY CONTACT INFORMATION**

IMPORTANT - You will need to provide us with the names and contact details of those we need to contact in the case of an emergency with your child. You will also need to tell us the order in these

nominated persons should be contacted. It is vital that you ensure that you keep all contact information up to date.

### **SCHOOL CORRESPONDENCE**

We do not accept correspondence by email – only in person, via telephone or letter. Children are responsible for giving letters etc..to their teacher. Staff cannot look in all Bookbags.

### **BUGGIES/PRAMS**

Due to Health and Safety, NO buggies/prams are allowed inside the school building at any time. It is also expected all Infant school children walk in and out of school – NO more buggies or carrying.

### **CAR PARK**

The Car Park barrier opens at 8.20a.m. each morning and at 2.45p.m. each afternoon. (***Please do not arrive any earlier or you will block the road***). You must have a valid Car Park permit to use the Car Park, however this does not guarantee you a space. More information is available from the school office regarding the cost of the permit.

The Car Park is for the purpose of dropping off and picking your child up and for attending any school meetings/assemblies. You are not permitted to park and leave your car for any other reason.

### **SCHOOL OUTSIDE EQUIPMENT**

Do not allow your children (including pre-school children) to use any outside equipment. This includes the Trim Trail, equipment on the Foundation Stage soft play area, the bike shelter etc.

No Buggies or Stiletto heels are allowed on the Foundation Stage soft play area as this causes damage to this area.

### **MEDICATION**

If your child requires medication during the normal school day but is well enough to attend school, you may come into school to administer the medicine during break time or lunch time (please make arrangements through the school office). Staff do not administer any medicines/treatments apart from asthma treatments.

***For Health and Safety Reasons, children must NOT bring in any forms of medication to school including throat lozenges, lip balms etc... Never, ever put any medication of any type in your child's Bookbag.***

### **MINOR ACCIDENTS/FIRST AID TREATMENT**

Where necessary you will get a call from the school office. Look out for Bumped Head Stickers/Letters.

### **ASTHMA/ ALLERGIES**

If your child suffers from Asthma you **must** inform the school. For asthma sufferers (or any other allergies that requires prescribed medication) you **must** speak to the school office before your child is admitted. You will be required to complete a form before any medication can be administered. You will need to provide the relevant medication which will be kept in the school office. You will need to ensure there is sufficient medication and that it remains 'in date'. In some circumstances, a Care Plan may need to be drawn up in consultation with the School Nurse.

### **PARTY INVITATIONS/CLASS LISTS**

Party Invitations are only given out on Fridays. We are not allowed to give out class lists. If you send in sweets for birthday, please be very mindful that we have numerous children in school with allergies. No Lollipops, No Hard Sweets, No Crisps – we suggest something like Haribo Jelly sweets.

## **SCHOOL LUNCHES**

With effect from September 2014, all Infant school children are entitled to a free hot school dinner every day. There is a meat option and a vegetarian option every day. Menus are sent to each parent for you to discuss with your child and then return to school via the electronic ParentMail PMX system with your choices.

If you do not wish to take up this entitlement, you must send in a packed lunch for your child. Packed lunches should be put in a suitable named container and should be insulated. Lunches should be 'Healthy'.

- No NUTS of any kind**
- PLEASE BE MINDFUL WHEN PURCHASING CEREAL BARS**
- No Hot Food (e.g. Hot Soup in Flasks)**
- No Peanut Butter**
- No Fruit Winders**
- No Individual Sweets**
- No Lollipops**
- No Bars of Chocolate (but can have snack bar e.g. penguin bar)**
- No Crisps**
- No Fizzy Drinks**
- No Glass bottles**

Our lunchtime staff will ensure that your child will eat enough food before they are allowed to leave the lunch hall.

Healthy eating is a topic that is included within our curriculum – in Science, P.E. and PSHE. We would ask for your support in our aim to encourage healthy lunches and healthy lifestyles.

## **GOVERNMENT FRUIT AND VEGETABLE SCHEME**

Each child is offered a piece of fruit before morning break time. If your child has any allergies to fruit please ensure that you inform the class Teacher in WRITING.

## **WATER**

Drinking water is available throughout the day for the children to access. You can also opt to send in a bottle of water each day - clearly marked with your child's name (and surname) and class number.

## **NEWSLETTER**

A school newsletter is sent home each Friday. It includes general information, important dates and 'ways to help your child' with their learning. It is always printed on bright yellow paper. Do look out for it and digest the contents. If you have registered for the ParentMail PMX system below, an electronic copy will also be emailed.

## **PARENTMAIL PMX**

We use a service called ParentMail PMX to communicate with parents by email and text message. This is a very useful service and we encourage all parents to participate. This is also the system you will use to electronically send to us your child's menu choices. A ParentMail form detailing your contact information (email & mobile numbers) is required to be completed by you to give permission for your details to be included.

## **SCHOOL WEBSITE**

Information regarding the school can be found on the School Website on [www.st-helens-inf.essex.sch.uk](http://www.st-helens-inf.essex.sch.uk).

## **SCHOOL COUNCIL**

We have a School Council which normally meets once a week. There are 2 elected student representatives (elected by the class at the beginning of the year) from each class. The Student Councillors wear a School Council badge.

### **AFTER SCHOOL CLUBS**

There are a number of after school clubs for Year 2 children. These are run by outside agencies (with a member of our staff in attendance) and there is a fee which is payable by the parent directly to the club. These run on Tuesday, Wednesday, Thursday and Friday from 3.20p.m. to 4.15p.m. on a termly basis.

### **SECURITY AND SAFETY**

Security and safety are of prime importance. Controls are maintained at all times when the school is open. All visitors (including parents) to the school are required to sign a visitor's book and to wear a badge while on school premises. **AT NO TIME CAN PARENTS/VISITORS WANDER AROUND THE SCHOOL WITHOUT PERMISSION FROM THE SCHOOL OFFICE.** Fire alarms and appliances are routinely tested and there are regular fire drills.

The Home Time Arrangements, as specified by parents on the Home Time Arrangements Form are strictly adhered to and an unauthorised person **will never** be allowed to collect a child unless the school has prior permission from a parent.

### **CHARGING AND REMISSION POLICY**

Charges are not normally made for materials used in school activities, which are part of the curriculum. The Governors policy on charging and details of remission are available at the school office.

### **EDUCATIONAL VISITS**

Children will have opportunities to take part in educational class visits from time to time. These visits are made both locally and further afield but are always part of work undertaken in class. They are important as they promote interest and widen the children's experience.

Parental permission is always necessary for a child to take part in an educational visit. Parents are asked to fill in a form as their child starts school, agreeing for their child to take part in local outings, for example, walking to the cathedral. For outings further a field, a separate consent form will be required to be completed. A voluntary contribution towards educational visits may be requested, but children will not be excluded from an activity or trip if parents are unable to make this contribution.

### **PARENTS ASSOCIATION**

There is a Parents' Association, which arranges social functions and fund raising activities for the benefit of both the Infant and Junior schools. All parents automatically become members of the association when their children start at the school.

### **COMPLAINTS PROCEDURE**

Because of our emphasis on partnership, we hope that all problems will be dealt with speedily by informal means. The first person to consult, is the child's teacher and then the Head Teacher. However, should concerns not be resolved by informal discussion, a formal complaint may be made in writing to the Chair of Governors and addressed to the school.

Arrangements made to deal with such a complaint are detailed in a formal document available in the school.

## ATTENDANCE

### ABSENCE

#### ILLNESS

If your child is going to be absent from school due to illness, please ring the school office detailing the nature of the illness before 10am on the first day of illness. ***If we have not heard from you before 10am on the first day, we will contact you as to the reason why your child is not at school.***

If the illness continues, please keep the school office (every day) informed of the child's progress. ***If we do not hear from you again, we will contact you as to the child's progress.***

When your child returns to school, you must also send in a letter explaining the absence - this is required for the attendance register.

Children who have vomited or have had diarrhoea, must remain at home for at least 48 hours from the last episode before returning to school as determined by Public Health England.

#### NOT ILLNESS

Amendments have been made to **Education (Pupil Registration) (England) Regulations 2006** which came into effect on 1<sup>st</sup> September 2013. The amendments make clear that head teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

In Addition, parents/carers must ensure that they know the rules about the schools Attendance Policy in respect of authorised absence and unauthorised as this has a huge impact on a pupils' learning if this is not consistent. Every half-day absence from the school has to be classified by the school (not by the parent/carer). **This is why information about the cause of any absence is always required and it is a legal requirement.** There are two types of absences:

1. ***Authorised Absence*** - this is when the head teacher approves a pupils' absence in advance. ***Only the school can authorise an absence. An explanation given by a parent/carer is not always sufficient for the school to authorise an absence .***
2. ***Unauthorised Absence*** - **absences** are those which the school and the governors, following Government guidelines, do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings including penalty notices and fines.

The following absences will not be authorised, ***EXCEPT in exceptional circumstances***, in order to comply with statutory attendance targets:

- Holidays during term time.
- Part or full day's absence from school which extend the length of the weekend.
- Any other requests for absence that the Head Teacher deems not to be in the best interests of the child.
- Requests for leave not made 4 weeks in advance.

The following absences will not be authorised, ***EVEN in exceptional circumstances***, in order to comply with statutory attendance targets:

- Holidays at the start or the end of the academic year.
- Holidays for all children in April, May and June.

**Requests must be made at least 4 weeks in advance using the correct form.** The presumption must be that it will not be authorised save in exceptional circumstances. Along with the request you will need to attach a letter outlining the 'special circumstances' for which a the absence is being applied for. If this is not provided, the school will be unable to authorise the request. In addition,

you may be asked to supply copies of travel documents and where applicable a letter from a place of work agreeing holiday cannot be taken at any other time.

***The school will ensure that term dates are available to parents well in advance to ensure holidays are not booked during term time.***

**This list is not exhaustive and the Head Teacher cannot 'authorise' any absences which are deemed to be contrary to the school policy.**

## **LATE POLICY**

### **LATE ARRIVAL**

Children who arrive at school later than 9.00am are marked in the late register. Foundation Stage children who arrive once the side gate has been closed are deemed late and must enter the school using the Main School Door, If your child is late more than 5 times, you will receive a letter from the Head Teacher. If a child continues to be late, another letter will be sent. If the problem persists, you will be called to a meeting with the Head Teacher. The Education Welfare Service may also become involved. Punctuality is extremely important.

Children who arrive late at school as a result of the contracted school bus arriving late, will NOT be marked late in the register.

### **LATE PICK UP**

It is expected that children are picked up from school ON TIME (at 3.20p.m. prompt). Where children are picked up late at the end of the day, the parents/carer will receive a telephone call. If a child is persistently picked late from school, a letter will be sent to the parent/carer.

## **APPOINTMENTS**

It is preferable to make all routine appointments (doctors, optician, dentist etc.) for a time after school or during the school holidays. Where an emergency appointment is made, you will be asked for the appointment card. Some hospital appointments also occur during term time but the school will need to see the letter of appointment.

## KEY STAGE 1 RESULTS - 2017

These tables show the percentage of eligible children achieving each level in the school in 2017, compared to Essex (2017) and the National (2016) at the End of Key Stage 1 teacher assessment in 2017.

Key Stage 1		School	Essex	National
No of Eligible Pupils		89	16,936	
Reading	% at least expected	92.1	78	74
Writing		91.0	70	66
Maths		89.9	76	73
Reading	% at greater depth	46.1	28	24
Writing		31.5	17	13
Maths		34.8	22	18

## UNIFORM

### SCHOOL UNIFORM

Most of the School Uniform items can be purchased directly from the School Office using an order form. Children must conform to the Uniform Policy at all times.

**In synopsis the compulsory uniform items are;**

**Boy's Winter Uniform:** School Jumper with Logo, White Shirt, School Tie, Long Grey Trousers, Grey socks, Black shoes, Dark Coat and School Wooly Hat with Logo.

**Boy's Summer Uniform:** School Jumper with Logo, School White Polo shirt with Logo, Short Grey Trousers, Grey socks, Black shoes, Dark Coat and School Cap with Logo.

**Girl's Winter Uniform:** School Cardigan/School Jumper with Logo, White Shirt, School Tie, Navy Pinafore dress, White socks/Navy tights, Black shoes, Dark Coat and School Wooly Hat with Logo.

**Girl's Summer Uniform:** School Cardigan/School Jumper with Logo, Blue STRIPED Dress, White Long/Short socks, Black shoes, Dark Coat and School Cap with Logo.

**P.E. Uniform All:** House P.E. Polo shirt, Royal Blue Shorts, Tracksuit (any colour), Trainers (we recommend with Velcro fastenings) and School P.E. Bag with Logo.

**Other Items All:** School Bookbag with School Logo.

A full list of the Uniform and the Uniform prices is available from the school office. Samples of all uniform are available in the School Office to look at/try on.

Children are responsible for their own uniform items at all times.

**All uniform including full PE Kit and footwear MUST be clearly marked with your child's name. Sewn in labels - make teachers smile.**

### RAINCOATS

All children require a school Raincoat which is kept in school.

### WELLINGTON BOOTS

All children in Foundation Stage require a pair of Wellington Boots which are kept in school. Children in Year 1 and Year 2 do not have Wellington Boots in school.

### HAIR

All hair which is longer than shoulder length (boys and girls), must be tied up using bands/ribbons in school colours (royal blue or yellow) only. Any band/ribbon should be small, insignificant and not draw attention. It is expected that all children wear their hair in a style that is suitable for their age and is not 'extreme' in any way.

### JEWELLERY

#### **WATCHES**

Only children in Year 2 are allowed to wear watches for school. However, they must be small and inconspicuous (No loud colours). Please ensure it is a watch that will help your child to learn to tell the time.

## **EARRINGS**

**EARRINGS SHOULD NOT BE WORN FOR SCHOOL.** They can be dangerous and nasty accidents can occur. If your child already has pierced ears, consider carefully before sending them into school with earrings. Only small stud earrings are acceptable. Any child wearing earrings, cannot take part in P.E or any after school club. For Health and Safety reasons, staff are not allowed to help/remove earrings. Act Sensibly - if you decide to have your child's ears pierced, do so at the beginning of the Summer holidays which will then ensure a sufficient amount of time before the earrings can be removed upon return to school in September.

**No Other Jewellery items are permitted.**

## **NAIL VARNISH**

Children are not permitted to have painted nails.

## **TEMPORARY TRANSFERS**

Children are not permitted to have temporary transfers.

## **TOYS**

Toys are not allowed in school. They can be distracting, cause arguments and of course children become distressed if their belongings are broken. Please do not put any toys in your child's Bookbag.

## **BOOK BAGS**

A Book Bag is needed to put books in. These are available from the **School office only** and has the school logo on it. **These are compulsory.** .

It should be brought into school every day and should only contain their reading Diary (which will be given to your child when they start school), and reading books provided by the school. Foundation Stage children will also have a word wallet. No toys to be put in Bookbags. Do not attach key rings as they are dangerous and could hit another child. If you want to personalise your child's Bookbag, please use a small sticker.

**DO NOT SEND ANY OTHER BAGS/ITEMS WITH YOUR CHILD.**

## **PE BAGS**

A school P.E. bag (named) is needed to keep your child's P.E. items in. This is kept in school and is sent home at the end of each term for laundering. The P.E. bag should contain the following;

- House P.E. Shirt,
- P.E. Shorts,
- Tracksuit – any colour,
- Trainers – we recommend with Velcro fastening.

"Love One Another"  
**OTHER INFORMATION**

**TRANSPORT**

***Please read these notes carefully, you may be entitled to free transport.***

In order to qualify for transport to a faith primary school, the following must apply:

- Your family must be eligible for free school meals or have an annual household income of less than £16,190 before deductions and live at least two miles from your designated or nearer faith school
- The child must be baptised into the faith of the school or a member of the school's faith. A baptismal certificate, or written confirmation from your priest, Rabbi or faith leader must be submitted with the application.

For more information or to request an application form please contact 0345 603 2200 or visit [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport)

***Some coaches do come to the school each day. However, these are privately run and the school does not have any involvement.***

**EXTRA BENEFITS AT SCHOOL**

***Please read these notes carefully, you may be entitled to extra benefits for your child at school.***

Entitlement is based on the entitlement of the family to qualifying benefits detailed below:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit, not Working Tax Credit, with an annual income of below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, Income Related
- Support under part VI of the immigration and Asylum Act 1999

If you are entitled to one of the above benefits or have an equivalent low income please contact us on 0345 603 2200 for an application form. Where you are able to provide us with Entitlement it is strictly confidential. Your entitlement will only be shared with the school your child attends to enable the meal to be provided.

You may also be entitled to transport where you have an entitlement depending on the school you attend and the distance of that school from your home address.

**UNIFORM GRANTS**

The provision of uniform grants is only made in exceptional circumstances and in order for the family to qualify they must be in receipt of qualifying benefits

Examples of exceptional circumstances where an award will be considered are:

- Enforced re-housing and associated move of school
- Parent and children in a refuse necessitating a change of school
- Enforced move of school through bullying, generally with evidence of physical harm
- Exceptional circumstances requiring the replacement of a uniform or the need to necessitous clothing

Families must also be in receipt of the one of the following qualifying benefits:

- Income Support
- Income Based Job Seekers Allowance
- Employment Support Allowance (income related)
- Pension Guarantee Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit and not Working Tax Credit with an annual income of less than £16,190

For more information or to request an application form please contact 0345 603 2200 or visit [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport)